Shipping Carrier Account

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Overview

Admin > Profile Lists

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.

Profile Lists		
General	Sales	Production
 Activity Status Activity Type Item Group Units of Measure UOM Sets Account Manufacturers Class Currencies FOB Terms Employee & Other Names Vendor Types Attribute User Group 	 Customer Types Lead Statuses Sales Tax Codes Item Sales Tax Payment Methods Sales Rep Discount Price Levels Payment Gateway 	 Steps Shipping Ship Method Package Type 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*.

Residential Deliveries By Default	
Carrier	FedEx \$
FedEx requires users to register througet a Password, Key and Meter # before account specific rate estimates. Log in vebsite and then use the link below a	gh theur Developer Center to bre being authorized to get ato your account on the FedEx and follow Step 4 -Move To
	Key button and fill in the
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 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 reg	ister through	h their Developer Center to get
an Access Key before beir	ng authorize	ed to get account specific rate
estimates. Log into your ad	ccount on th	ne UPS website and then use
the link below and follow the	LIPS Accou	register and obtain and Access
Password you use to log in	nto your UP	S account online as well.
Click Here To Register	,,	
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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.

Shipping Carrier Account				Save
Active Status Active Inactive Both Records SE01 SE02	Name IsDefault Active Residential Deliveries By Default Carrier USENCESTATES ENTRE STATES ENTRE	SE02	¢	
	User Password To only get rates for specific please se rates will be shown for all services. USPS Priority Mail 3-Day USPS Priority Mail 3-Day	452 04 18 Ject them below, otherwise		
	USPS Priority Mail 3-Day Medium	Flat Rate Box at Rate Box		