How to – ShipStation DSV set up

After creating your API keys for your Vendor account number for the new MarketPlace you are selling on, you will need to Add a Carrier in ShipStation

1. In ShipStation, you will need to go to Settings (the wrench) and then **Shipping Carriers**.
   - Click on **Add a Provider**, then **Canada Post** then click on **Connect**
   - Click on **Commercial** and then **Connect**
   - You will be asked to log into www.canadapost.ca Login with your new user id
   - Confirm **Commercial** and paid by and **on account**
   - Set this account number as **Primary**

2. A - Then in ShipStation you will set up a Ship From
   - Create a new Ship From
   - On the left is your actual address and on the right is the address given to you in the email
   - The Name and Company are the same **Your MarketPlace**
   - Enter the Return address given to you during your set up
   - **Save**

   B - Set up your own Ship From
   - Ship From which is your address for both sides. The address on the right is what shows on the label, so you can set it up to show another address where RTS return to sender items are shipping to
   - **Save**

3. A - Then in ShipStation you will set up an automation rule for your **MarketPlace**
   - Only apply this action to **Store equals Your MarketPlace** (you will see Manual orders in the screenshot, make that Your MarketPlace)
   NOTE: if you ship Canada post and another carrier, add a 2nd Criteria **Requested Service (Marketplace Value)** This is equal to what you see in your order

- **Add an Action** in the following order
- Choose **Charge to my Account** below you will see "Canada post – Cust", make yours your MarketPlace
- Add a second Action **Set Carrier/Service/Package** Choose Expedited and Package
- Add a third Action **Set Ship From Location** below you will see MarketPlace, make yours your MarketPlace
- Add a fourth Action **Charge Shipping to 3rd party** and then Account, Billing Country and Billing Zip. These three are provided to you by your service rep
- Click on **Save Rule**

As orders are imported, apply the following actions

| Charge Shipping to My Account... ▼ | Canada Post - MarketPlace Canada post (Primary) ▼ | ✖ |

| Set Carrier/Service/Package... ▼ | Service | Expedited Parcel ▼ | ✖ |
| | Package | Package ▼ | |

| Set Ship From Location... ▼ | MarketPlace ShipFrom ▼ | ✖ |

Charge Shipping to 3rd Party... ▼	Account #	1234567	✖
	Billing Country	Canada ▼	
	Billing Zip	A1A 1A1	

Add an Action

B - Then set up your own account automation rule
- Check **Only apply this action to** then choose **Store** equals **Your Store**
- The Actions are
  - **Charge Shipping to My Account** and select your account number
  - You can add other Actions as above
- Click on **Save Rule,** then click on **Reprocess Automation Rules**

4. You will then want to create your other automation rules. Keep in mind any automation rules already created for your other account will apply to MarketPlace unless specified.