

Shiphub Marketplaces



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Connect to Shopify

> Connect to a New Marketplace on Shiphub

	🕅 shiphub SI	IIP	MARKETPLACE	ADDRESS BOOK	SHIPMENT HISTORY	PICKUPS	BILLING HISTORY	BULK UPLOAD	SETTINGS	MANAGE USERS	Sara Bender
				Now shipping for:	ABC Test SPL	-	ABC Test SPL		-		
1. Click on the Marketplace tab	1		Connect a	New Marketplace	2 M	arketplo	aces				
2. Click on Connect a New Marketplace			No results fou	Shop Name	Platform		Actions	vi	ew Orders		
					© 2024 by SPL Group	p. Contact Us	Terms And Conditions				

Select Marketplace

🕅 shiphub	SHIP MARKETPLACE AD	DRESS BOOK SHIPMENT HIS	TORY PICKUPS E	BILLING HISTORY BULK UPLO	DAD SETTINGS	MANAGE USERS	Sara Bender						
	Now	shipping for: ABC Test SPL	▼ AE	3C Test SPL	•								
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								Now shipping for:	ABC Test SPL	•	ABC Test SPL	•	
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2. Fo sub	or Shopify domain of	– enter t your sh	he Shop: op	oify					© 2024 by SPL Gro	up. Contact Us T	erms And Conditions		

Log in to your Account



1. Log in to your Shopify account

2. Once Shopify verifies your account, the Marketplace will connect to Shiphub



View orders for Linked Accounts

Once the Marketplace is connected, you will have the ability to instantly view all orders placed through your shop

MARKETPLACE	ADDRESS BOOK	SHIPMENT HISTORY	PICKUPS	BILLING HISTORY	BULK UPLOAD	SETTINGS
	Now shipping for:	ABC Test SPL	-	ABC Test SPL	•	
Connect a	New Marketplace	Ма	ırketpla	ces		
	Shop Name	Platform		Actions	View	Orders
Ship	Hub Gadget Gear	<u> (</u> shopify		I	View C	Drders
					1	

Edit Orders

You can click the "Edit" button to update the shipment details and change the carrier service and packaging.



Update Your Shipment Details

If action is required, update the shipment details.

MARKETPLACE	ADDRESS BOOK	SHIPMENT HISTORY	PICKL	JPS BILLING	HISTORY	BULK UPLOAD	s	ETTINGS	м
	New chipping for AP	ent		UPS		PS Ground	×		
	Required fields mis From Phone is requ To Company or To I	sing: From Phone,To Compar ired. Name is required	ny,To No	ame,To Address 1,To P	ostal,To City,To St	ate.			
	From			То			- 18		
GO BACK	La Un Company/Full Name* Ex	ShipHub Gadget Gear		Company/Full Name*	Company				
	Err Contact Name	ShipHub Gadget Gear		Contact Name	Name				
	Country *	United States	~	Country *	United States		ns		
	Address Line 1 *	307 North Citrus Avenue		Address Line 1 *	Address Line 1				
	Address Line 2	Address Line 2		Address Line 2	Address Line 2			:	
	Address Line 3	Address Line 3		Address Line 3	Address Line 3				
	Zip Code **	90036		Zip Code **	Zip Code				
	City *	Los Angeles		City *	City				
	State **	California	∇	State **	Select				
				Save					
	05/22/2024 09:22	UPS Ground 1 package Weight: 3 lb Ref 1: Order	Gadge ShipHu Gadge 17402	t Gear - Eden, LTD - ub Karine Ruby t Gear 8 Garden of Citronia Eden Drive				:	

Create Labels

MARKETPLACE	ADDRESS BOOK	SHIPMENT HIST	ORY PICKU	PS BILLING	HISTORY	BULK UPLOAD	SETTIN	IGS M
	Now shipping for:	ABC Test SPL		- ABC Tes	t SPL		-	
1 \$ 60 ACK	Last Updated: 06/06/20 Unfuffiled: Externally Fulfiled: Errors:	ShipH	الله المحالي ال المحالي المحالي المحالي المحالي المحالي	hopify et Gear Print Labels	Orders Void Labels	Show Filters		
■	Date	Order Number	Service / Z From A Tracking / Z	ddress To Address	Estimate	Status	Actions	
5	Order Date: 05/22/2024 09:22	Order #1099	ShipHu UPS Ground Gadget 1 package ShipHu Weight: 3 lb Gadget Ref 1: 0 rder 17402 #1099 Street Ref 2: 0 rder Northin Status: paid 91325 Zone 8	b Garden of Gear - Eden, LTD - b Karlne Ruby Gear 8 Garden of Citronia Eden Drive Lakewood, NJ dge, CA 08701 US US	\$18.93	UNFULFILLED	Edit	:
E	Order Date: 05/13/2024 04:45	Order #1093	ShipHu UPS Ground Gadget 1 package ShipHu Weight: 5 lb Godget Ref 1: order 17402 #1093 Street Ref 2: Order Northri Status: 91325 sondbaa	b Flying High Gear - International - b Amy Hirano Gear 116 North Citronia Maple Street Ste. 355 dge, CA Cherryvale, KS US 67335 US	\$18.06		Edit	:

MAF	RKETPLACE	ADDRESS BOOK	SHIPMENT HIS	TORY	PICKUPS	BILLING	HISTORY	BULK UPLOAD	SETTINGS	м
		Now shipping for:	ABC Test SPL		-	ABC Test	SPL		*	
		Date	Order Number	Service / Tracking / User	From Address	To Address	Estimate	Status	Actions	
		Order Date: 05/22/2024 09:22 Label Issued: 06/06/2024 08:55	Order #1099	UPS Ground 12E7A01503 D T package Weight: 3 lb Ref 1: Order \$1099 Ref 2: Order Status: paid Zone 8 Submitted by: Sara Bender	ShipHub Gadget Gear - ShipHub Gadget Gear 17402 Citronia Street Northridge, CA 91325 US	Garden of Eden, LTD - Karine Ruby 8 Garden of Eden Drive Lakewood, NJ 08701 US	\$18.93	PROCESSING	: ⊠ ⊕° () ≣ ≉ 49	
		Order Date: 05/13/2024 04:45 Label Issued: 06/06/2024 08:55	Order #1093	UPS Ground 12E7A01503 1 package Weight: 5 lb Ref 1: Order #1093 Ref 2: Order \$tatus: pending Zone 6 Submitted by: Sara Bender	ShipHub Gadget Gear - ShipHub Gadget Gear 17402 Citronia Street Northridge, CA 91325 US	Flying High International - Amy Hirano 116 North Maple Street Ste. 355 Cherryvale, KS 67335 US	\$18.06	PROCESSING	「 つ 量 マ] (1) (1) (1) (1) (1) (1) (1) (1)	

- > Select Unfulfilled Orders and Create Labels for these shipments
- > Once created, the shipments will begin processing and Shopify will be updated that the orders have fulfilled

Order Fulfillment on Shopify

É shopify	Q Search	Ctrl K	لې SPL Crystals	SC		
Home Orders Drafts	← #1001 ● Paid ● Fulfilled Archived November 12, 2023 at 4:35 am from Draft Orders	Refund	Return Edit More actions 🗸 🔇			
Shipping labels Abandoned checkouts Products Customers Content Finances	So Fulfilled (4) #1001-F1		Notes Ø	Q. Search	Ctrl K	ې SPL Cryst
III Analytics	Z89059424151 Confirmed Selling Plans Ski Wax Selling Plans Ski Wax Selling Plans Ski Wax	\$24.95 × 1 \$24.95 \$49.95 × 1 \$49.95	Contact ayumu.r +1613-5 Orders 5 Shippini Drafts	© © # Ø	Post Only you and other staff can see comments	This type of order is excluded from creater of fraud analysis.
Settings Non-transferable	Secling Plans Ski Wax Sample Selling Plans Ski Wax	\$9.95 × 1 \$9.95	Ayuna Y Shipping labels Test Cor 307 Nor Ste. 355 Los Ang Products United S +132235; Customers	January 9 This order was archived. Shiphub.lo fulfilled 4 items from Shop Ic	5:30 AM scation. V 5:30 AM	
			 Content Finances Analytics Marketing Discounts 	Items 1 × Selling Plans Ski Wax - Selling Plans Ski 1 × Selling Plans Ski Wax - Special Selling Pl 1 × Selling Plans Ski Wax - Sample Selling Pl 1 × The Collection Snowboard: Liquid	Nax ans Ski Wax ans Ski Wax	_
			Sales channels > © Online Store © A Daint of Sale \$ Settings	Service Manual Fulfillment location Shop location		
			① Non-transferable	December 26		

Print Labels

After creating labels, choose the orders for which you'd like to print labels.

You can select individual shipments, choose "All labels," or filter by status.



Print

2 sheets of paper

Void Labels

If you would like to void labels, you can select the labels you would like voided, and click 'Void Labels'

Note, only labels that have not yet been scanned by the carrier can be voided.



Label Settings

Under your personal account settings, you can select the desired label types for each carrier.



Print

Destination

2 sheets of paper

ECOSYS M2540dn

Load New Orders

shiphub	SHIP	MARKETPLACE	ADDRESS BOOK	SHIPMENT HIST	ORY	PICKUPS	BILLING	HISTORY	BULK UPLOAD	SETTINGS	М	IANAGE USERS	Sara Bender
			Now shipping for:	ABC Test SPL		•	ABC Test	SPL		-			
		Ç GO BACK	Processing Orders5/1 Unfulfilled: Externally Fulfilled: Labels: Errors:	ShipH	ub Gc	Shopil adget Print Labe	f y Gear els Void	Orders	v Filters				
			Date	Order Number	Service / Tracking / User	From Address	To Address	Estimate	Status	Actions			
			Order Date: 06/06/2024 05:23	Order #1107	UPS Ground 1 package Weight: 16 lb Ref 1: Order #1107 Ref 2: Order Status: paid Zone 8	ShipHub Gadget Gear - ShipHub Gadget Gear 17402 Citronia Street Northridge, CA 91325 US	Oliver Jones - Oliver Jones 123 Maple Lane Medford, NY 11763 US	\$44.12	UNFULFILLED	Edit	:		
			Order Date: 06/02/2024 07:26	Order #1106	UPS Ground 1 package Weight: 1 lb Ref 1: Order #1106 Ref 2: Order	ShipHub Gadget Gear - ShipHub Gadget Gear 307 North Citrus Avenue Los Angeles,	, US	Fix Errors to Get Quote	ERROR ['Required fields missing: From Phone,To Company,To Name,To Address 1 To Destal To	Edit	:		

Connect to Shipstation



Connect to Shipstation API



View Your Marketplace Orders

MARKETPLACE	ADDRESS BOOK	SHIPMENT HISTORY	PICKUPS	BILLING HISTORY	BULK UPLOAD	SETTINGS M
	Now shipping for:	ABC Test SPL	•	ABC Test SPL	•	
Connect a	New Marketplace	Ма	rketplac	ces		
	Shop Name	Platform		Actions	View	Orders
Ship	oHub Gadget Gear	🞒 shopify		C 🕅	View C	Orders
	shipstation	ShipStati ☆ n	°	6 m	Click to Shipsta	o view your tion orders

Edit Marketplace Settings

On the main Marketplaces screen, under the Actions column, you can click the 'Edit' icon, to edit your marketplace settings

MARKETPLACE	ADDRESS BOOK	SHIPMENT HISTORY	PICKUPS	BILLING HISTORY	BULK UPLOAD SETTINGS	
	Now shipping for:	ABC Test SPL	Ψ.	ABC Test SPL	-	
Connect	a New Marketplace	M	arketpla	ces		
	Shop Name	Platform		Actions	View Orders	
Sh	nipHub Gadget Gear	<u> (</u> shopify		° (View Orders	
	shipstation	ShipStati ‡	n°	()	View Orders	
	shipstation	ShipStatio	n		View Orders	

Settings - Default Carrier Service

You can edit the default carrier service to choose how your shipments will auto quote when they are imported.

Shipments can also be updated individually!

Shop Name	
Shop Name	
Shop Name	
Chiellich Coderet Coort	View Orders
NICKNOME	View Orders
ShipHub Gadget Gear)
shipstation	View Orders
Additional Options:	
Import externally fulfilled orders from the last 90 days.	

Settings – Nickname

Select a friendly nickname to easily identify your store!

	Edit Marketp Default Carrier Servi	olace			×
	UPS	-	UPS Ground	-	
Shop Name					View Orders
ShipHub Gadget Gear	Nickname				View Orders
	ShipHub Gadget Gear				
shipstation					View Orders
	Additional Options:				
		Import e	xternally fulfilled orders from the	last 90 days.	
			Down		
			 Save 		

Settings - Additional Options

Choose which kinds of orders you would like to import into Shiphub

	Edit Marketplace				×
	UPS		UPS Ground	~	
Shop Name					View Orders
ShipHub Gadget Gear	Nickname ShipHub Gadaet Gear				View Orders
shipstation					View Orders
	Additional Options:				
		Import externa	ally fulfilled orders from the last 9	90 days.	
		6	Save		



We have worked hard to make the system user friendly to handle your shipping needs. We'd love to hear from you with any questions or comments!

support@splgroup.com

Office: (877) 486-7918