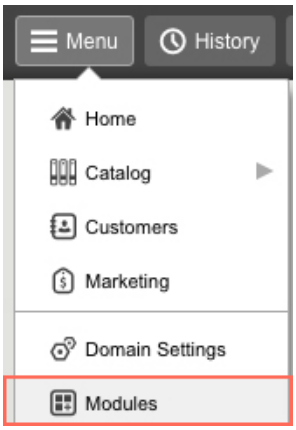
SHIPSTATION / MIVA MERCHANT SETUP GUIDE

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.

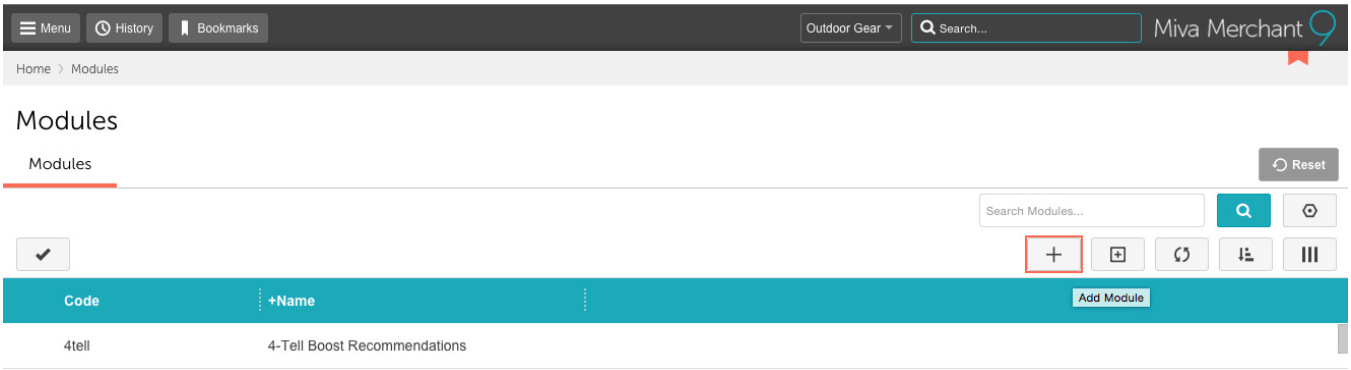
INSTALLING THE MODULE FOR A STORE

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

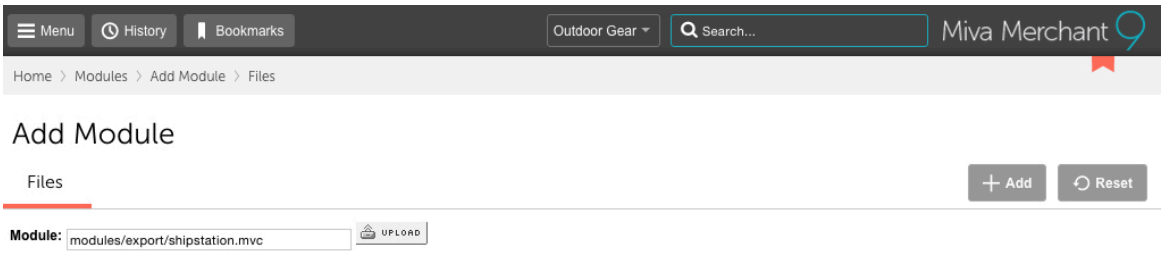
1. Click on “Menu,” scroll down to “Modules”



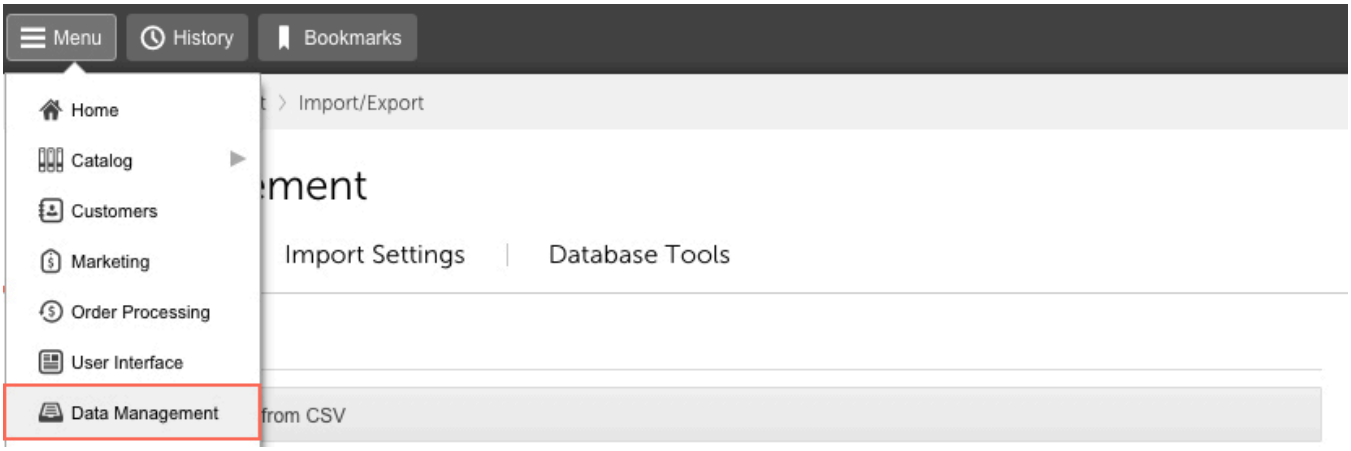
2. Click on the “+' sign to install your ShipStation module



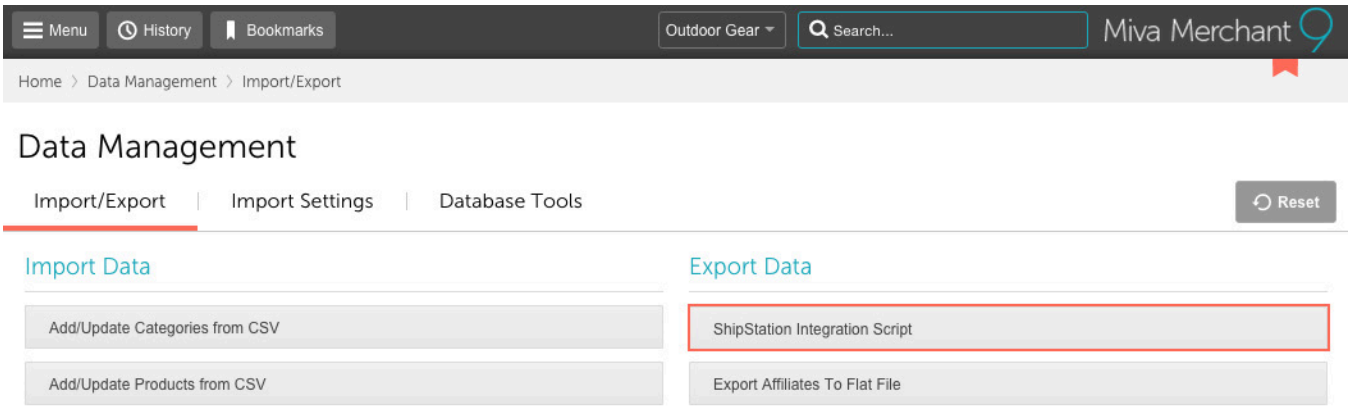
3. Click the “Upload” button and browse to where your shipstation.mvc file is. Upload it.



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

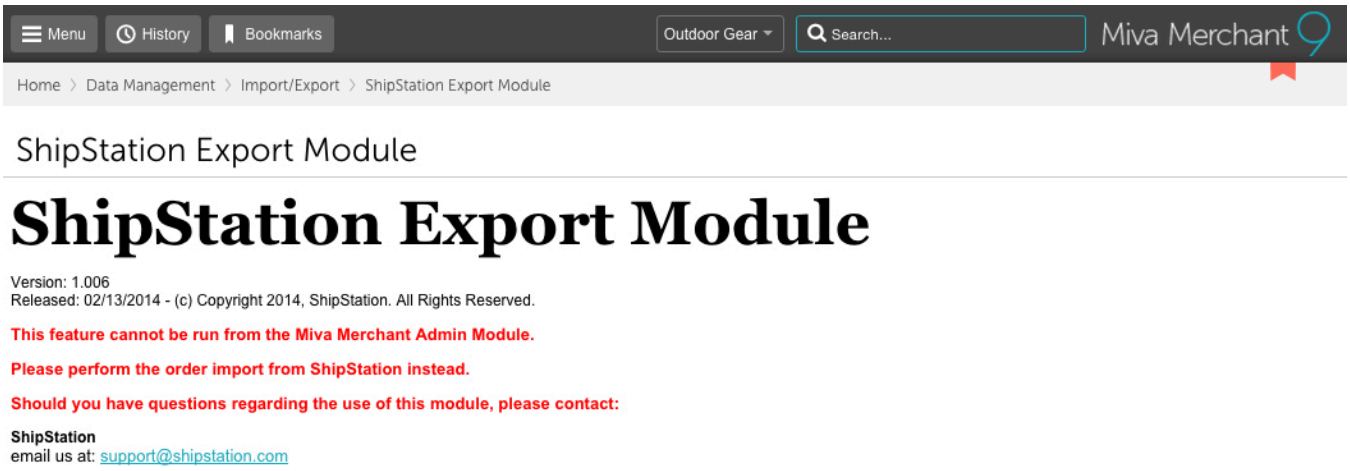


5. Once you're in the Data Management area, click on "ShipStation Integration Script."

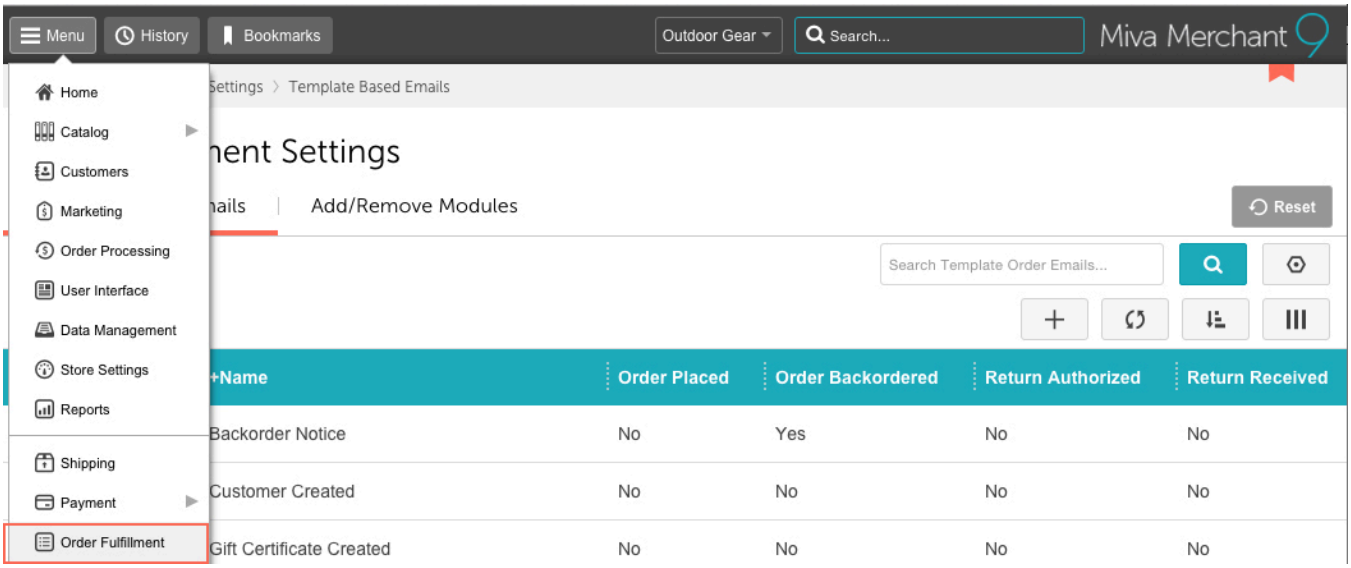


ACTIVATING THE MODULE FOR A STORE

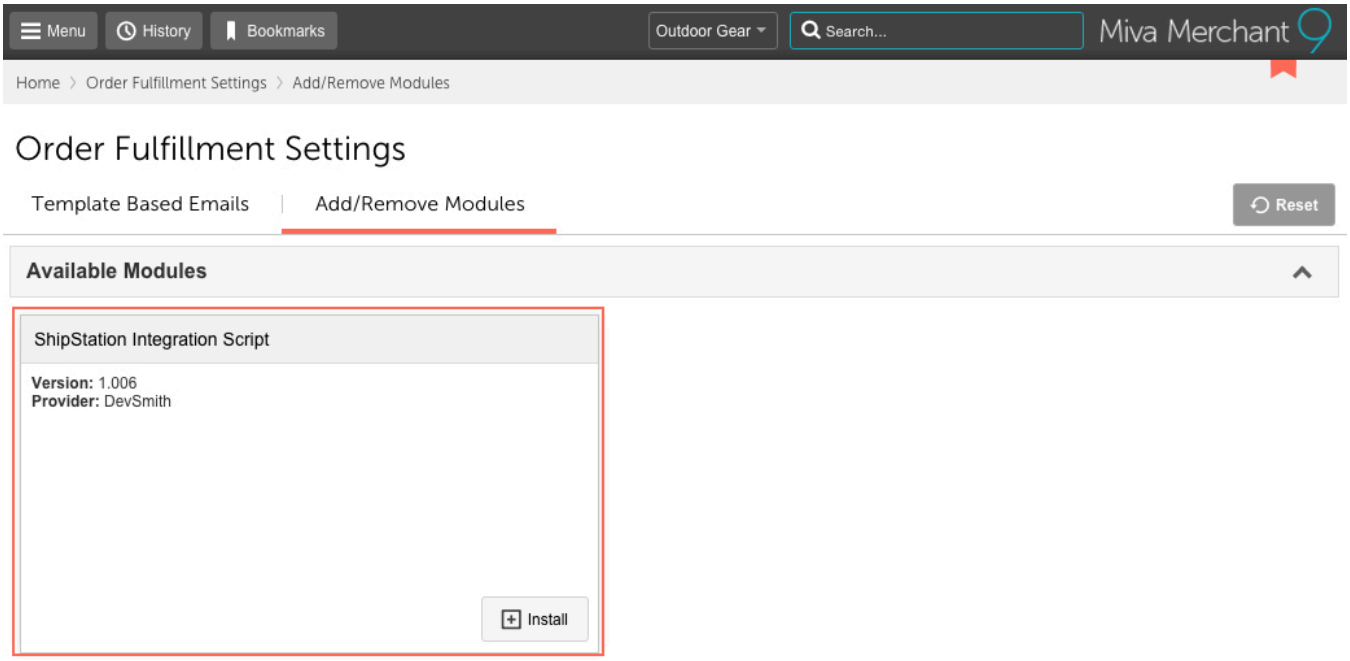
The ShipStation module is set up as both an export module and as an order fulfillment module. Once the module has been added to your Miva store, you will see a link under your store's Utilities/Export Data section of the admin navigation screen. This screen will show you the current release version installed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



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



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.



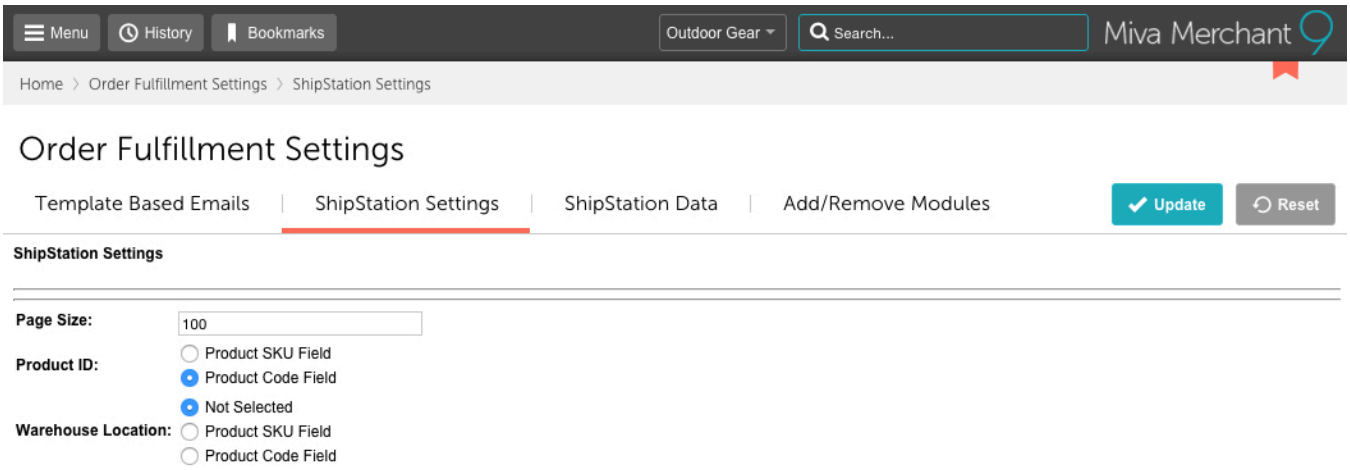
ShipStation Settings – allows the user to configure the module's settings.

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.



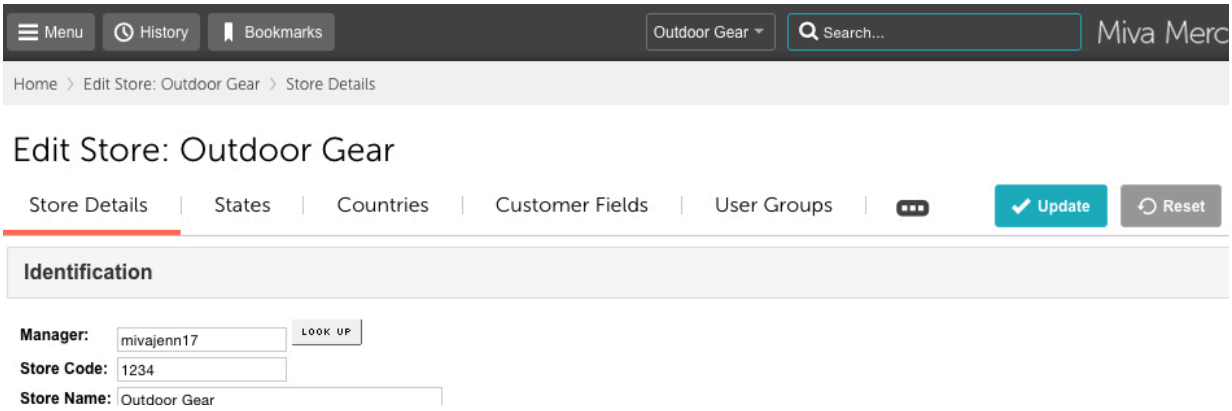
Be sure to click the Update button to save any changes made on this screen.

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

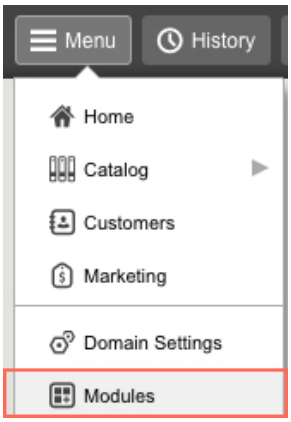
If your site is hosted, the hosting provider should be able to provide the information on the correct URL structure. You may also obtain this from the "Domain Settings" in the Miva admin site (see image below):



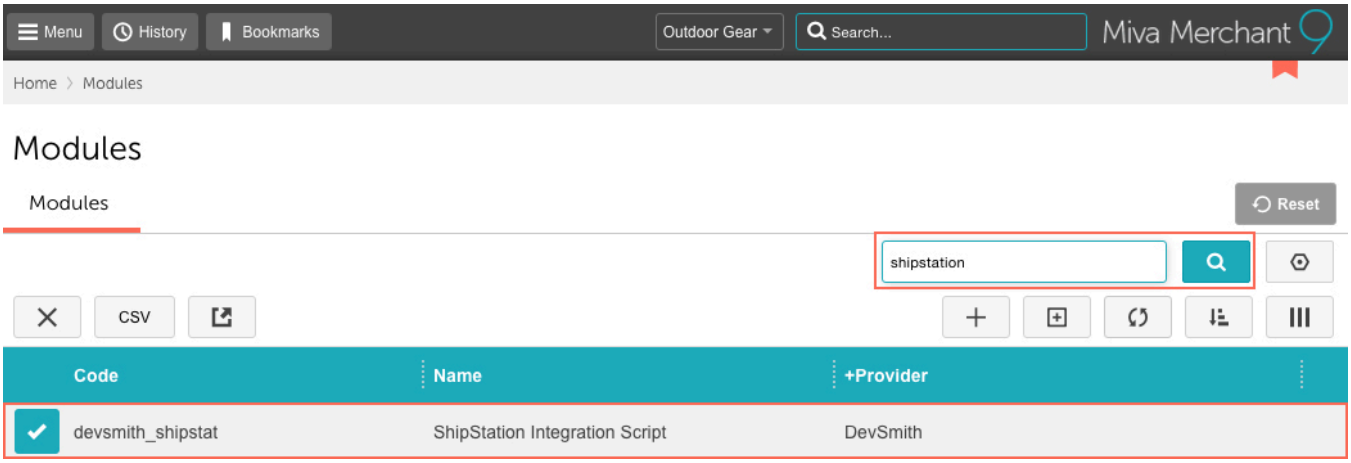
Your Store Code can be found by selecting "Menu," scroll down to "Store Settings," and then you'll see your "Store Code" listed.

UNINSTALLING THE SHIPSTATION MODULE

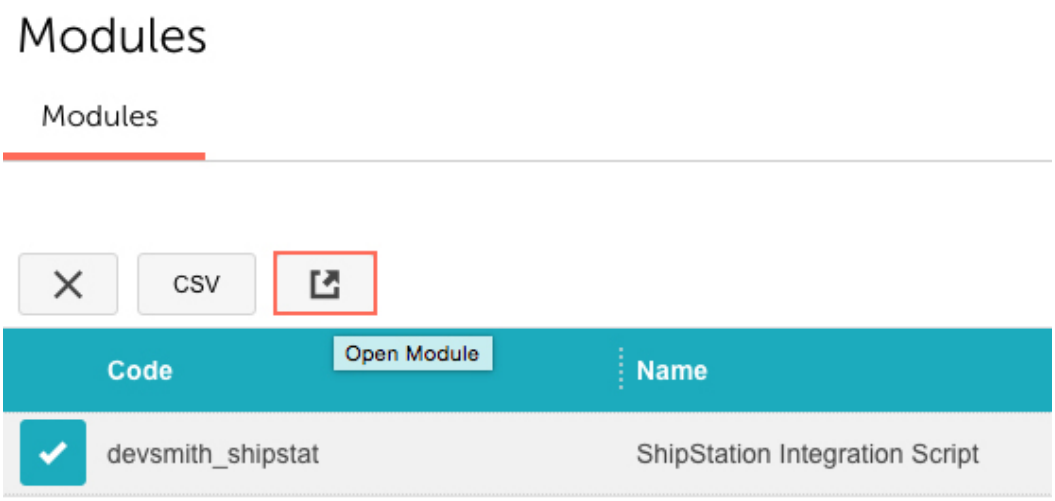
1. Click on the Modules link in the Miva Admin screen



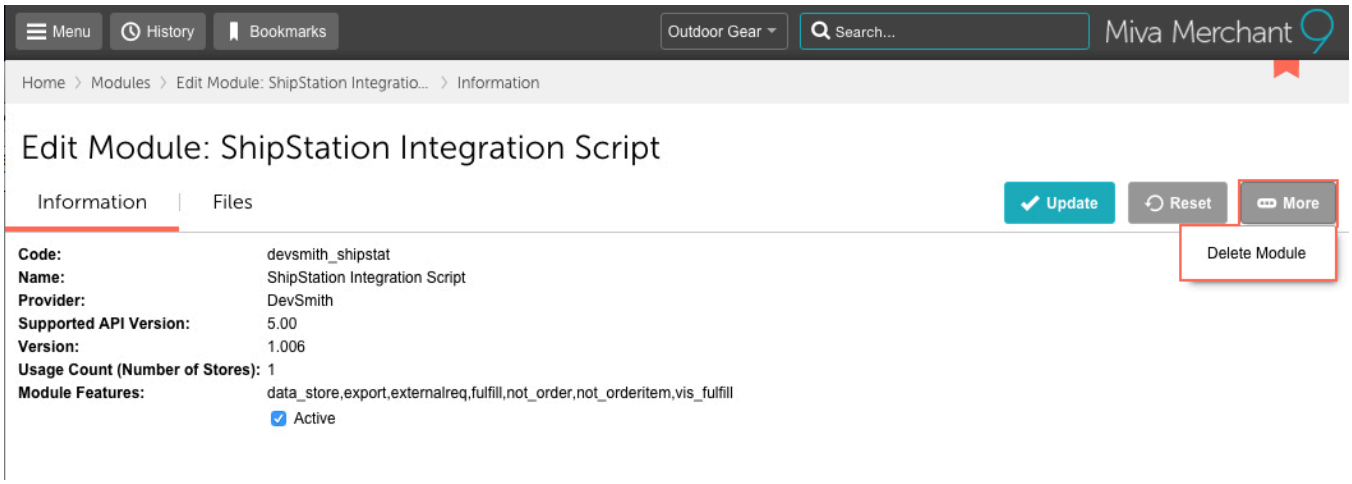
2. In the Search text field type in "ShipStation" without quotes then click Go to search for the ShipStation module.



3. Click on the "Open" button



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.


Menu
History
Bookmarks
Outdoor Gear
Search...
Miva Merchant 9
Home
Modules
Edit Module: ShipStation Integratio...
Information
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