# Shipping Carrier Account
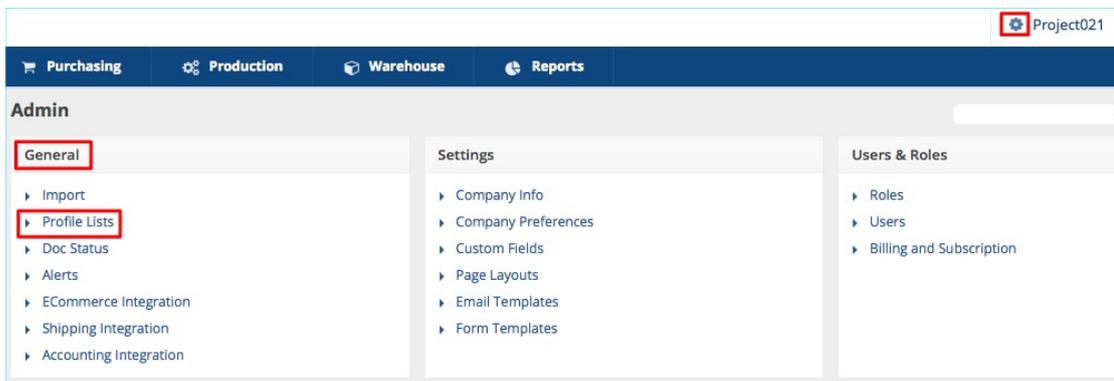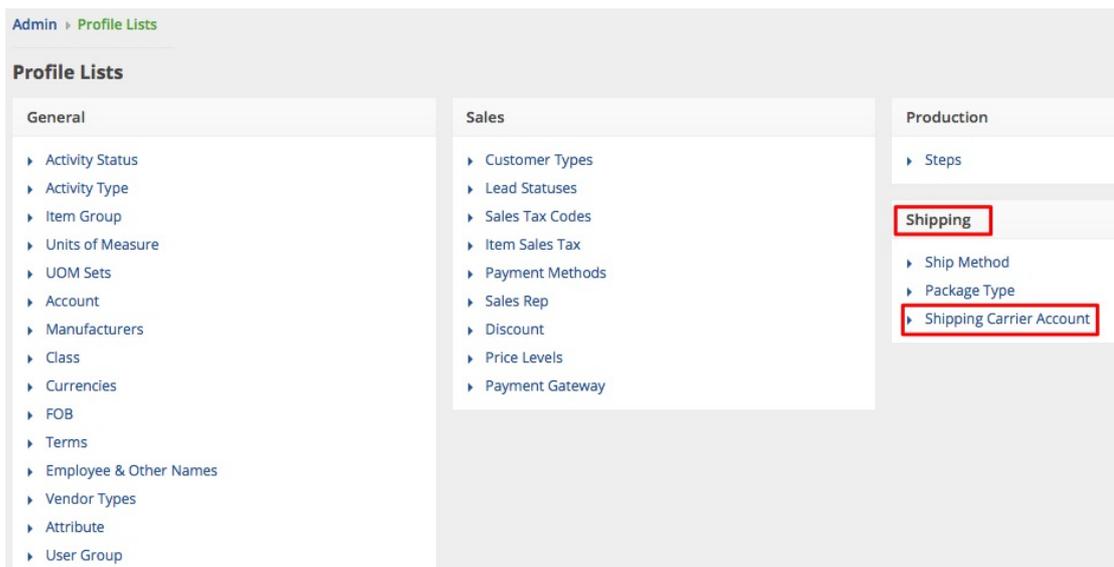
## Overview

In order to ship your products through Order Time Inventory, 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**.



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

  FedEx requires users to register through theur 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

    - ▪ **THESE INSTRUCTIONS ARE CHANGING SOON.** New Instructions are being built here: https://help.ordertime.com/help/fedex-carrier-account-setup

  - *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



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 and 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*.

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.