



SHIPWORKS APPLICATION BY MOZU

Configuration Guide

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ShipWorks Application by Mozu Configuration Guide

Welcome to ShipWorks and Mozu

[ShipWorks](#) provides services to download your approved orders and ship them from city to state to international shoppers. You can download your online submitted orders from Mozu to your local ShipWorks application. ShipWorks provides integrations with all major shipping carriers, custom invoices, pick lists, monthly reports, promotional emails, order shipment tracking, and much more to ensure your customers receive the items they ordered. You can also set up automation rules to streamline your shipping services for large amounts of orders.

[Mozu](#) offers an app to leverage your ShipWorks account and services. Through the app, you can download approved orders to ShipWorks automatically based on a set time. All members of your ShipWorks service can review and complete orders, with completed status updating back into Mozu!

Install ShipWorks Application by Mozu on Your Tenant

After purchasing the ShipWorks Application by Mozu, call your sales or professional services representative and request installation on your tenant. Mozu staff will install the app to your tenant, making it available for further configuration and usage in your storefront.

This custom app integrates ShipWorks with Mozu to support the following:

- Sync your ShipWorks account with Mozu to ship your approved orders.
- Continue your shipment fulfillment using your current ShipWorks account and services across your company. Create and print custom invoices, handle mailing lists and promotions, and send the orders directly to major shipping carriers using the rules and features without disrupting your business.
- If you are new to ShipWorks, create shipping automation rules, streamline shipping fulfillment, create custom invoices and email updates, and fulfill all shipments directly with major shipping carriers.
- Update Mozu with completed and shipped status for approved orders.

When an order is ready for shipment, the following occurs between Mozu and the ShipWorks app:

- Mozu “downloads” all orders with an approved status to ShipWorks. Any orders with a pending status are not considered ready for shipment.
- The download of orders occurs every set amount of minutes, configured in ShipWorks. The recommended amount of time is every 15 minutes.
- When an order completes shipment, ShipWorks sends an order update to Mozu as completed.

CONFIGURATION REQUIREMENTS

To configure ShipWorks to work seamlessly with Mozu, you need specific items installed and settings provided. This guide details each step from requirements to final configuration for managing shipments.

You must meet the following criteria to configure the ShipWorks app:

- You must have the ShipWorks Application by Mozu installed into your tenant.
- You must have ShipWorks software downloaded and installed on your system.
- You must have access to modify and update your store settings in ShipWorks.
- You must have an active [ShipWorks](#) account, ID, and store configured in your application. This ID is located in your **Manage Stores > Edit Store > Store Connection** tab in the Store Settings.
- You must generate a password from the ShipWorks app in Mozu to add in your ShipWorks store settings.

Configure the Application

To integrate your ShipWorks services with Mozu, you will modify the app settings using your ShipWorks information and add a widget to your storefront theme. You may need to save information to add to these pages from ShipWorks and within Mozu. Keep a notepad open as needed to help!

CONFIGURE SHIPWORKS ACCOUNT SETTINGS

1. On the Mozu Admin top bar, select **Settings>Applications**.
2. Double-click **ShipWorks**.
3. Click the **Configuration** link to open info and settings.
4. On Account Settings, enter your ShipWorks account **User Name**.
Note: If you need your account User Name, you can locate this information through the ShipWorks software. See the next section for details.
5. Click **Generate Password**. A password displays on the tab.
6. Click **Save**.
7. You need to copy the generated password and URL provided on this tab for configuring ShipWorks, in the next section. This URL directs the ShipWorks widget to send and receive order and shipping data to the ShipWorks system.

×

ShipWork Settings

Info

Settings

?

* User Name

acctname

Generate Password

Password

451eWJmWdEcVniZB9ASTdYyCzvuZjrEsMzKMuCp1t4|

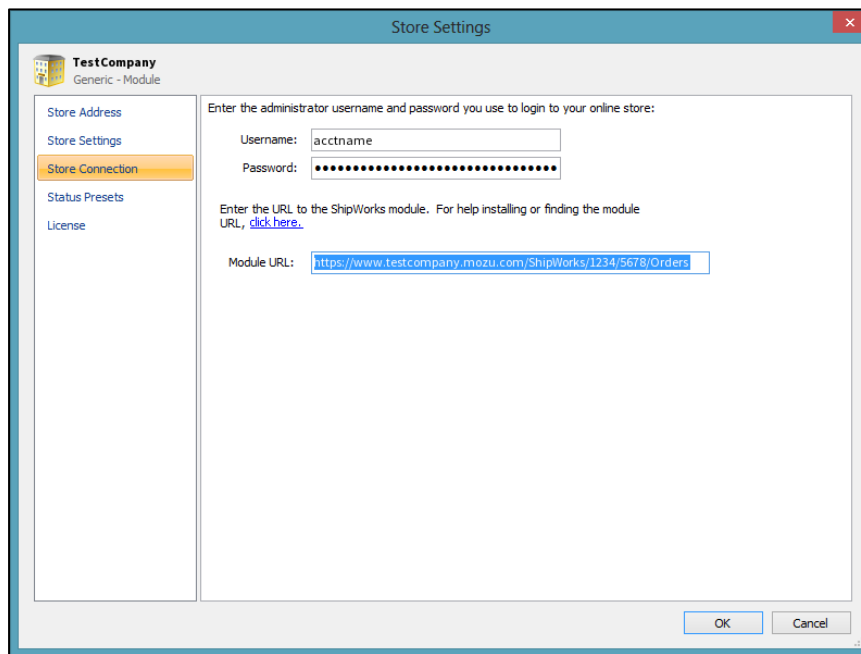
Name	Store Url
GouletTest	<div>Config Url:</div> <div>https://www.testcompany.mozu.com/ShipWorks/1234/5678/Orders</div> <div>Shipment Url:</div> <div>https://www.testcompany.mozu.com/ShipWorks/1234/5678/Shipment</div>

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CONFIGURE THE SHIPWORKS SOFTWARE

With your Mozu and ShipWorks accounts connected, you need to update the store settings in the ShipWorks software, separate from the app.

1. Open your ShipWorks local software.
2. Select **Manage > Store** to open a list of stores.
3. Select your store and click **Edit**.
4. Select the Store Connection option to view your User Name. Make sure this User Name matches your ShipWorks account and the information you added to Mozu.
5. Copy and paste the generated password from the Mozu ShipWorks app into the Store Connection **Password**.
6. Copy and paste the Order Url from the Mozu ShipWorks app into the Store Connection **Module URL**.



TestCompany
Generic - Module

Store Address
Store Settings
Store Connection
Status Presets
License

Enter the administrator username and password you use to login to your online store:

Username:

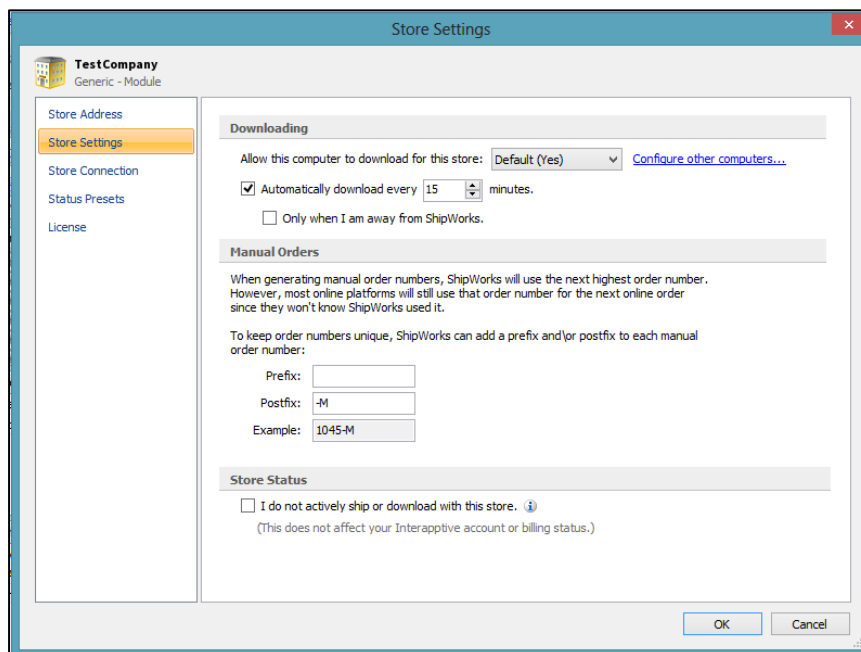
Password:

Enter the URL to the ShipWorks module. For help installing or finding the module URL, [click here](#).

Module URL:

OK Cancel

7. Click **OK** to commit your changes.
8. Select the Store Settings option to configure the download timer. Enter an amount of minutes to **Automatically download every X minutes**. We recommend 15 minutes.



TestCompany
Generic - Module

Store Address
Store Settings
Store Connection
Status Presets
License

Downloading

Allow this computer to download for this store: Default (Yes) [Configure other computers...](#)

☒ Automatically download every 15 minutes.

☐ Only when I am away from ShipWorks.

Manual Orders

When generating manual order numbers, ShipWorks will use the next highest order number. However, most online platforms will still use that order number for the next online order since they won't know ShipWorks used it.

To keep order numbers unique, ShipWorks can add a prefix and/or postfix to each manual order number:

Prefix:

Postfix:

Example:

Store Status

☐ I do not actively ship or download with this store. [?](#)
(This does not affect your Interapptive account or billing status.)

OK Cancel

9. Click **OK** to commit your changes.

Enable ShipWorks Application by Mozu

1. On the Mozu Admin top bar, select **Settings > Applications**.
2. Double-click **ShipWorks**.
3. Click **Enable App** on the Info tab to enable the app.