



# Integrating your Shopify store with Click & Drop

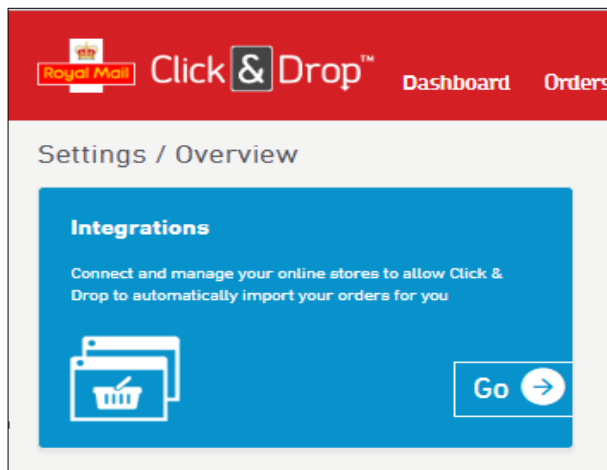


# How to set up your integration with Shopify

Within Click & Drop, click on the 'Settings' link.

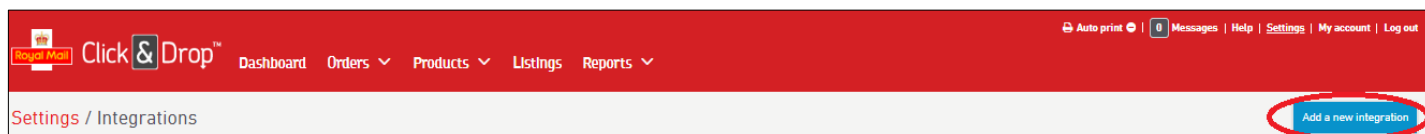


The 'Settings / Overview' page will open.

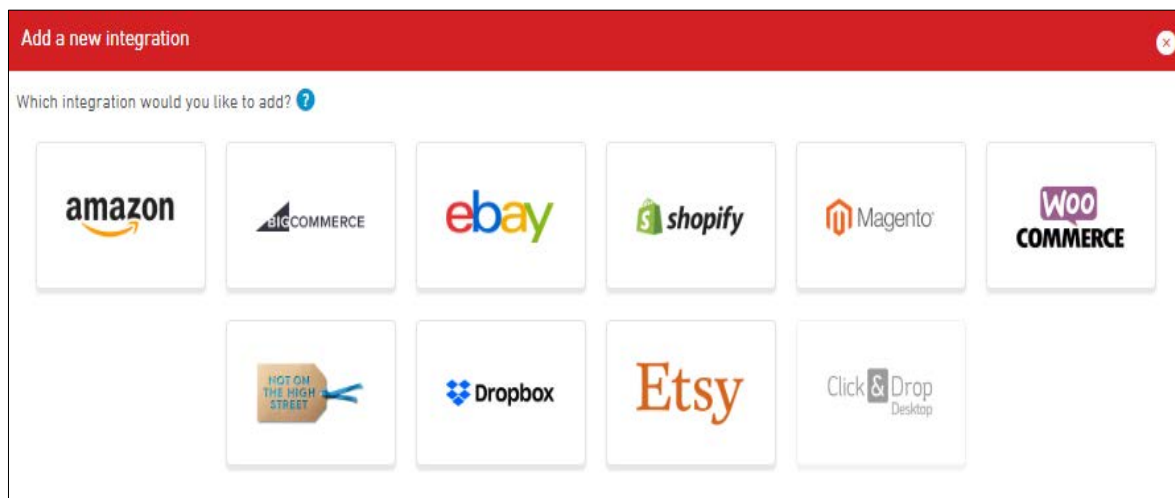


In the 'Integrations' section, click on the 'Go' button

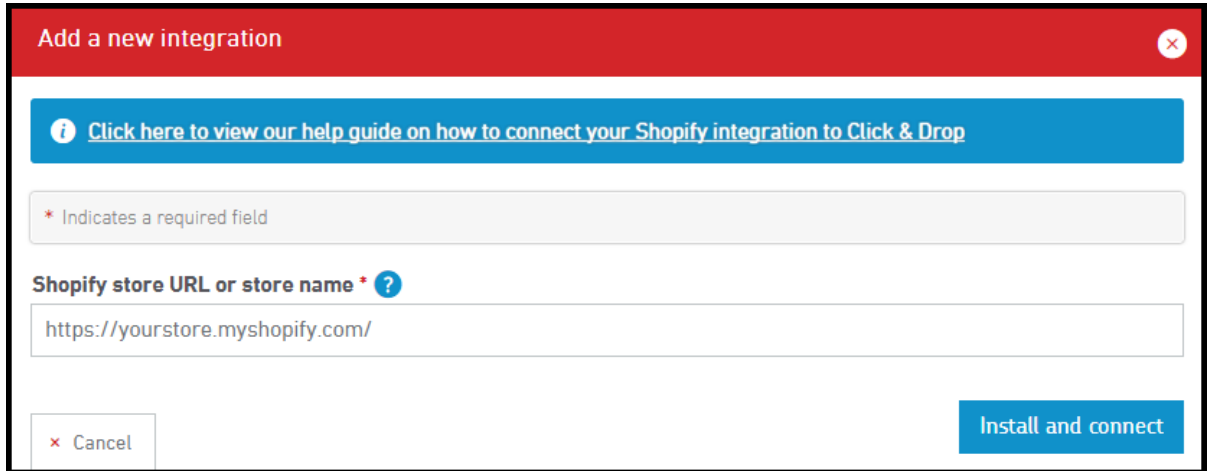
Then, click on 'Add new integration'.



A new pop up window will appear asking you to choose which marketplace store that you would like to connect to. Click on 'Shopify'.



In the new pop-up window that appears, copy and paste or type either your store URL or the store name in the field provided, and then click on 'Install and connect'.



**Add a new integration**

[Click here to view our help guide on how to connect your Shopify integration to Click & Drop](#)

\* Indicates a required field

**Shopify store URL or store name \* ?**

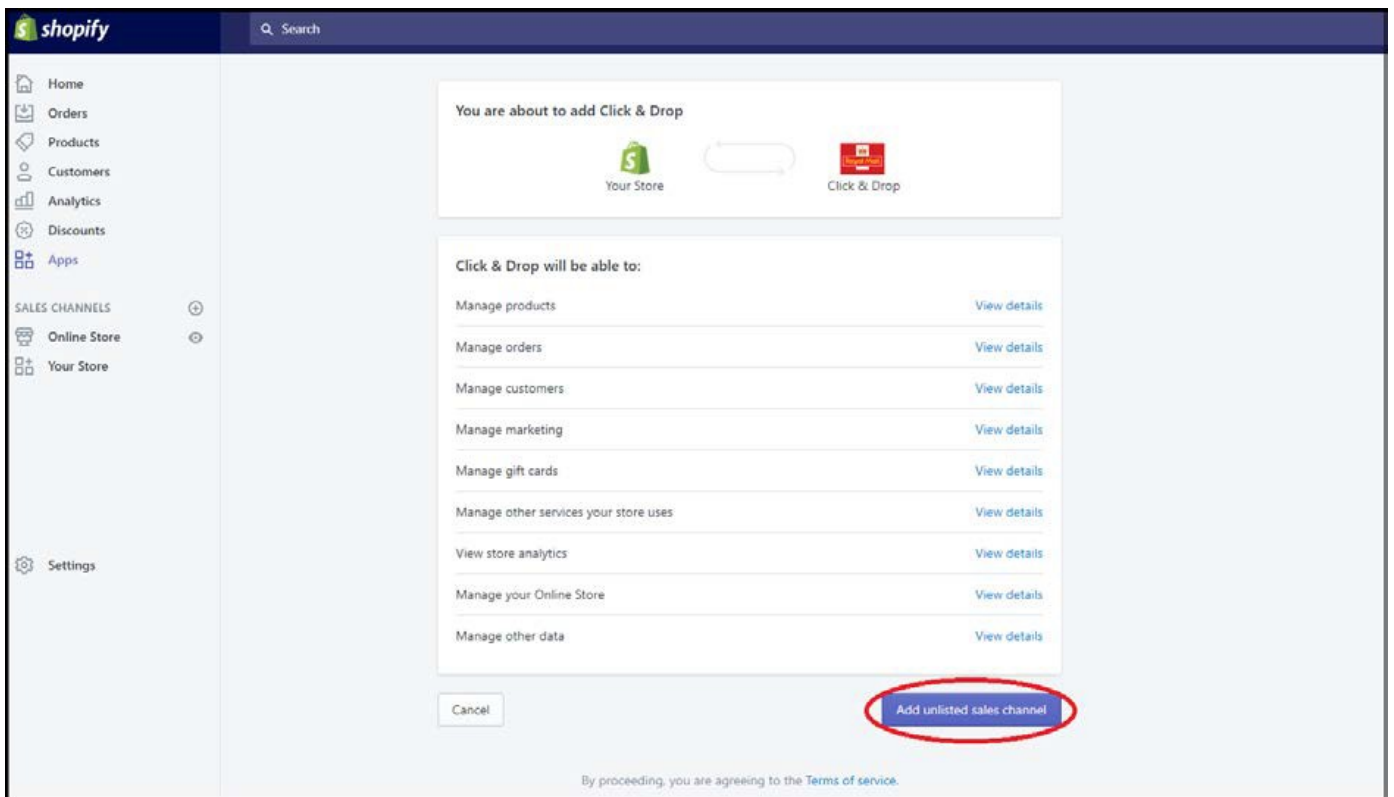
https://yourstore.myshopify.com/

Cancel

Install and connect

You will be redirected to your Shopify administration panel where the permissions required by Click & Drop will be displayed. For more information on any of the permissions, click the 'View details' link.

To continue with the integration, click the 'Add unlisted sales channel' button.



shopify

Search

Home

Orders

Products

Customers

Analytics

Discounts

Apps

SALES CHANNELS

Online Store

Your Store

Settings

You are about to add Click & Drop

Your Store

Click & Drop

Click & Drop will be able to:

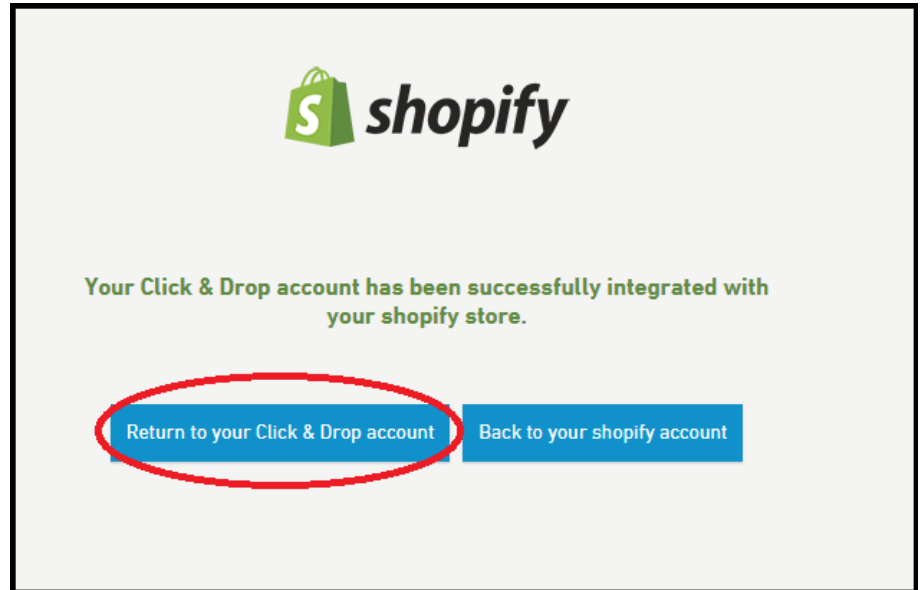
- Manage products [View details](#)
- Manage orders [View details](#)
- Manage customers [View details](#)
- Manage marketing [View details](#)
- Manage gift cards [View details](#)
- Manage other services your store uses [View details](#)
- View store analytics [View details](#)
- Manage your Online Store [View details](#)
- Manage other data [View details](#)

Cancel

Add unlisted sales channel

By proceeding, you are agreeing to the Terms of service.

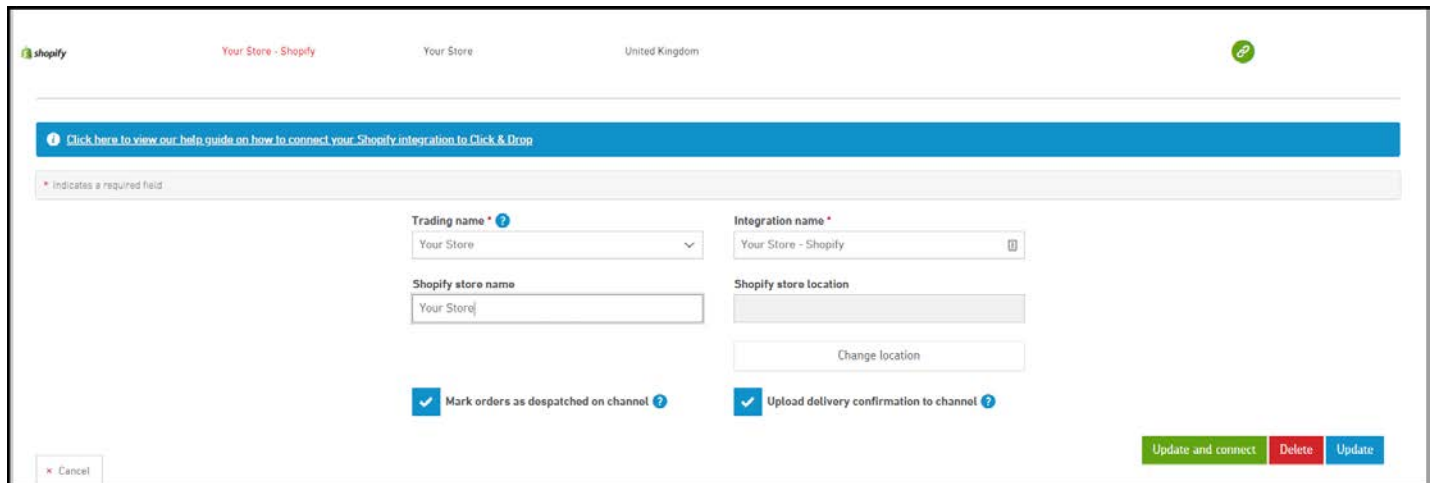
A page will appear to show your Shopify store and Click & Drop accounts have been successfully connected.



Click on 'Return to your Click & Drop account'.

You will be taken back to your 'Integrations' page within Click & Drop. The chain link icon will turn green to show your account has been connected successfully.

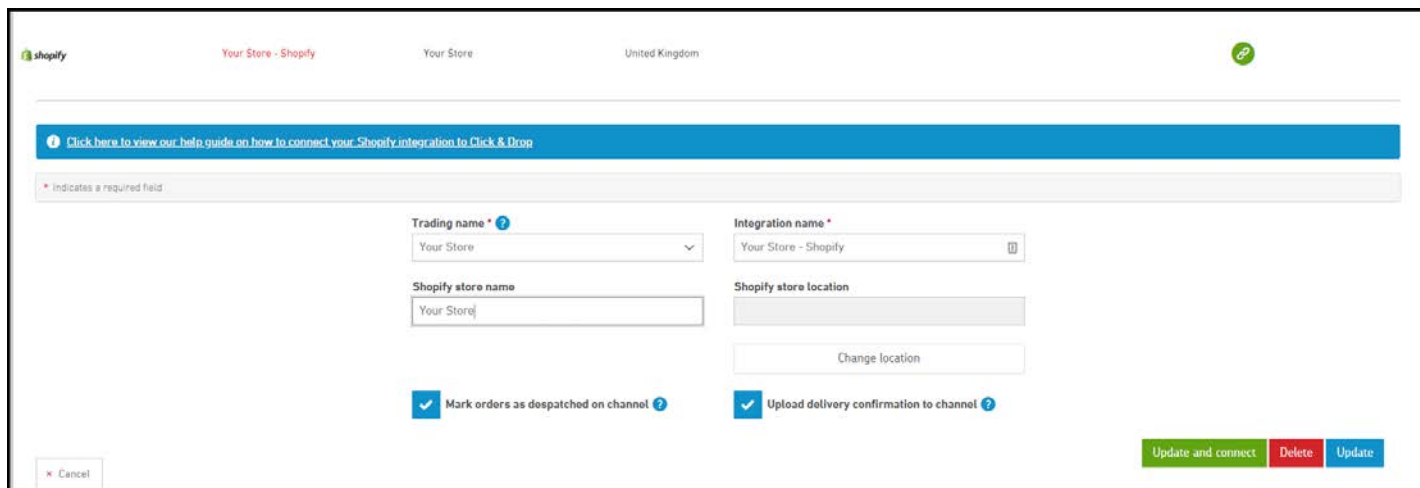
You can also choose to check the 'Mark orders as despatched' option to automatically mark your orders as 'Complete' in channel once you have manifested your orders (OBA accounts) or paid for your labels (Pay As You Go users) and choose whether to upload the delivery confirmation number into Shopify.



## How to set your Shopify store location

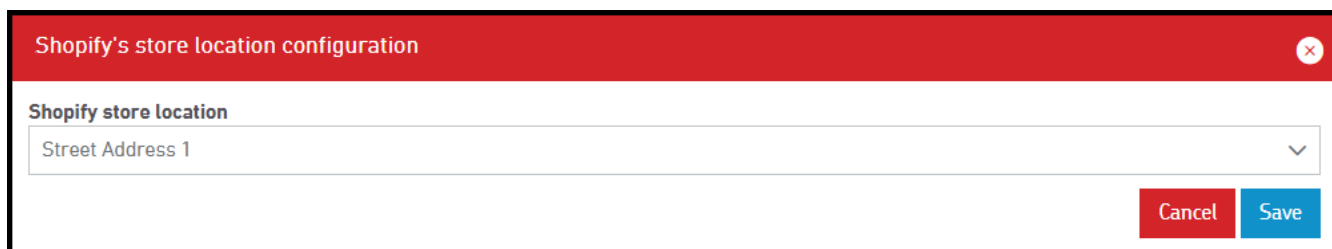
For Click & Drop to update your Shopify order status to 'fulfilled' and deduct from your inventory, once the order has been marked as despatched in Click & Drop you have to specify your Shopify store location.

To do this, click the 'Change Location button' shown under the Shopify store location field



The screenshot shows the 'Your Store - Shopify' configuration page. At the top, there's a blue banner with a link to a help guide. Below that, a legend indicates that an asterisk (\*) denotes a required field. The main form contains several sections: 'Trading name' with a dropdown menu showing 'Your Store'; 'Integration name' with a text input field containing 'Your Store - Shopify'; 'Shopify store name' with a text input field containing 'Your Store'; and 'Shopify store location' with a greyed-out text input field and a 'Change location' button below it. There are two checked checkboxes: 'Mark orders as despatched on channel' and 'Upload delivery confirmation to channel'. At the bottom right, there are three buttons: 'Update and connect' (green), 'Delete' (red), and 'Update' (blue). A 'Cancel' button is located at the bottom left.

Then, from the drop-down list, select the store location you wish for Click & Drop to use, and then click the "Save" button when finished.



The screenshot shows a modal dialog box titled 'Shopify's store location configuration'. The dialog has a red header bar with a close button (X) in the top right corner. Below the header, there's a section labeled 'Shopify store location' with a dropdown menu. The dropdown menu is currently showing 'Street Address 1'. At the bottom right of the dialog, there are two buttons: 'Cancel' (red) and 'Save' (blue).

**Important notice** - Click & Drop does not support multiple store locations. If you have stock in a location other than the one specified, we regret that we will be unable to update the status of that order or deduct that order from your inventory.

## Store order status and download frequency

Your orders must be in the status of 'Unfulfilled' for them to download and no more than 7 days old.

Store orders that are in the correct status will download into Click & Drop every 10-15 minutes and data from Click & Drop will update into your store every 30 minutes.

## Disconnecting from Shopify

You're free to disconnect from Shopify at any time via Click & Drop.

In the 'Integrations' section under the 'Settings' link, click on 'Go'. Click anywhere within the Shopify row to expand the data.

To disconnect the link between Shopify and Click & Drop, simply click on 'Delete'. Once you've disconnected, you'll no longer be able to download and process any orders from the store.

If you need to reconnect the store at a later date, simply repeat the connection process.