

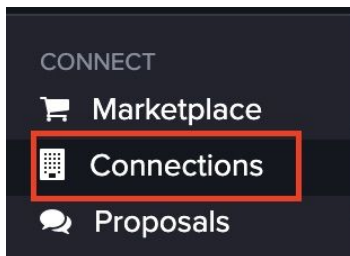


# Adding Retailer Shipping Account and Method in RevCascade Portal

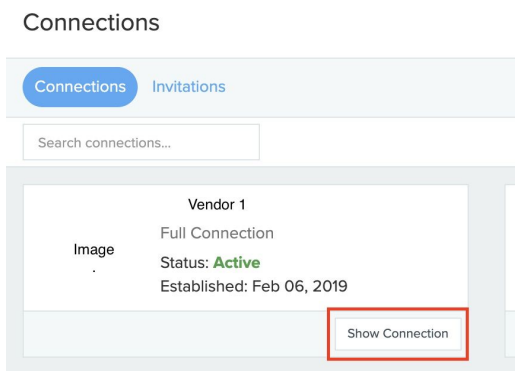
As a Retailer you can allow your vendors to ship under your shippers account. If you decide that you want vendors to generate shipping labels within the RevCascade portal under your shipping account, you will want to confirm the shipping methods they are allowed to ship with *i.e. Ground, 2nd Day, Next Day, ect*

## 1. View your Vendor Connections

- a. Select the Connections button on the left-hand corner of the page



- b. Once you find the Vendor you wish to update shipping methods for, select the Show Connections button





- c. Within the Vendors Connection screen, click **Edit** under the *Approved Shipping Methods* section

**Approved Shipping Methods**

The following shipping methods have been approved for use with this connection.

If you need to make any changes, please click the 'Edit' button.

- No Shipping Methods Found -

**Edit**

- d. Use the pop-up to select the different types of shipping method you want to allow your Vendor to use when out your shipping orders
- e. Once you have selected the desired shipping methods to complete, click **save**

### Connection Settings

Default Logo (Lg)  
360x120

Shipping Methods | Contacts

Please select the shipping methods that this connection is authorized to use via 3rd party billing. If you don't see a shipping account or method in the list below, please configure your [logistics settings](#).

Shipping Account Number

UPS Ground    **Select Shipping Method(s)**

UPS 2nd Day Air

UPS Next Day Air

Close    **Save**