

# SHIPSTATION / MIVA MERCHANT SETUP GUIDE

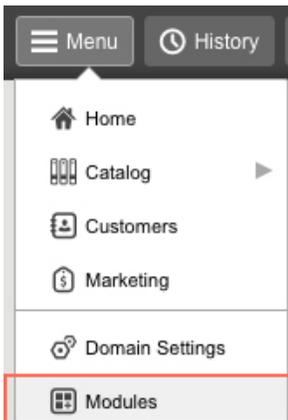


ShipStation has created a Miva Merchant module to allow for a more streamlined order fulfillment process. This guide provides instructions on setting up this integration so that you can begin fulfilling your Miva Merchant orders in ShipStation.

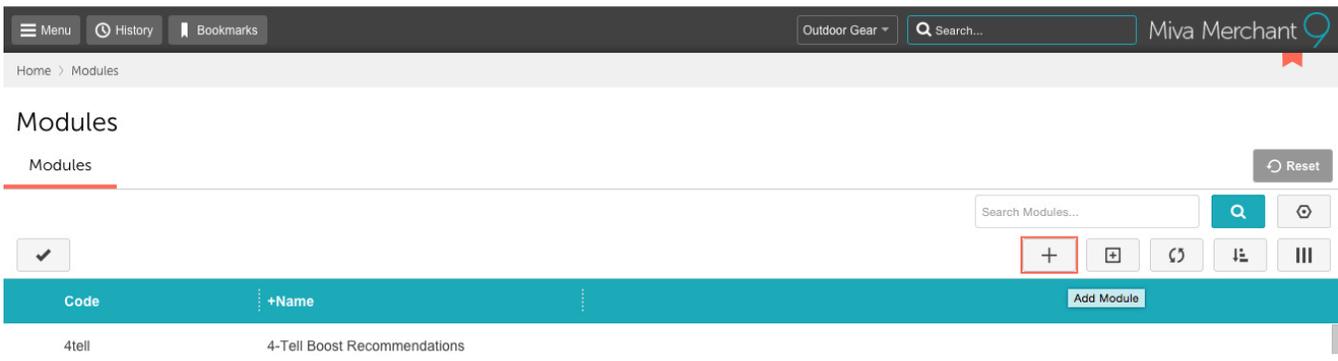
## INSTALLING THE MODULE FOR A STORE

Please follow these instructions to set up ShipStation in your Miva Store:

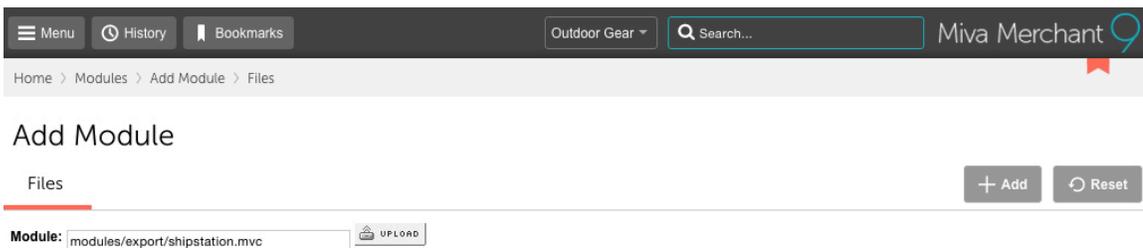
1. Click on "Menu," scroll down to "Modules"



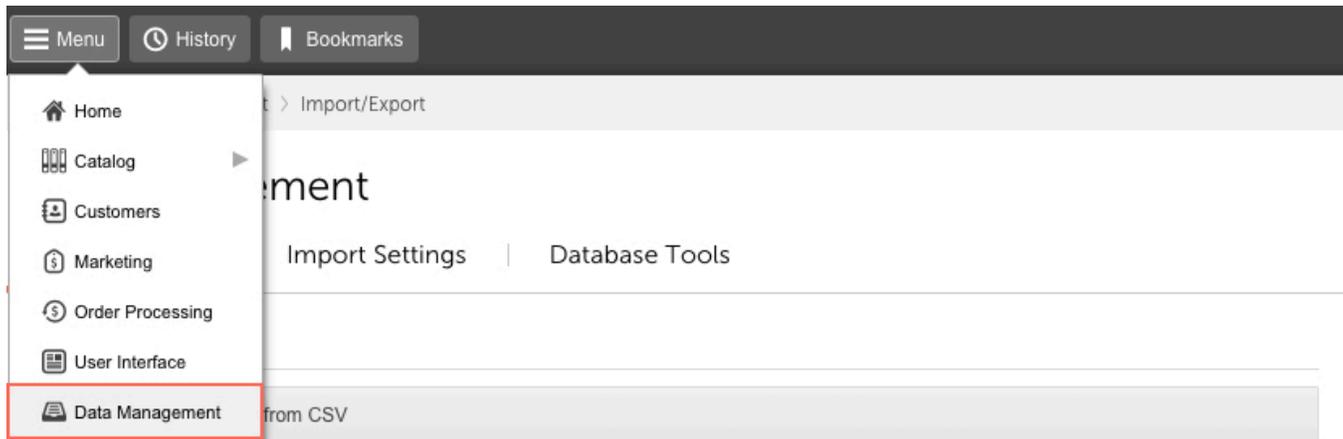
2. Click on the "+" sign to install your ShipStation module



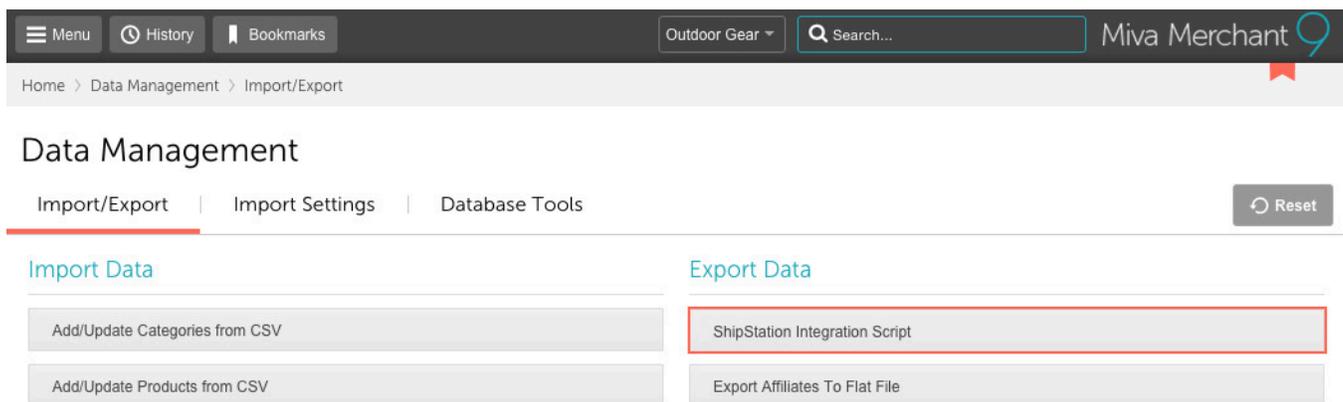
3. Click the "Upload" button and browse to where your shipstation.mvc file is. Upload it.



- Now that your module is uploaded, go back and click on "Menu," then scroll down to "Data Management."



- Once you're in the Data Management area, click on "ShipStation Integration Script."



## ACTIVATING THE MODULE FOR A STORE

The ShipStation module is set up as both an export module and as an order fulfillment module. Once the module has been added to your Miva store, you will see a link under your store's Utilities/Export Data section of the admin navigation screen. This screen will show you the current release version installed and contact information for the module. Since export functionality originates within the ShipStation application, no functionality will be available on this screen.

Menu History Bookmarks Outdoor Gear Search... Miva Merchant

Home > Data Management > Import/Export > ShipStation Export Module

## ShipStation Export Module

# ShipStation Export Module

Version: 1.006

Released: 02/13/2014 - (c) Copyright 2014, ShipStation. All Rights Reserved.

**This feature cannot be run from the Miva Merchant Admin Module.**

**Please perform the order import from ShipStation instead.**

**Should you have questions regarding the use of this module, please contact:**

**ShipStation**

email us at: [support@shipstation.com](mailto:support@shipstation.com)

1. To activate the module, click on the "Order Fulfillment" link to open the "Order Fulfillment" screen:

The screenshot shows the Miva Merchant Admin interface. The left sidebar menu is open, and the "Order Fulfillment" item is highlighted with a red box. The main content area shows the "Template Based Emails" settings page, specifically the "Add/Remove Modules" tab. A table lists various email templates and their status for different events.

Name	Order Placed	Order Backordered	Return Authorized	Return Received
Backorder Notice	No	Yes	No	No
Customer Created	No	No	No	No
Gift Certificate Created	No	No	No	No

2. Once in the Order Fulfillment area, click on the "Add/Remove Modules" tab. Then in the "Available Modules" area, find and click on the "Install" button in the "ShipStation Integration Script" box.

The screenshot shows the Miva Merchant interface. At the top, there is a navigation bar with 'Menu', 'History', and 'Bookmarks' on the left, 'Outdoor Gear' in the center, and a search bar and 'Miva Merchant' logo on the right. Below the navigation bar, the breadcrumb trail reads 'Home > Order Fulfillment Settings > Add/Remove Modules'. The main heading is 'Order Fulfillment Settings'. Underneath, there are two tabs: 'Template Based Emails' and 'Add/Remove Modules', with the latter being active. A 'Reset' button is located to the right of the tabs. Below the tabs is a section titled 'Available Modules' with an upward arrow icon. Inside this section, a card for the 'ShipStation Integration Script' is highlighted with a red border. The card displays 'Version: 1.006' and 'Provider: DevSmith'. At the bottom right of the card is an 'Install' button with a plus sign icon.

**ShipStation Settings** – allows the user to configure the module's settings.

**Page Size** – when ShipStation requests order information from Miva, there may be a large number of orders present to transfer. To avoid server timeouts, the data is chunked into "Pages" of orders with a page of data being returned each call. The default is 100 orders per "page". Should you experience timeout issues between Miva and ShipStation, you can reduce the number of orders per page from this screen. This will allow the ShipStation module to accomplish the export in a faster time, hopefully avoiding server timeouts.

**Product ID** – this allows the user to identify whether the Miva Product "Code" field or the product "SKU" field is exported to ShipStation as the product identifier.

To save changes to the settings screen, be sure to click the Update button after setting the preferred values. The next ShipStation export will honor the new settings.

**ShipStation Data** – Allows the user to flag orders for re-export to the ShipStation application. Orders can be searched based on order number or the last date the order was modified. Results will show the Miva Order ID, the last date the order had a status change and a flag indicating whether the order's information was exported to ShipStation. If the Exported checkbox is not checked, the order has NOT been sent to ShipStation. If the checkbox is checked, then the order was already sent to ShipStation. If there was any type of error or data had to be removed from ShipStation, the user can reset the exported flag for any order remaining in their Miva Store. This should allow the order to be picked up on the next export assuming the export's parameters at ShipStation include the appropriate date range.

Home > Order Fulfillment Settings > ShipStation Settings

## Order Fulfillment Settings

Template Based Emails | **ShipStation Settings** | ShipStation Data | Add/Remove Modules

Update  Reset

### ShipStation Settings

**Page Size:**

**Product ID:**

- Product SKU Field
- Product Code Field
- Not Selected

**Warehouse Location:**

- Product SKU Field
- Product Code Field

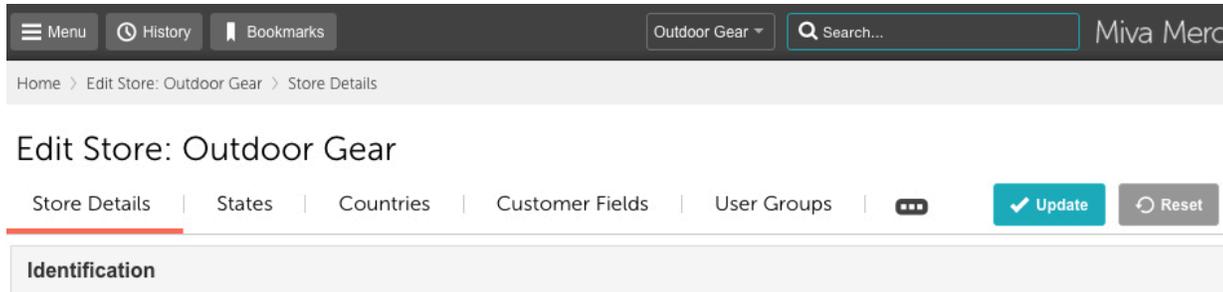
Be sure to click the Update button to save any changes made on this screen.

## COMPLETING THE INSTALLATION IN SHIPSTATION

Once the module has been activated, return to ShipStation and enter the required information. The module URL can take several different formats depending on your configuration. These will typically be in one of the following formats:

<https://www.yoursite.com/mm5/5.00/modules/export/shipstation.mvc>  
<https://www.yoursite.com/modules/export/shipstation.mvc>  
<https://www.yoursite.com/Miva5/modules/export/shipstation.mvc>  
<https://www.yoursite.com/Merchant5/modules/export/shipstation.mvc>  
<https://www.yoursite.com/Merchant2/modules/export/shipstation.mvc>  
<https://www.yoursite.com/5.00/modules/export/shipstation.mvc>  
<https://www.yoursite.com/Miva5/5.00/modules/export/shipstation.mvc>  
<https://www.yoursite.com/Merchant5/5.00/modules/export/shipstation.mvc>  
<https://www.yoursite.com/Merchant2/5.00/modules/export/shipstation.mvc>

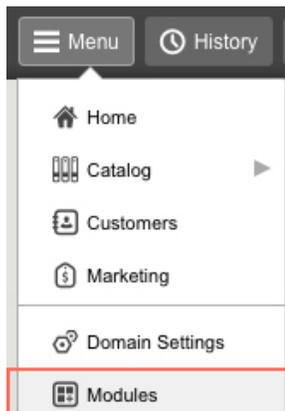
If your site is hosted, the hosting provider should be able to provide the information on the correct URL structure. You may also obtain this from the "Domain Settings" in the Miva admin site (see image below):



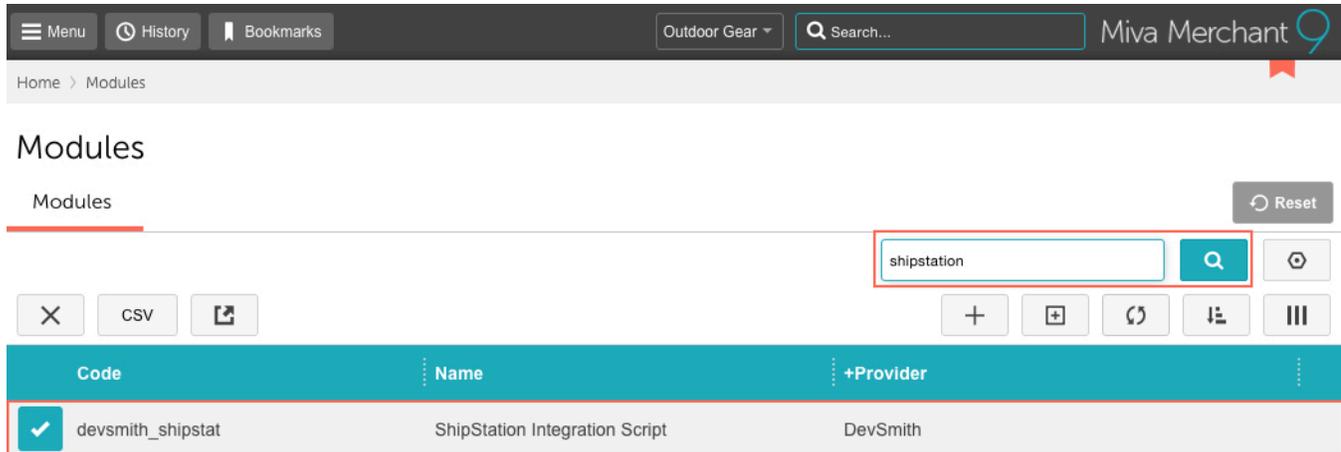
Your Store Code can be found by selecting "Menu," scroll down to "Store Settings," and then you'll see your "Store Code" listed.

## UNINSTALLING THE SHIPSTATION MODULE

1. Click on the Modules link in the Miva Admin screen



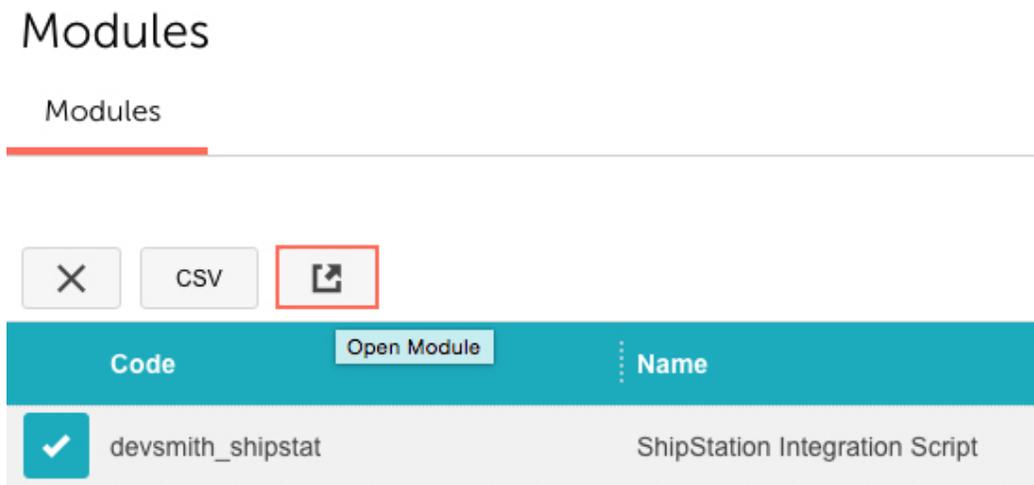
2. In the Search text field type in "ShipStation" without quotes then click Go to search for the ShipStation module.



The screenshot shows the Miva Merchant interface. At the top, there is a navigation bar with 'Menu', 'History', and 'Bookmarks' on the left, 'Outdoor Gear' with a dropdown arrow in the center, and a search bar with 'Search...' on the right. Below the navigation bar, the breadcrumb 'Home > Modules' is visible. The main heading is 'Modules'. Underneath, there is a 'Modules' sub-heading and a 'Reset' button. A search bar contains the text 'shipstation' and a magnifying glass icon. Below the search bar are several action buttons: a close button (X), a CSV button, a refresh button, a plus button, a square button with a plus sign, a refresh button, a list button, and a hamburger menu button. A table below shows the search results:

Code	Name	+Provider
<input checked="" type="checkbox"/> devsmith_shipstat	ShipStation Integration Script	DevSmith

3. Click on the "Open" button



The screenshot shows the Miva Merchant interface. The main heading is 'Modules'. Underneath, there is a 'Modules' sub-heading. Below the sub-heading are several action buttons: a close button (X), a CSV button, and an 'Open Module' button with a refresh icon, which is highlighted with a red box. Below the buttons is a table showing the search results:

Code	Open Module	Name
<input checked="" type="checkbox"/> devsmith_shipstat		ShipStation Integration Script

4. Click on the "More" button and then click on "Delete." to remove the ShipStation module. Please be aware that this action will permanently delete the ShipStation tables from your Miva Store Database. Should you reinstall the module at a later time, it will not have historic information from previous installs.

# Edit Module: ShipStation Integration Script

Information | Files

Update Reset More

Delete Module

**Code:** devsmith\_shipstat  
**Name:** ShipStation Integration Script  
**Provider:** DevSmith  
**Supported API Version:** 5.00  
**Version:** 1.006  
**Usage Count (Number of Stores):** 1  
**Module Features:** data\_store,export,externalreq,fulfill,not\_order,not\_orderitem,vis\_fulfill  
 Active