



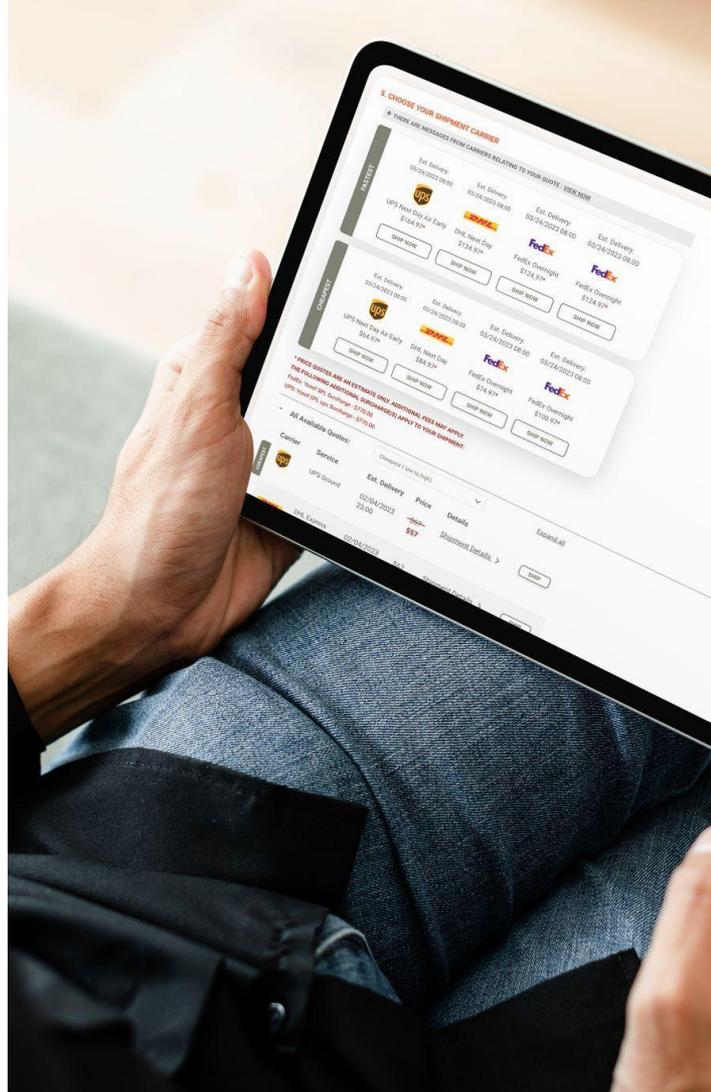
shiphubTM
Powered by **SPL GROUP**

**Shiphub Marketplaces:
Connect Shopify to Shiphub**



Table of Contents

- › Add a new marketplace
- › Select a marketplace
- › Log in to your account
- › View orders for linked accounts
- › Edit orders
- › Edit your shipment details
- › Create labels in bulk
- › Create a label for one order
- › Order fulfillment
- › Print labels
- › Load new orders
- › Contact us



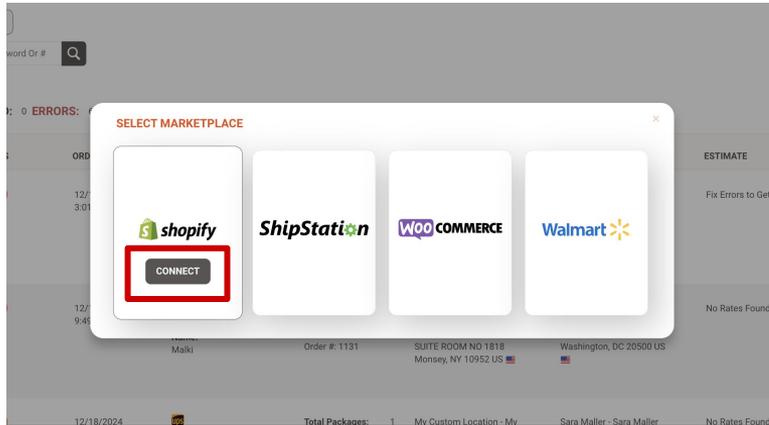
Add a new marketplace

1. Click on the Marketplace tab

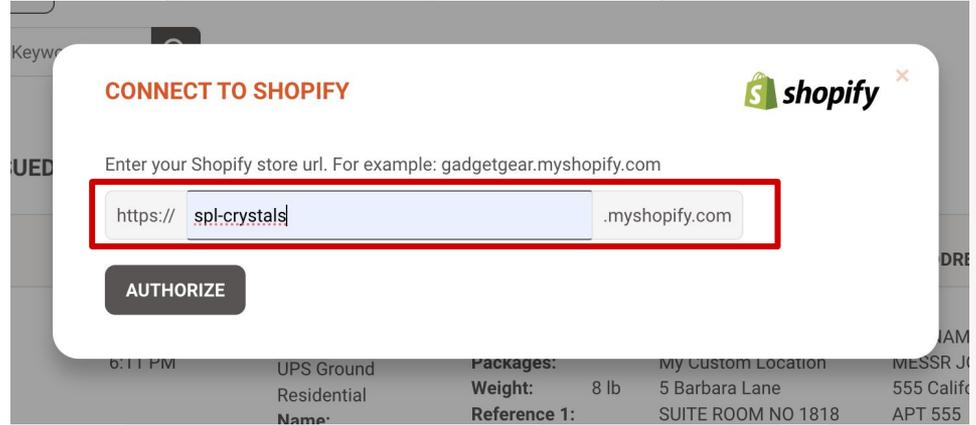
2. Click on "+Add New Marketplace"

The screenshot displays the Shiphub web application interface. At the top, the Shiphub logo is on the left, and navigation buttons for 'CREATE A SHIPMENT' and 'QUICK QUOTE' are in the center. On the right, there are dropdown menus for 'Icebox', 'Icebox', and '\$0', along with a '+ ADD CREDITS' button and a user profile 'Michelle'. A left sidebar contains a list of navigation items: SHIP, QUICK QUOTE, MARKETPLACES (highlighted with a red box), BULK UPLOAD, SHIPMENT HISTORY, PICKUPS, ORDER SUPPLIES, BILLING CENTER, BULK TRACKING, ADDRESS BOOK, REPORTS, MANAGE USERS, SETTINGS, and HELP. The main content area is titled 'MARKETPLACES' and features a search bar with a dropdown menu for 'Select Marketplace'. Below the search bar, there is a '+ ADD NEW MARKETPLACE' button, which is pointed to by a red arrow. Other buttons include 'APPLY' and 'Filter By'. Below the search bar, there are statistics for 'UNFULFILLED: 0' and 'LABELS ISSUED: 0'. A large white box below the statistics contains the text 'No Results'. At the bottom of the page, there is a copyright notice: '© 2024 by SPL Group. All Rights Reserved. [Terms And Conditions](#)'.

Select a marketplace

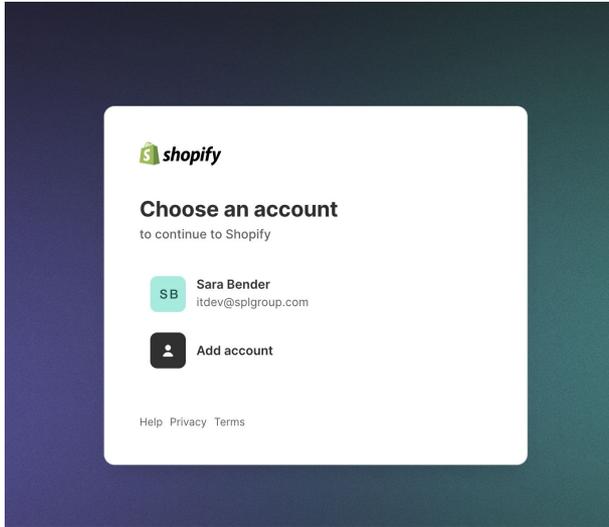


1. Click to Connect to your Marketplace

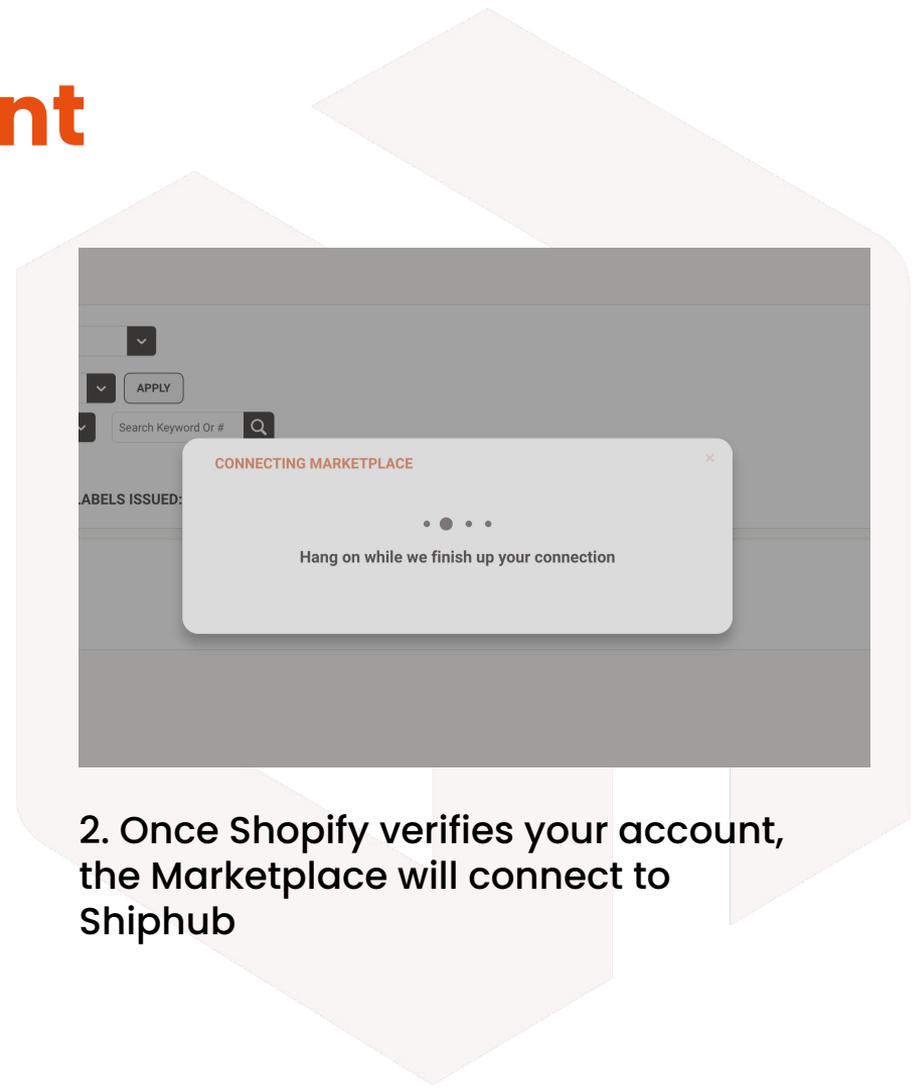


2. For Shopify – enter the Shopify subdomain of your shop

Log in to your Account



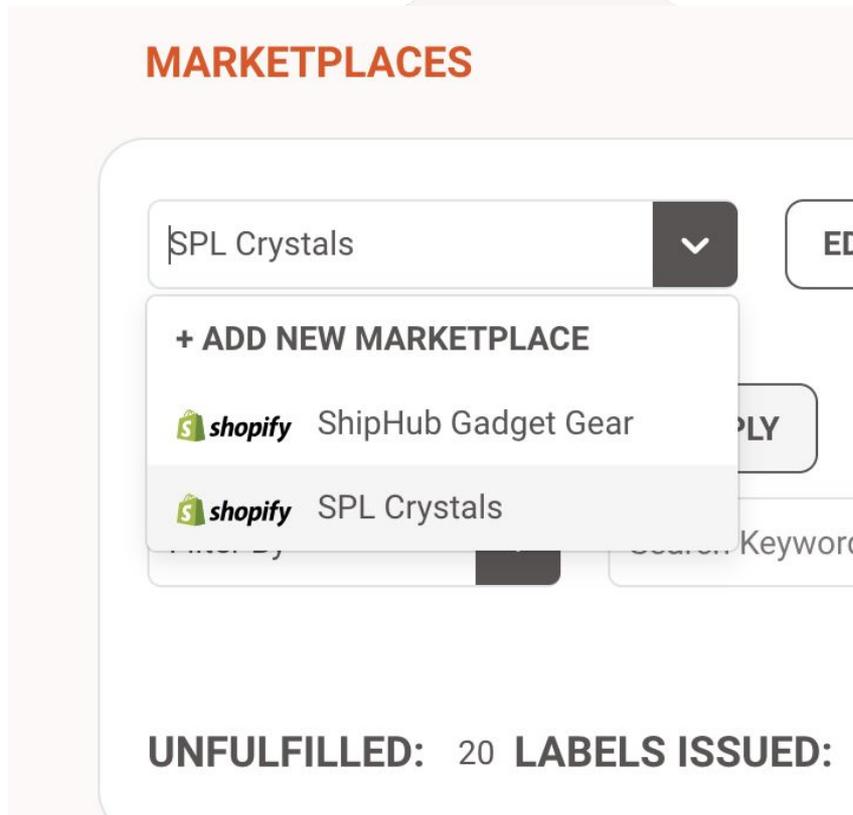
1. Log in to your Shopify account



2. Once Shopify verifies your account, the Marketplace will connect to Shiphub

View orders for linked accounts

Once the Marketplace is connected, you will have the ability to instantly view all orders placed through your shop.



MARKETPLACES

SPL Crystals

+ ADD NEW MARKETPLACE

- shopify ShipHub Gadget Gear
- shopify SPL Crystals

UNFULFILLED: 20 LABELS ISSUED:

Edit orders

If action is required – click on “edit” to update shipment details.

The screenshot displays the Shiphub interface. At the top, there are navigation buttons for 'CREATE A SHIPMENT' and 'QUICK QUOTE', along with search filters for 'Icebox'. Below this, a summary bar shows 'SPL Crystals' with 'EDIT', 'DELETE', 'REAUTHORIZE', and 'REFRESH' buttons. A 'Bulk Action' dropdown and 'APPLY' button are also present, along with a 'Filter By' dropdown and a search input field.

A summary row indicates: UNFULFILLED: 20 LABELS ISSUED: 0 ERRORS: 20

ACTIONS / ORDER #	STATUS	ORDER DATE	SERVICE	PACKAGE DETAILS	FROM ADDRESS	TO ADDRESS	ESTIMATE
<input type="checkbox"/> DUPLICATE ACTIONS EDIT Order #1639	Error	12/29/2024 6:11 PM	UPS UPS Ground Residential Name: Malki	Total Packages: 1 Weight: 8 lb Reference 1: SUITE ROOM NO 1818 Order #: 1639	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	JOE NAMATH LTD - MESSR JOE NAMATH 555 California St APT 555 San Francisco, CA 94104 US	No Rates Found
<input type="checkbox"/> DUPLICATE ACTIONS EDIT Order #1638	Error	12/26/2024 10:39 AM	UPS UPS Ground Residential Name: Malki	Total Packages: 1 Weight: 11 lb Reference 1: SUITE ROOM NO 1818 Order #: 1638	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Jane Ltd - Jane Estebann 232 West 29th Street Apt 5 New York, NY 10001 US	No Rates Found
<input type="checkbox"/> DUPLICATE	Error	12/24/2024 10:21 AM	UPS UPS Ground	Total Packages: 1	My Custom Location - My Custom Location	JOE NAMATH LTD - MESSR JOE NAMATH	No Rates Found

Edit your shipment details

In the edit view, you can edit your carrier, service, packaging and shipment data.

shiphub CREATE A SHIPMENT QUICK QUOTE Icebox Icebox

< GO BACK **FIX ERRORS ON A MARKETPLACE SHIPMENT**

FedEx Select Service **SAVE EDIT**

Errors: The service UPS Ground Residential is not allowed for shipments on your account. Please contact your SPL sales support representative to configure rates for your account.

1. FROM

My Custom Location **▼**

[search address book](#)

↕ REVERSE FROM & TO ADDRESSES

CONTACT

My Custom Location

My Custom Location

Email

1555555555

ADDRESS

United States **▼**

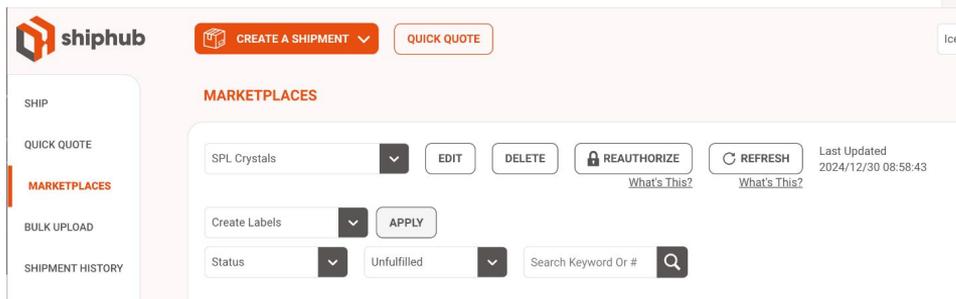
5 Barbara Lane

- ADD ADDRESS LINE

SUITE ROOM NO 1818

Address Line 3

Create labels in bulk



shiphub

CREATE A SHIPMENT QUICK QUOTE

SHIP

QUICK QUOTE

MARKETPLACES

BULK UPLOAD

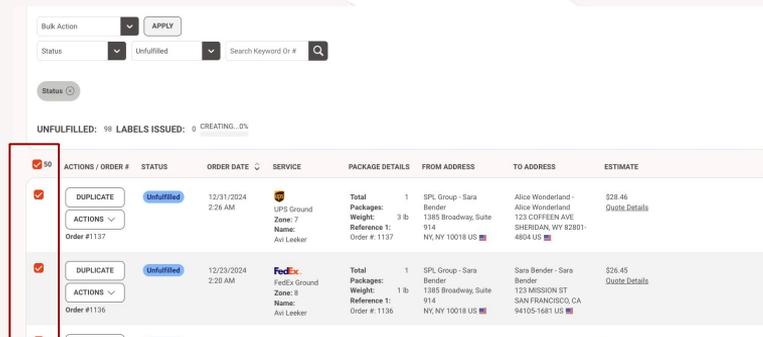
SHIPMENT HISTORY

MARKETPLACES

SPL Crystals EDIT DELETE REAUTHORIZE REFRESH Last Updated 2024/12/30 08:58:43

Create Labels APPLY

Status Unfulfilled Search Keyword Or #



Bulk Action APPLY

Status Unfulfilled Search Keyword Or #

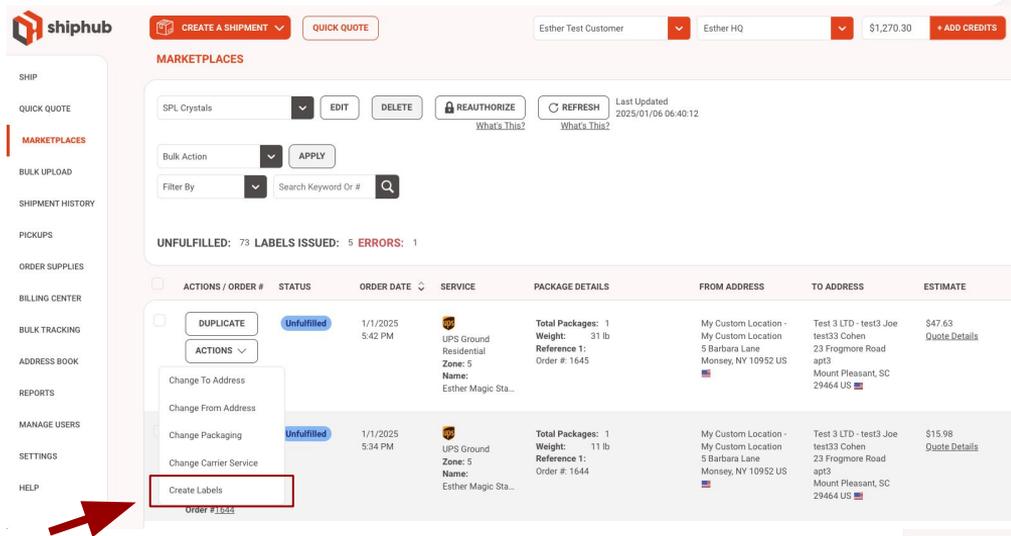
UNFULFILLED: 99 LABELS ISSUED: 0 CREATING... 0%

ACTIONS / ORDER #	STATUS	ORDER DATE	SERVICE	PACKAGE DETAILS	FROM ADDRESS	TO ADDRESS	ESTIMATE
<input checked="" type="checkbox"/> 99 DUPLICATE ACTIONS	Unfulfilled	12/31/2024 2:26 AM	UPS Ground Zone: 7 Name: Avi Lecker	Total Packages: 1 Weight: 3 lb Reference 1: Order # 1137	SPL Group - Sara Bender 1385 Broadway, Suite 914 NY, NY 10018 US	Alice Wonderland - Alice Wonderland 123 COFFEE AVE SHERIDAN, WY 82801-6804 US	\$28.45 Quote Details
<input checked="" type="checkbox"/> 99 DUPLICATE ACTIONS	Unfulfilled	12/23/2024 2:20 AM	FedEx Ground Zone: 8 Name: Avi Lecker	Total Packages: 1 Weight: 1 lb Reference 1: Order # 1136	SPL Group - Sara Bender 1385 Broadway, Suite 914 NY, NY 10018 US	Sara Bender - Sara Bender 123 MISSION ST SAN FRANCISCO, CA 94105-1681 US	\$26.45 Quote Details

Filter by “unfulfilled” orders and create labels for these shipments in bulk using the bulk action feature.

Select filter by status, unfulfilled. Then select the orders you want to create labels for (select the checkbox in the upper left of the table to select all) and then apply the bulk action of “create labels”.

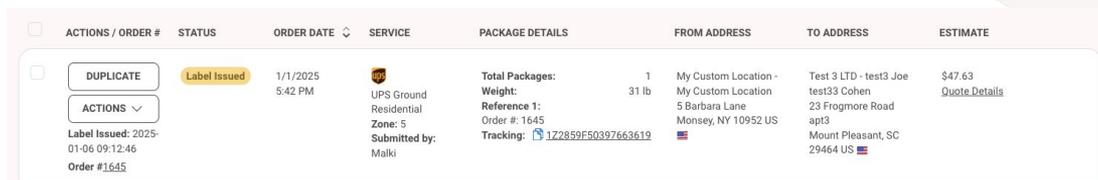
Create a label for one order



The screenshot shows the ShipHub dashboard. At the top, there's a navigation bar with 'CREATE A SHIPMENT' and 'QUICK QUOTE' buttons. Below that, a 'MARKETPLACES' section is visible. A table lists two shipments. The first shipment is 'Unfulfilled' and has an 'ACTIONS' dropdown menu open, with 'Create Labels' highlighted. A red arrow points to this option. The second shipment is also 'Unfulfilled'.

ACTIONS / ORDER #	STATUS	ORDER DATE	SERVICE	PACKAGE DETAILS	FROM ADDRESS	TO ADDRESS	ESTIMATE
<input type="checkbox"/> DUPLICATE ACTIONS ▼ Change To Address Change From Address Change Packaging Change Carrier Service Create Labels	Unfulfilled	1/1/2025 5:42 PM	UPS Ground Residential Zone: 5 Name: Esther Magic Sta...	Total Packages: 1 Weight: 31 lb Reference 1: Order #: 1645	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road apt3 Mount Pleasant, SC 29464 US	\$47.63 Quote Details
<input type="checkbox"/>	Unfulfilled	1/1/2025 5:34 PM	UPS Ground Zone: 5 Name: Esther Magic Sta...	Total Packages: 1 Weight: 11 lb Reference 1: Order #: 1644	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road apt3 Mount Pleasant, SC 29464 US	\$15.98 Quote Details

Go to the "actions" dropdown next to the shipment you'd like to fulfill, then select "create labels." The shipment's status will change to "label issued" (see below).



The screenshot shows the same table as above, but the status of the first shipment has changed to 'Label Issued'. The 'ACTIONS' dropdown is now closed. Below the table, there is a summary for the first shipment: 'Label Issued: 2025-01-06 09:12:46' and 'Order #1645'.

ACTIONS / ORDER #	STATUS	ORDER DATE	SERVICE	PACKAGE DETAILS	FROM ADDRESS	TO ADDRESS	ESTIMATE
<input type="checkbox"/> DUPLICATE ACTIONS ▼ Label Issued: 2025-01-06 09:12:46 Order #1645	Label Issued	1/1/2025 5:42 PM	UPS Ground Residential Zone: 5 Submitted by: Malki	Total Packages: 1 Weight: 31 lb Reference 1: Order #: 1645 Tracking: 1Z2859F50397663619	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road apt3 Mount Pleasant, SC 29464 US	\$47.63 Quote Details

Order fulfillment

Once you create a label, your order is marked as fulfilled. Orders fulfilled through Shiphub will be marked as fulfilled in Shiphub on your shopify dashboard.

The screenshot displays the Shopify admin interface for order #1641. The order status is 'Payment pending' and 'Fulfilled'. The fulfillment location is 'My Custom Location' and the fulfillment date is 'December 31, 2024'. The order contains one item: 'Toy TRain model' (SKU: 006) with a price of \$11.00 and a quantity of 5, totaling \$55.00. The order is marked as 'Fulfilled (5)'. The shipping address is 'test3 Joe test33 Cohen, Test 3 LTD, 23 Frogmore Road, apt 3, Mount Pleasant SC 29464, United States'. The billing address is the same as the shipping address. The order was created on December 31, 2024, at 4:22 PM. The timeline shows several events, including 'shiphub.io fulfilled 5 items from My Custom Location' at 4:29 PM, 'Order confirmation email was sent to test3.Joe test33 Cohen (test3@test3.com)' at 4:23 PM, and 'You added payment terms to this order' at 4:22 PM. A red arrow points to the 'Fulfilled (5)' status, and another red arrow points to the fulfillment event in the timeline.

shopify Winter 25

Search

#1641 Payment pending Fulfilled

December 31, 2024 at 4:22 pm from Draft Orders

Restock Return Edit Print More actions

Fulfilled (5) #1641-F1

Location: My Custom Location

Fulfilled: December 31, 2024

UPS tracking number: [1Z2859F50394632241](#) Confirmed

Deliver by: Saturday, January 4, 2025

Toy TRain model	SKU: 006	\$11.00	x 5	\$55.00
-----------------	----------	---------	-----	---------

Payment pending

Subtotal	5 items	\$55.00	
Total		\$55.00	
Paid		\$0.00	
Balance	Due January 15, 2025	Net 15	\$55.00

Send invoice Collect payment

Timeline

Leave a comment...

December 31

- shiphub.io fulfilled 5 items from My Custom Location. 4:29 PM
- Order confirmation email was sent to test3.Joe test33 Cohen (test3@test3.com). 4:23 PM
- You added payment terms to this order. 4:22 PM
- Confirmation #RUB8CBAM was generated for this order. 4:22 PM
- You created this order for test3.Joe test33 Cohen from draft order #D657. 4:22 PM

Notes: No notes from customer

Customer: test3.Joe test33 Cohen

Contact information: test3@test3.com

Shipping address: test3.Joe test33 Cohen

Billing address: Same as shipping address

Conversion summary: There aren't any conversion details available for this order.

Order risk: Analysis not available

Tags

Settings

Non-transferable

Print labels

The screenshot shows the Shiphub interface with a table of shipments. The first shipment is selected, and the 'ACTIONS' dropdown menu is open, highlighting the 'Print Labels' option. A red arrow points to this option.

ACTIONS / ORDER #	STATUS	ORDER DATE	SERVICE	PACKAGE DETAILS	FROM ADDRESS	TO ADDRESS	ESTIMATE
<input type="checkbox"/> DUPLICATE Label Issued		1/1/2025	UPS Ground Residential	Total Packages: 1 Weight: 31 lb	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road ap33 Mount Pleasant, SC 29464 US	\$47.63 Quote Details
<input type="checkbox"/> ACTIONS							
<input type="checkbox"/> Schedule Pickup							
<input type="checkbox"/> Create Duplicate Shipment							
<input type="checkbox"/> Create Reverse Shipment Label Issued		1/1/2025	UPS Ground Residential	Total Packages: 1 Weight: 11 lb	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road ap33 Mount Pleasant, SC 29464 US	\$15.98 Quote Details
<input type="checkbox"/> Create Return Shipment		5:34 PM					
<input type="checkbox"/> Void Shipment							
<input type="checkbox"/> View Receipt							
<input type="checkbox"/> Print Labels Label Issued		1/1/2025	UPS Ground Residential	Total Packages: 1 Weight: 5 lb	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road ap33 Mount Pleasant, SC 29464 US	\$27.86 Quote Details
<input type="checkbox"/> Email Labels		1:58 PM					
<input type="checkbox"/> Order #1543							

Print a label individually:
Go to the actions dropdown on the individual shipment, and select "print labels".

The screenshot shows the Shiphub interface with a table of shipments. The 'ACTIONS' dropdown menu is open, and the 'Print Labels' option is selected. A red arrow points to this option.

ACTIONS / ORDER #	STATUS	ORDER DATE	SERVICE	PACKAGE DETAILS	FROM ADDRESS	TO ADDRESS	ESTIMATE
<input type="checkbox"/> DUPLICATE Label Issued		1/1/2025	UPS Ground Residential	Total Packages: 1 Weight: 31 lb	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road ap33 Mount Pleasant, SC 29464 US	\$47.63 Quote Details
<input type="checkbox"/> ACTIONS							
<input type="checkbox"/> Label Issued: 2025-01-06 09:12:46 Order #1645							
<input checked="" type="checkbox"/> DUPLICATE Label Issued		1/1/2025	UPS Ground Residential	Total Packages: 1 Weight: 11 lb	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road ap33 Mount Pleasant, SC 29464 US	\$15.98 Quote Details
<input type="checkbox"/> ACTIONS							
<input type="checkbox"/> Label Issued: 2025-01-06 09:15:02 Order #1645							
<input type="checkbox"/> DUPLICATE Label Issued		1/1/2025	UPS Ground Residential	Total Packages: 1 Weight: 5 lb	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road ap33 Mount Pleasant, SC 29464 US	\$27.86 Quote Details
<input type="checkbox"/> ACTIONS							
<input type="checkbox"/> Order #1643							

Print more than one label:
Select the checkbox near the orders on which you would like to print the label. Then go to "bulk actions" and select "print labels".

Load new orders

Click refresh to sync the latest orders from your Shopify dashboard.

SHIP

MARKETPLACES

UNFULFILLED: 70 LABELS ISSUED: 8 ERRORS: 1

ACTIONS / ORDER #	STATUS	ORDER DATE	SERVICE	PACKAGE DETAILS	FROM ADDRESS	TO ADDRESS	ESTIMATE
<input type="checkbox"/> DUPLICATE ACTIONS ▾ Label Issued: 2025-01-06 09:12:46 Order #1645	Label Issued	1/1/2025 5:42 PM	UPS Ground Residential Zone: 5 Submitted by: Malki	Total Packages: 1 Weight: 31 lb Reference 1: Order #: 1645 Tracking: 1Z2859F50397663619	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road apt3 Mount Pleasant, SC 29464 US	\$47.63 Quote Details
<input type="checkbox"/> DUPLICATE ACTIONS ▾ Label Issued: 2025-01-06 09:15:02 Order #1644	Label Issued	1/1/2025 5:34 PM	UPS Ground Zone: 5 Submitted by: Malki	Total Packages: 1 Weight: 11 lb Reference 1: Order #: 1644 Tracking: 1Z2859F50396008623	My Custom Location - My Custom Location 5 Barbara Lane Monsey, NY 10952 US	Test 3 LTD - test3 Joe test33 Cohen 23 Frogmore Road apt3 Mount Pleasant, SC 29464 US	\$15.98 Quote Details

Contact Us

We have worked hard to make the system user friendly to handle your shipping needs. We'd love to hear from you with any questions or comments!

support@splgroup.com

Office: (877) 486-7918

