

Shipping Carrier Account

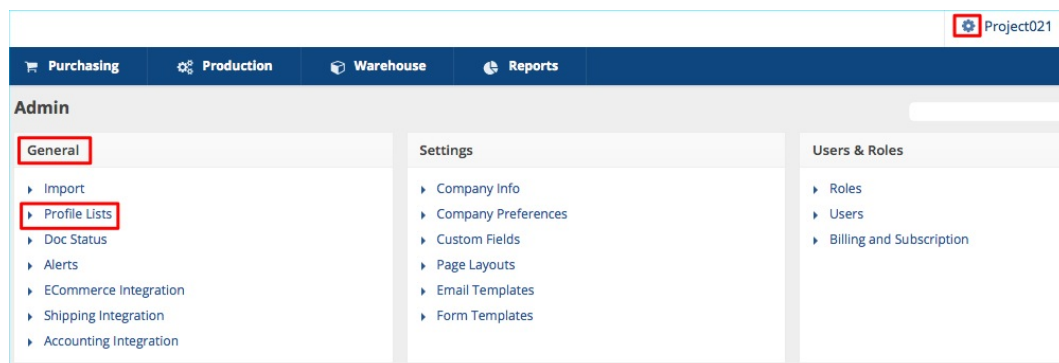
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Overview

In order to ship your products through the software, you need to setup your company's *Shipping Carrier Accounts* by obtaining shipping rates from the 3 major carriers: FedEx, UPS and USPS.

Adding a Shipping Carrier Account

1. To access the Shipping Carrier Account settings, click on the ***Gear*** icon in the upper right corner of the screen.
2. Under the **General** section, click on **Profile Lists**.



3. On the Profile Lists, under **Shipping** section, click on **Shipping Carrier Account**.

Admin > Profile Lists

Profile Lists

General	Sales	Production
<ul style="list-style-type: none"> Activity Status Activity Type Item Group Units of Measure UOM Sets Account Manufacturers Class Currencies FOB Terms Employee & Other Names Vendor Types Attribute User Group 	<ul style="list-style-type: none"> Customer Types Lead Statuses Sales Tax Codes Item Sales Tax Payment Methods Sales Rep Discount Price Levels Payment Gateway 	<ul style="list-style-type: none"> Steps Shipping <ul style="list-style-type: none"> Ship Method Package Type Shipping Carrier Account

4. Assign a *Name* for your new Shipping Carrier.
5. Select if this Shipper will be the *Default* method of shipments, if this Shipper is *Active* and if the Shipping Carrier Account Address is *Residential* by default.
6. Select your Carrier (FedEx, UPS or USPS) from the drop-down menu.

Save Reset

Name

IsDefault ☐

Active ☒

Residential Deliveries By Default ☐


Carrier

- **Getting Shipping Carrier Login Credentials:** Each of the carriers will have unique instructions for getting an account setup for OrderTime to be able to pull rates. Select the carrier from the drop down to view the associated instructions.
 - **FedEx Setup:** Start your registration by clicking the **Click Here To Register** link. Complete registration process and take note of your login credentials: **Account Number, Password, Key** and **Meter Number**.

Active ☒

Residential Deliveries By Default ☐

Carrier



FedEx requires users to register through their Developer Center to get a Password, Key and Meter # before being authorized to get account specific rate estimates. Log into your account on the FedEx website and then use the link below and follow Step 4 -Move To Production. Click the Get Production Key button and fill in the information to complete the registration process.

[Click Here To Register](#)

Account #

Password

Key

MeterNumber

To only get rates for specific please select them below, otherwise rates will be shown for all services.

☐ FedEx First Overnight
☐ FedEx Priority Overnight
☐ FedEx Standard Overnight
☐ FedEx 2 Day Am

- **UPS Setup:** Click the **Click Here To Register** link. Follow registration process and once completed, take note of your login credentials: **Account Number, AccessKey, User Name** and **Password**.

Carrier



UPS requires users to register through their Developer Center to get an Access Key before being authorized to get account specific rate estimates. Log into your account on the UPS website and then use the link below and follow the steps to register and obtain an Access Key. Be sure to enter your UPS Account # and the User and Password you use to log into your UPS account online as well.

[Click Here To Register](#)

Account #

AccessKey

User

Password

To only get rates for specific please select them below, otherwise rates will be shown for all services.

- ☐ UPS Standard
- ☐ UPS Saver
- ☐ UPS Worldwide Expedited
- ☐ UPS Ground

- **USPS Setup:** Start your registration by clicking the **Click Here To Register** link. Follow the registration process and once completed, take note of your login credentials: **User Name** and **Password**.

[Save](#) [Reset](#)

Name

IsDefault ☐

Active ☒

Residential Deliveries By Default ☐

Carrier

The United States Postal Service logo, featuring an eagle head in profile and the text "UNITED STATES POSTAL SERVICE".

The US Postal Service requires users to register and get a user and password specifically for requesting rate information. To register please click the link below.
[Click Here To Register](#)

User

Password

To only get rates for specific please select them below, otherwise rates will be shown for all services.

- ☐ USPS Priority Mail 3-Day
- ☒ USPS Priority Mail 3-Day Large Flat Rate Box
- ☒ USPS Priority Mail 3-Day Medium Flat Rate Box
- ☒ USPS Priority Mail 3-Day Small Flat Rate Box

7. Once you select the corresponding Carrier, you will be asked to provide your *login credentials* for your shipping account

- **FedEx** needs your *Account Number, Password, Key* and *Meter Number*.
- **UPS** needs your *Account Number, AccessKey, User Name* and *Password*.
- **USPS** needs your *User Name* and *Password*.

Select the only the services that you think are necessary for your business, otherwise rates will be shown for all services.

8. Click **Save**.

The Shipping Carrier Accounts are displayed on the left side of the interface under Records.

Admin > Profile Lists > Shipping Carrier Account

Shipping Carrier Account

Active Status: ☒ Active ☐ Inactive ☐ Both

Records: SE01, SE02

Name: SE02

IsDefault: ☐

Active: ☒

Residential Deliveries By Default: ☐

Carrier: USPS

UNITED STATES POSTAL SERVICE

The US Postal Service requires users to register and get a user and password specifically for requesting rate information. To register please click the link below.
[Click Here To Register](#)

User: 452

Password: 04 18

To only get rates for specific please select them below, otherwise rates will be shown for all services.

- ☐ USPS Priority Mail 3-Day
- ☒ USPS Priority Mail 3-Day Large Flat Rate Box
- ☒ USPS Priority Mail 3-Day Medium Flat Rate Box
- ☒ USPS Priority Mail 3-Day Small Flat Rate Box