

SendIT Shipping System

V1 Nov 2020

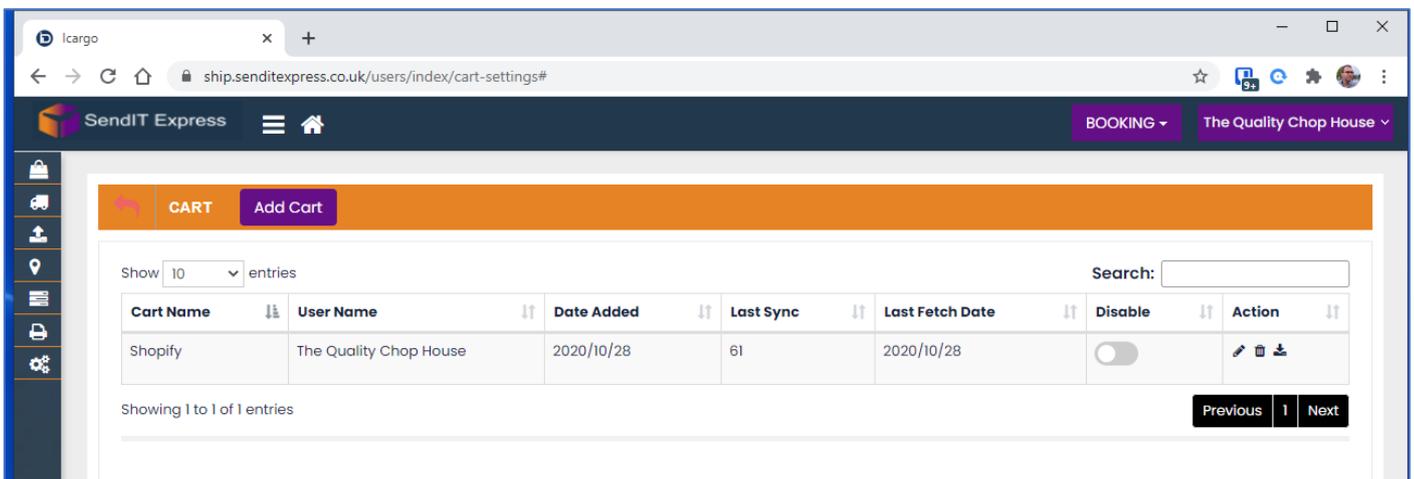
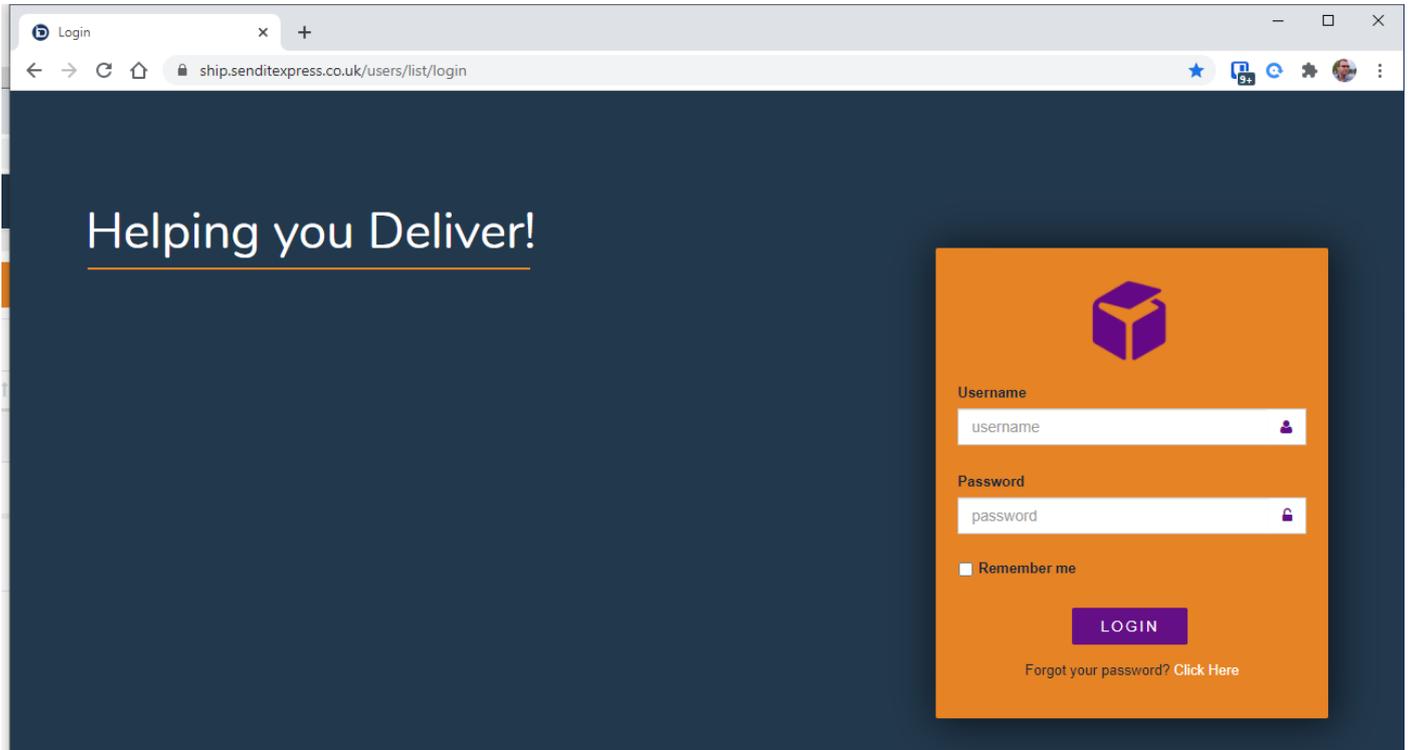
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Login

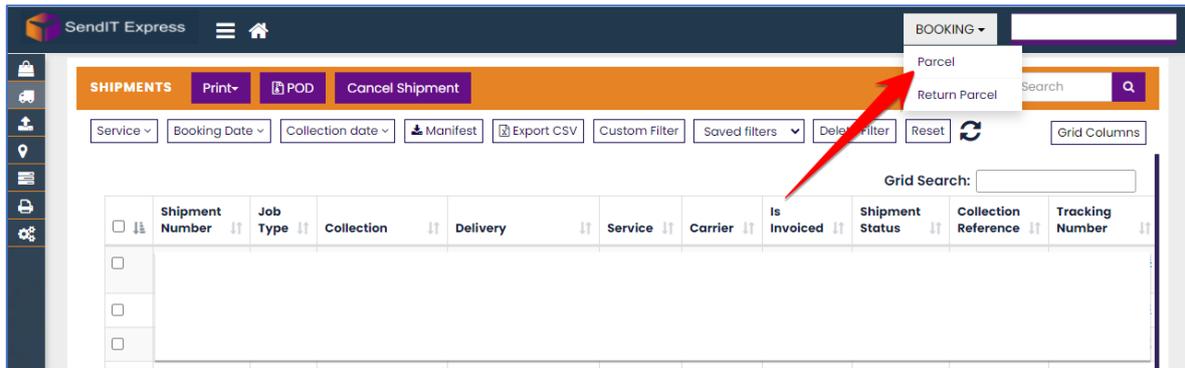
Login here <https://ship.senditexpress.co.uk/users/list/login>

You will need a username and password, this is created and provided by SendIT Express in advance.

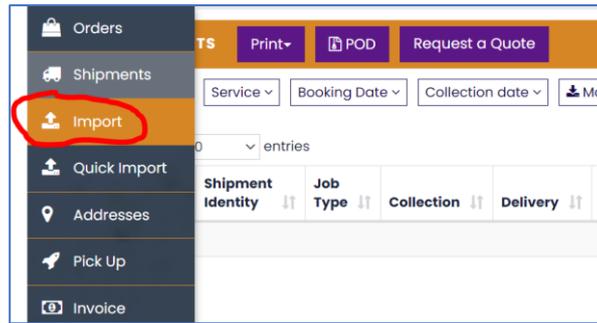


Manually Making a Booking

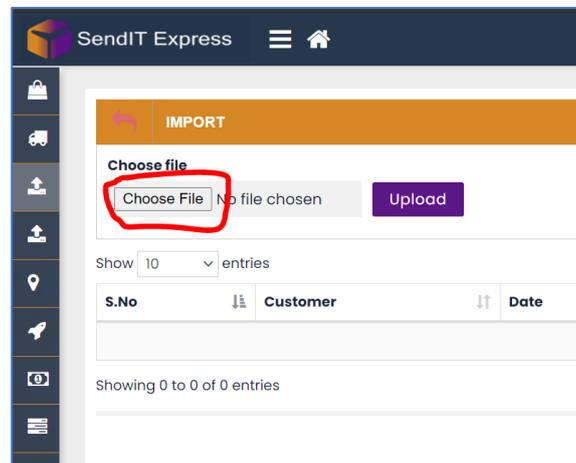
Click on the Booking Button and choose Parcel



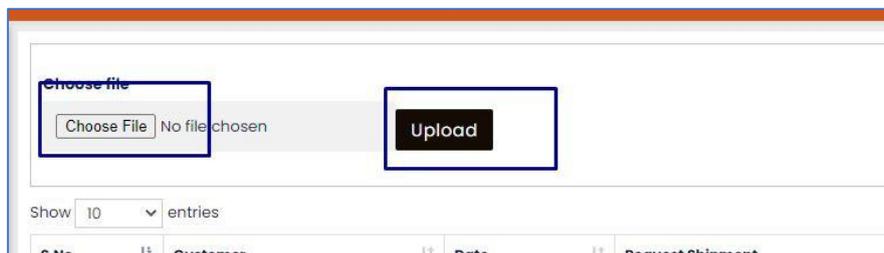
To Upload orders via CSV file
 Go to Shipment Icon < Click on Import



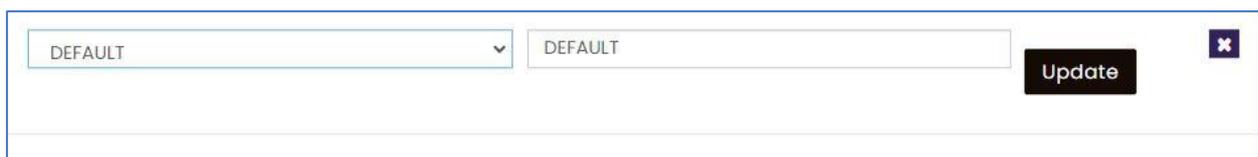
Click on the UPLOAD button and upload your shipments file in .csv format after arranging your data as per the sample csv file (a separate document to this one available on request). Please note you should process no more than 50 orders/lines per upload file as the moment please.



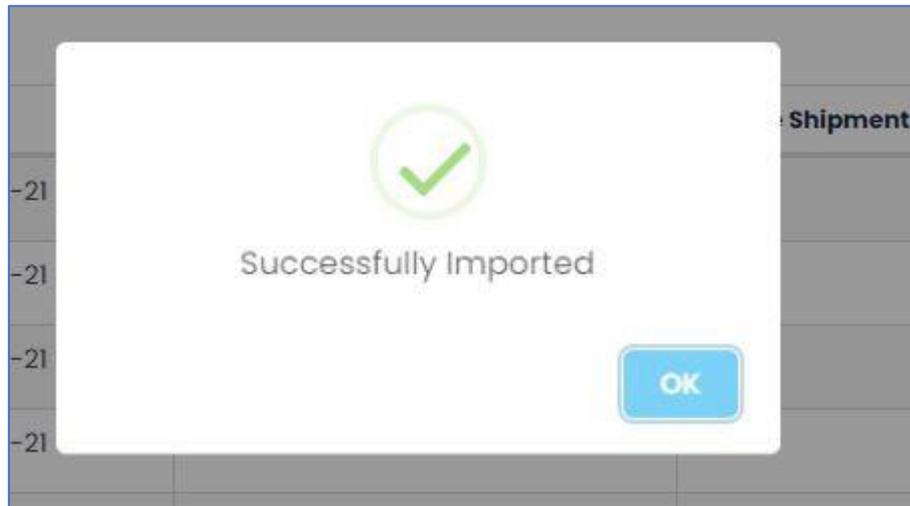
Choose the file that you wish to import (must be in .csv format and have no more than 50 orders).



Then select your profile (normally DEFAULT) from the drop down menu and click Update



When your import shipments have been imported into the system successfully, you'll get a message similar to the one below.



Please note: these imports can take some time as the courier has to verify the service against the postcode, process the booking, create a PDF label and then pass this back for each line. The processing can take 5-15 seconds a line depending on the time of day and the load on the system. So a 50 line CSV import can typically take over 10 minutes to process – please be patient!

After the CSV has been processed you can look at the stats and confirm that all your orders got processed.

You can see the uploaded file (Requesting CSV) and importantly you can download the Response CSV as well and this will confirm (at the right side of the data on Column CV the reason for any failures).

The screenshot shows the 'IMPORT' section of the SendIT Express interface. At the top, there is a 'Choose file' section with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Below this is a table with columns: S.No, Customer, Date, Request Shipment, Eligible Shipment, Req Csv, and Res Csv. The 'Req Csv' and 'Res Csv' columns contain download icons. A red box highlights the 'Requesting CSV' label above the table, and another red box highlights the 'Response CSV' label below the table. Red arrows point from these labels to the respective download icons in the table. The table contains 10 rows of data. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 54 entries' and a set of buttons for 'Previous', '1', '2', '3', '4', '5', '6', and 'Next'.

S.No	Customer	Date	Request Shipment	Eligible Shipment	Req Csv	Res Csv
1		2020-11-24	121	0		
2		2020-11-24	162	40		
3		2020-11-24	205	39		
4		2020-11-24	205	39		
5		2020-11-24	162			
6		2020-11-23	36	35		
7		2020-11-23	71	33		
8		2020-11-21	1	0		
9		2020-11-18	3	0		
10		2020-11-18	3	0		

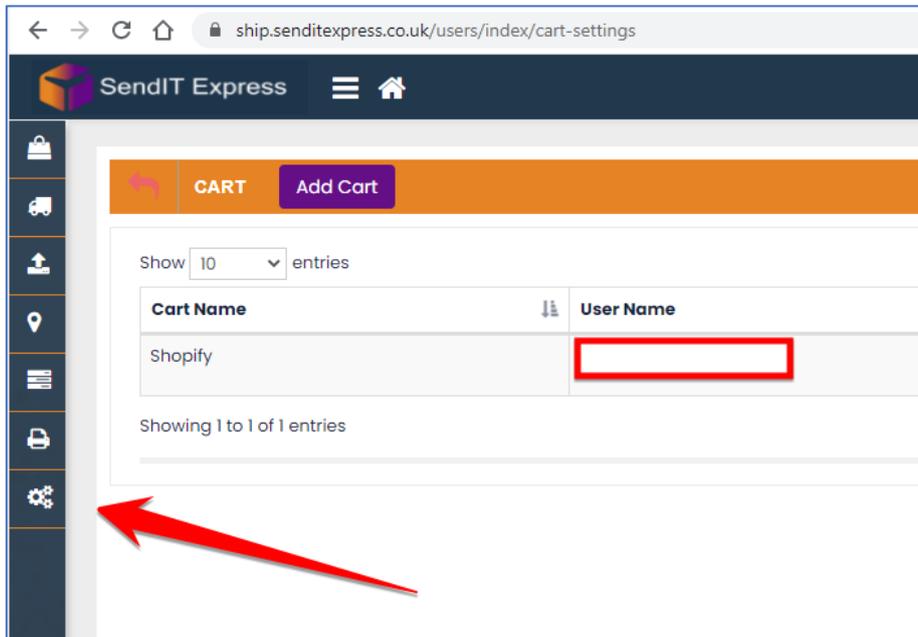
There are situations that order lines might not be processed, these include

- The inclusion of comma files in the data
- Post code incorrect for the service chosen (remote areas can often not support next day or Pre-12)
- The lack of space in a postcode
- Special characters
- Data input incorrectly (careful when you use Excel shortcuts to fill down the rows that the data does not increment).

Shopify / WooCommerce

You can link your Shopify and Woocommerce shops to the SendIT system. You will need to create an APP in the shops that will provide the information required to allow the system to connect and read orders for processing.

To connect you go to the Settings section (bottom of the left hand side menu)



You then click on the purple Add Cart button and input the information shown.

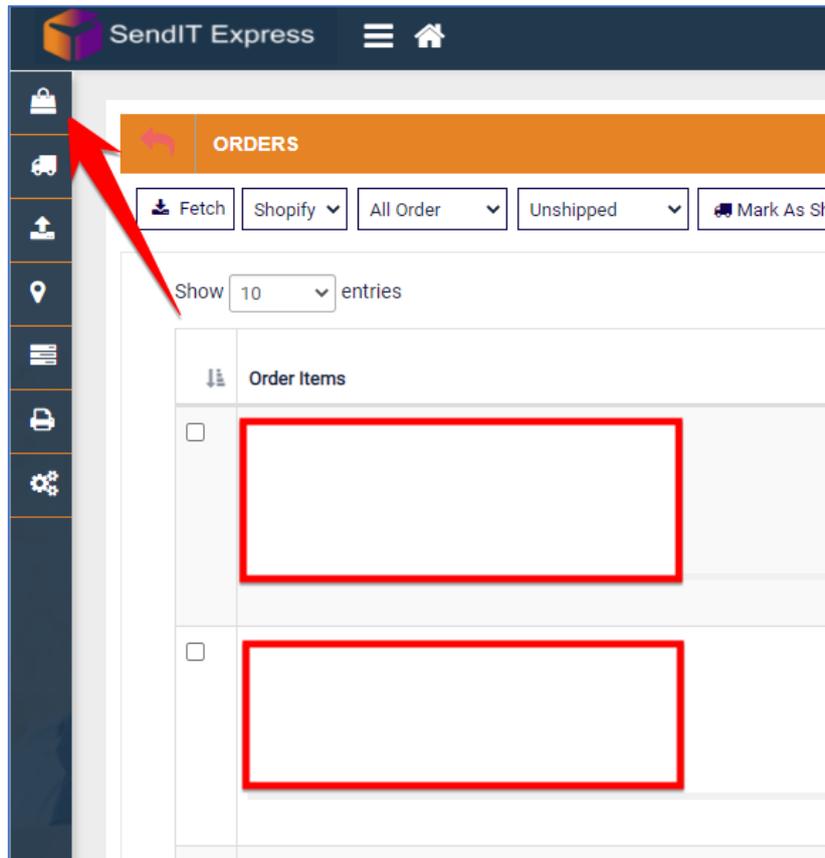
Add a New Cart

 Amazon	Follow these steps to get connected: 1. API key * <input type="text"/> 2. Password * <input type="text"/> 3. Shop Url * <input type="text"/> 4. Example URL <input type="text"/> 5. Shared Secret <input type="text"/> 6. Set as Default <input type="checkbox"/> <small>Click Connect to save Shopify credential(s) to authorize Instadispatch to retrieve your order information.</small>
 Ebay	
 Shopify	
 WooCommerce	

Add a New Cart

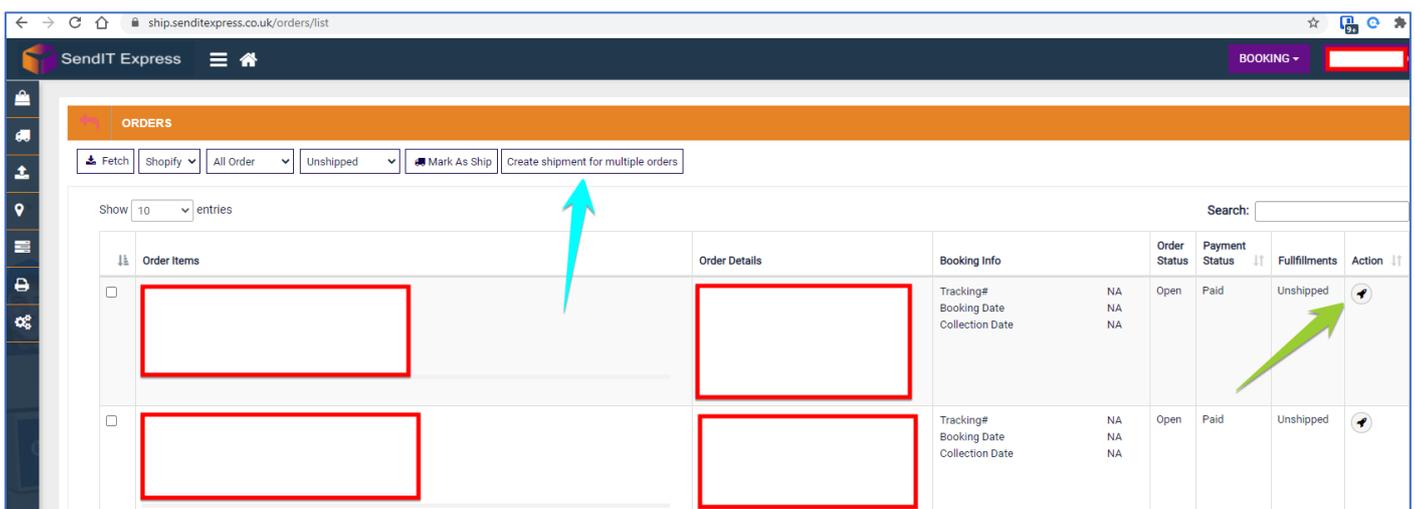
 Amazon	Follow these steps to get connected: 1. Shop base URL <input type="text"/> 2. Consumer Key <input type="text"/> 3. Consumer Secret <input type="text"/> 4. Set as Default <input type="checkbox"/> 5. Click Connect to authorize Instadispatch to retrieve your order information.
 Ebay	
 Shopify	
 WooCommerce	

Once your Shop is connected you go to the Orders option (top of the left hand menu).



Orders are checked on a regular basis, but you can also click on the fetch button to instigate an ad-hoc refresh of your orders if required (this may take some time).

From here you can view the orders listed and can either process orders individually (click on the Action Rocket shown by the green arrow in the image below) or batch process them (click on the Create shipment for multiple orders button as also shown by the blue arrow in the image below).



If you process the orders individually you can specify the collection date.

If you process as a batch the collection date will be the date you process on (or the following day if after 5pm).