User Guide

Adding a SellerCloud Store

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Background

ShipWorks connects directly to your SellerCloud account via the ShipWorks integration. With one click, or on an automated schedule, your orders are downloaded from SellerCloud. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to Seller-Cloud.

This article will guide you through adding your SellerCloud store to the ShipWorks software.

First Things First

These instructions assume that you have ShipWorks version 5.10 or later installed. You can download the latest version of ShipWorks [here](#).

Before continuing with this article please be sure that:

1. You have ShipWorks installed and that you are logged into ShipWorks as a user with administrator rights.

2. You have your SellerCloud administrator username and password.

The Process

1. In ShipWorks, click on the **Manage** tab. Then, click the **Stores** button.

2. On the **Manage Store** screen, click on the **Add Stores** button.
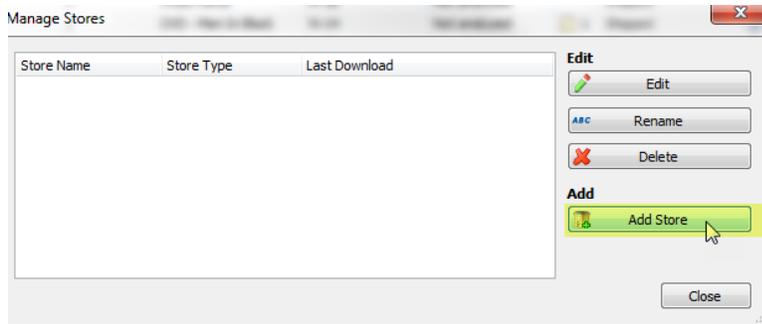
3. Click the drop-down menu for **What platform do you sell on?** menu, select **SellerCloud**. Then, click **Next**.

4. Enter your SellerCloud **Username:** and **Password:**. Then, enter the SellerCloud **Module URL:**. Click **Next**.

Note: According to SellerCloud... **'**The end point URL is http://xx.ws.sellercloud.com/shipworks/ (the xx is to be replaced with your server id - for example, if your SellerCloud URL is http://vv.cwa.sellercloud.com, your endpoint would be http://vv.ws.sellercloud.com/shipworks/. **Please be sure to include the forward slash (/) at the end of the URL.**

The Username and Password are your regular SellerCloud credentials'
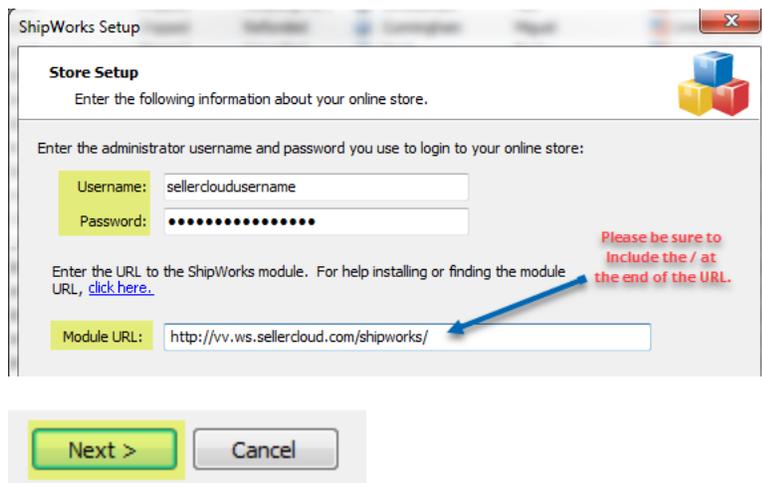
Great! You are now connected to SellerCloud. Just a few more screens to complete.

5. On the **Store Information** screen, enter your **Store Name:** and **Address:**. Then, click **Next**.

Store Information

Enter the name and physical address of your online store.

Name

Store name: My SellerCloud Store

(This is just how your store will display in ShipWorks)

Address

Company: Widget Me This

Street: 123 Some Street

City: St. Louis

State \ Prov: Missouri

Postal Code: 63123

Country: United States

6. Enter the additional **Contact Information:** for your store. Then, click **Next**.

Note: This information is optional.

Contact Information

Enter the contact information for your store.

Contact Information

Website: www.widgetmethis.com

Email:

Phone:

7. Select how much order history you would like to download into ShipWorks during your initial download. The default is to download 30 Days of order history into ShipWorks. You can modify this by clicking on the **Edit** link.

8. Verify that the settings for **When the shipment is processed:** are correct. Typically, you would leave the checkbox for **Update my online orders with the shipment details** checked.

9. From the **Set the online status to:** drop-down menu, select the status to which ShipWorks should update the order on SellerCloud.

10. Click **Next** and then **Finish**. Then, click **Close**.

Your orders will begin to download into ShipWorks automatically.

Still Need Help?

Please feel free to reach out to one of our awesome Customer Care representatives in St. Louis. We are happy to assist you.