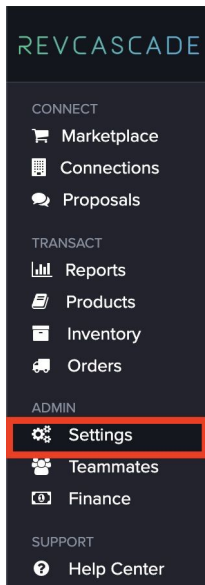




How to add your Retailer Shipping Account Number

Step 1: Click the **Settings** button on the left-hand side of the screen



Step 2: Click the **Logistics** button at the top of the screen

Logistics Settings

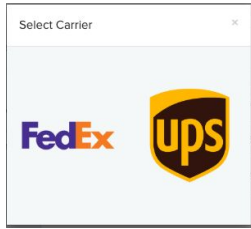


Step 3: Under the *Shipping Accounts* section - Click **Add Shipping Account**






Step 4: Select Carrier Information



Step 5: Add the following

1. Shipping Account Nickname
2. Shipping Account Number
3. Postal Code - Ship From Location Postal Code
4. Shipping Methods - Shipping Types Approved for Orders (Ground, 2nd Day, Next Day, ect)

Shipping Account Details
Please enter the details for this shipping account. After you create the shipping account, you may authorize connections to use the account to fulfill orders (via 3rd party billing).



Shipping Account Nickname *

Shipping Account Number

Country **Postal Code***
United States

Step 6: Click Add Shipping Account

Shipping Methods
Please select all shipping methods that you support. The shipping methods available on an order are later customized per connection.

- UPS Ground
- UPS 2nd Day Air
- UPS Next Day Air
- UPS 3-Day Select
- UPS Standard
- UPS Worldwide Saver
- UPS Worldwide Express
- UPS Worldwide Express Plus
- UPS Worldwide Expedited
- UPS Next Day Air Saver
- UPS Next Day Air A.M.
- UPS 2nd Day Air A.M.
- UPS SurePost Over 1Lb
- UPS SurePost Under 1Lb

[Add Shipping Account](#)