EIZ Shipper
Magento

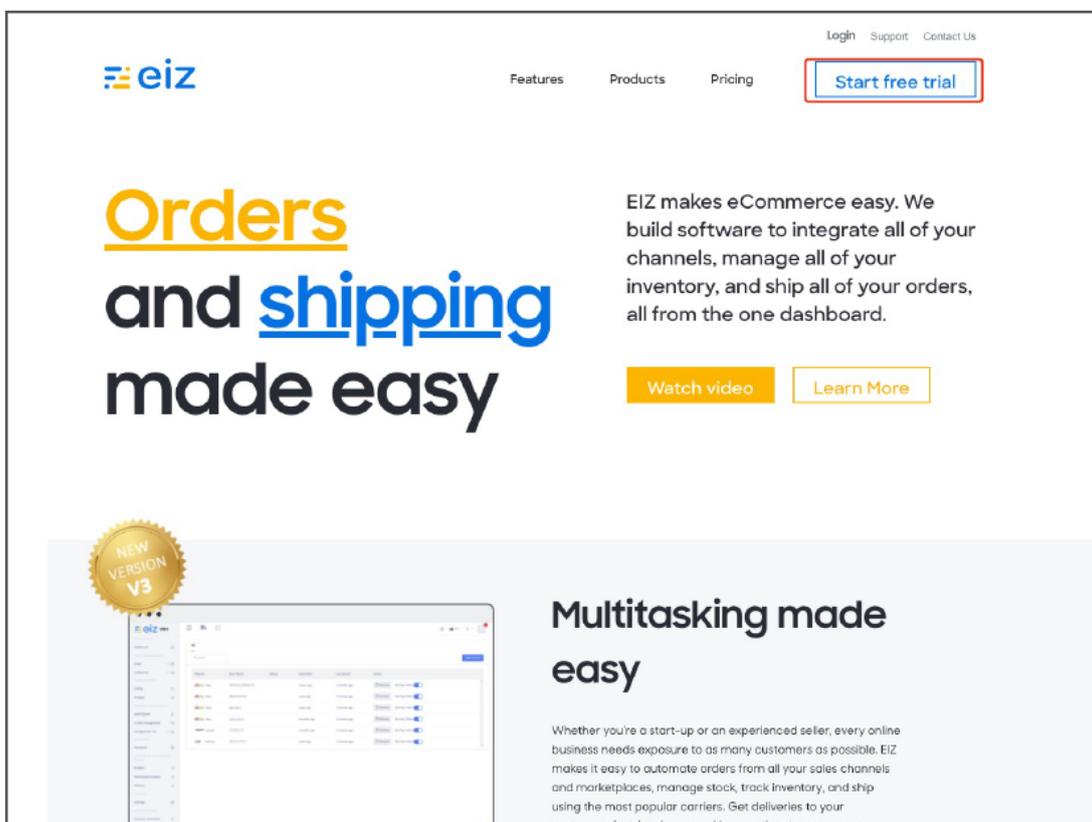August 2021

Contents

Who are EIZ

EIZ are a management technology provider who work with leading freight and logistics companies to provide an integrated e-commerce solutions with the following platforms.

• eBay
• Magento
• BigCommerce
• Shopify
• Amazon
• WooCommerce
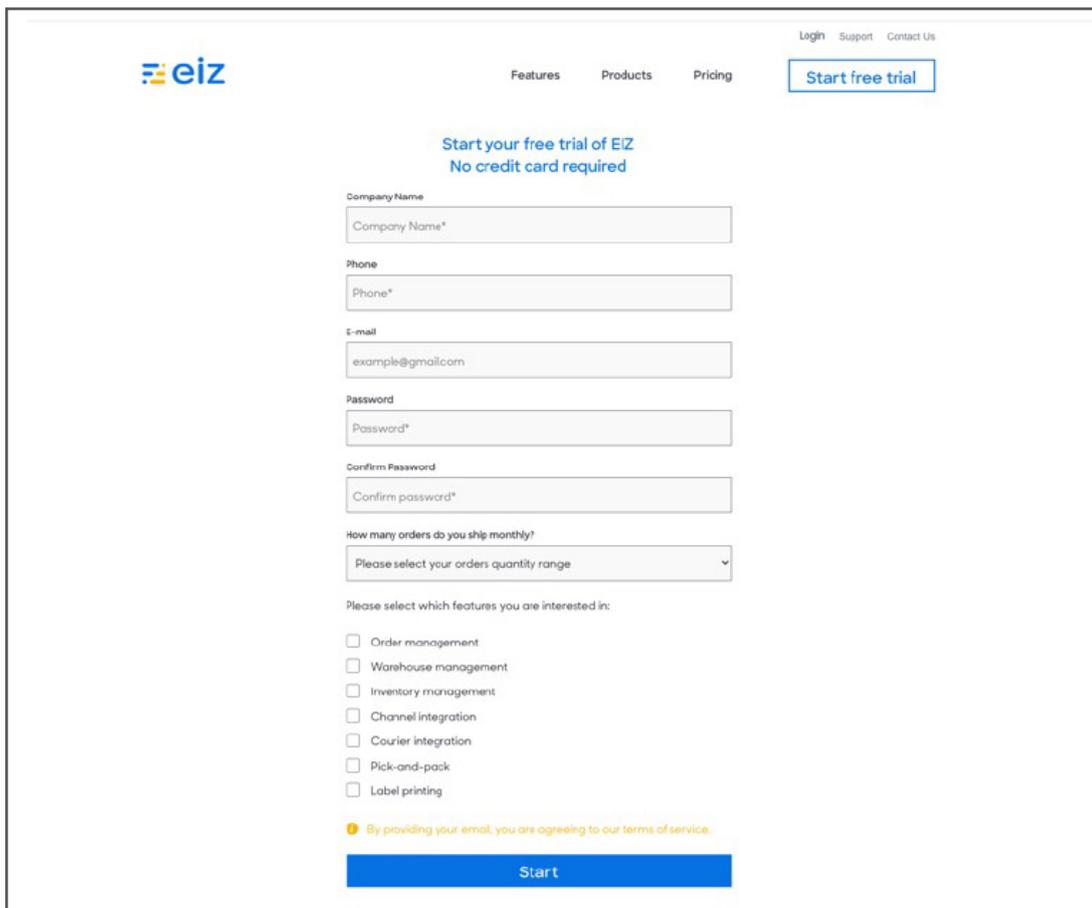• catch.com.au
• xero (coming soon)

This user manual will guide you through the setup of the EIZ system with Magento.
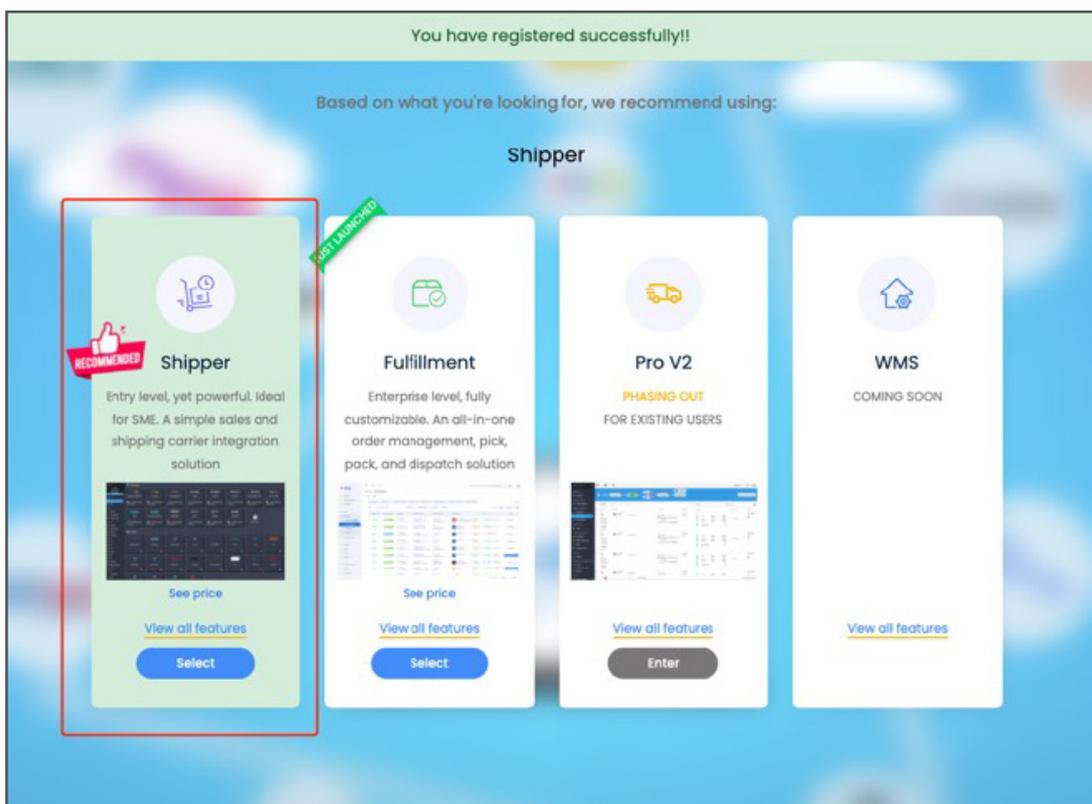
Sign Up

Step 1: Go to EIZ and click Start Free Trial.

Step 2: Fill in the business information.

Step 3: Select Shipper and start the journey.

Connect to Magento

Step 1: Click **"Add more stores"**. Then select Magento.
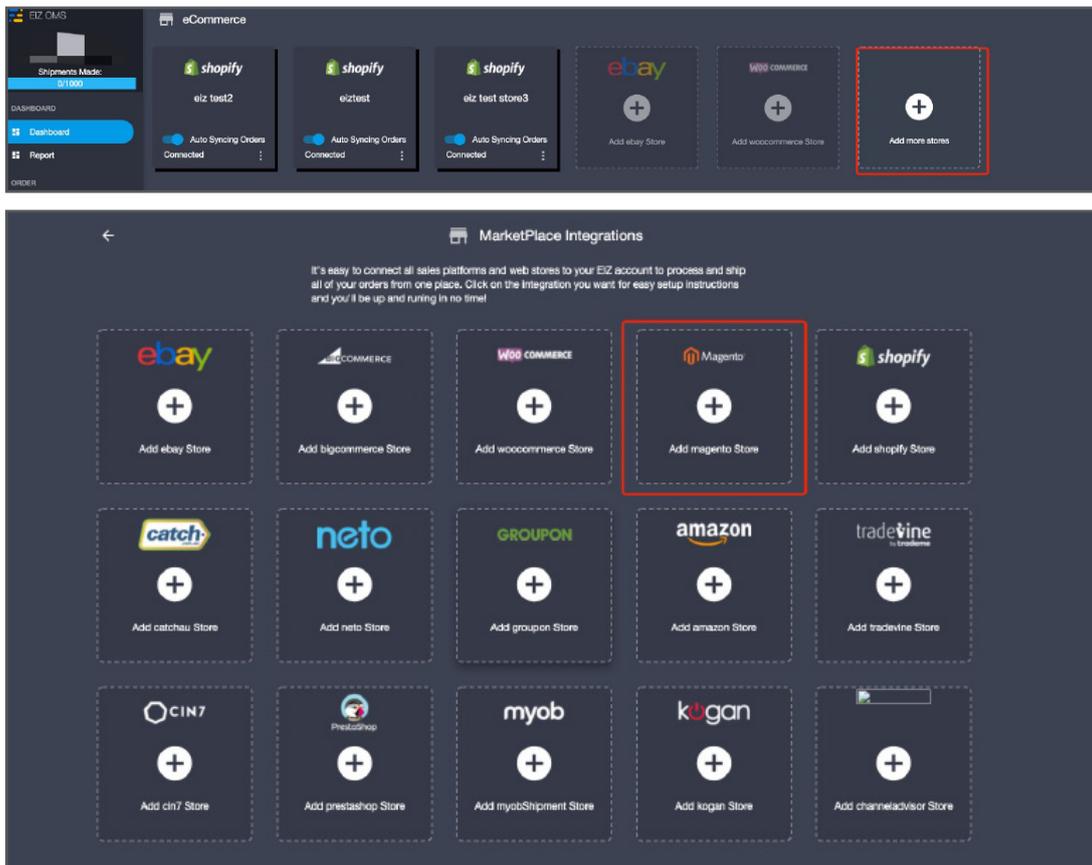
Step 2: Enter your credentials and follow the instructions to authenticate your account.
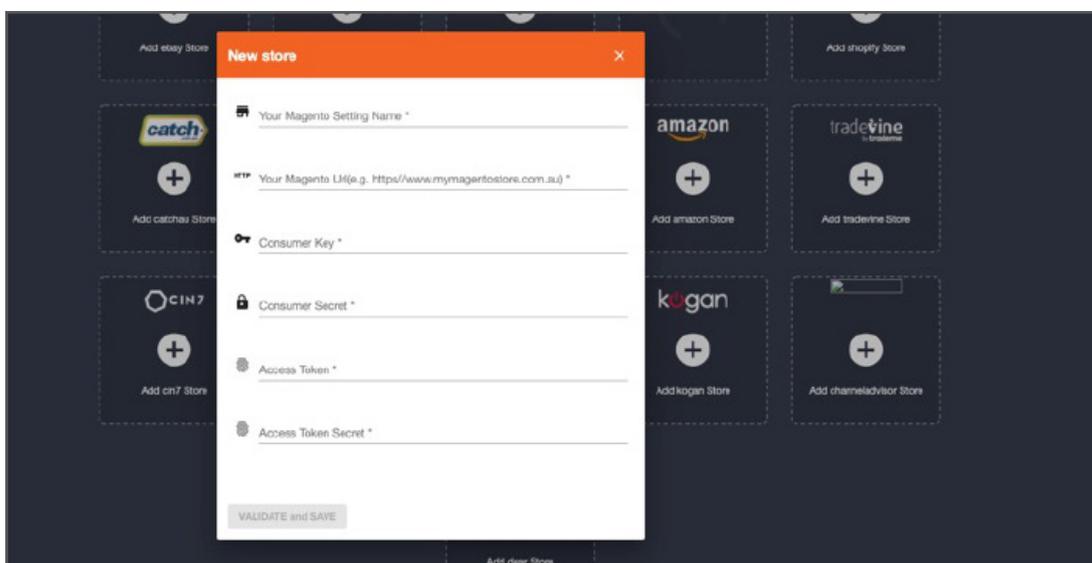
Once finished, you'll see your store is successfully connected in Dashboard.
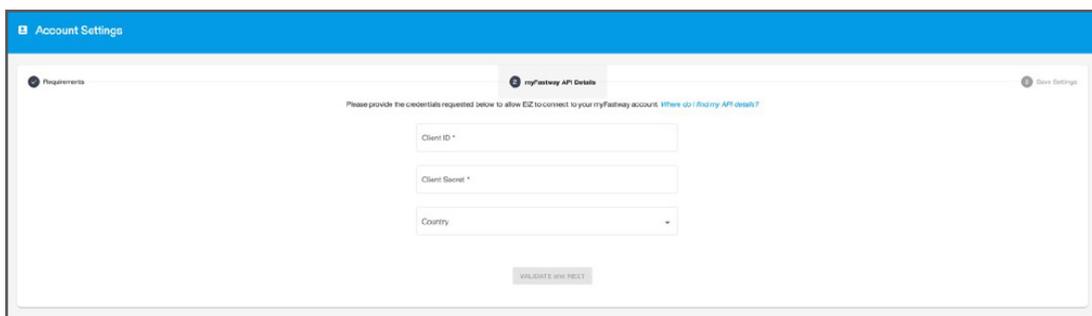
Connect to myFastway

Step 1: Select **'Connect myFastway'** or **'Connect Fastlabel'** and follow the instructions to obtain the Fastway API Key.
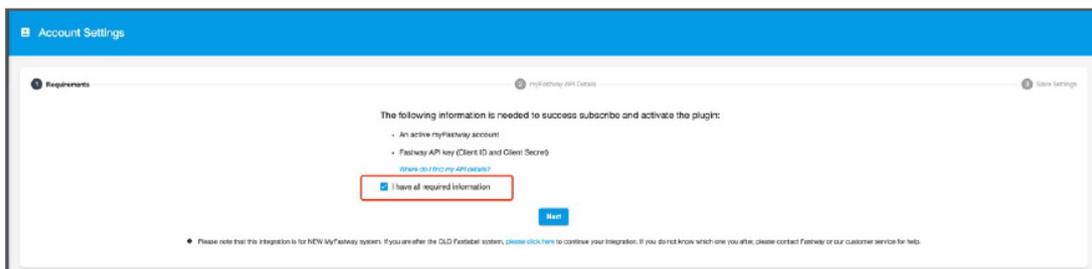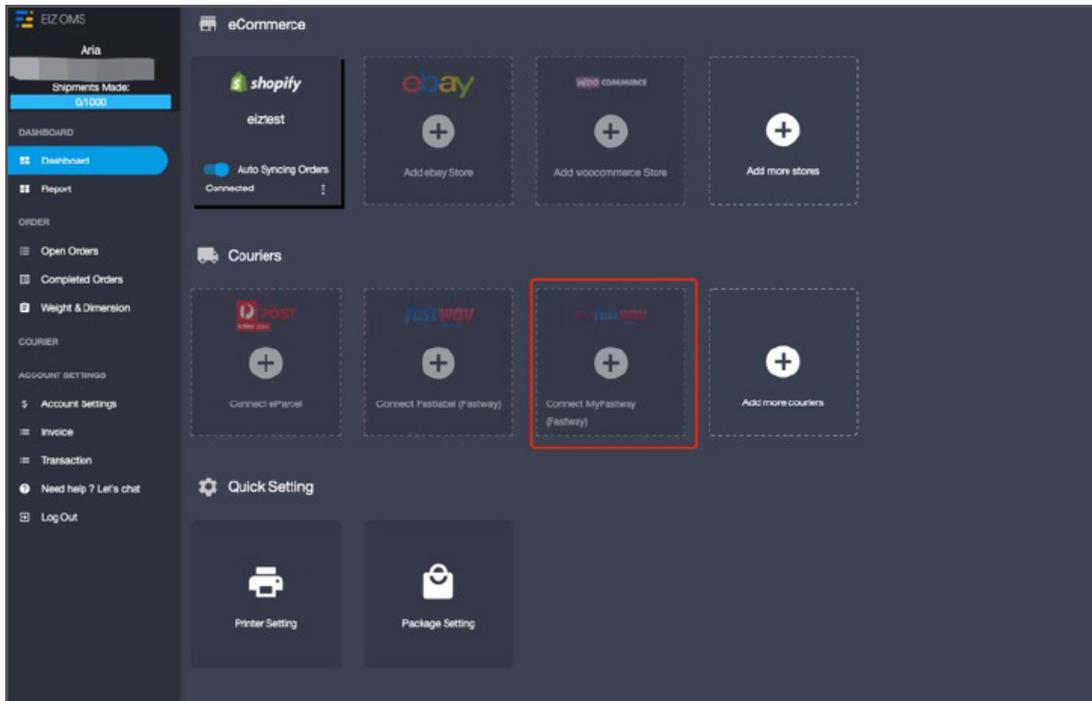
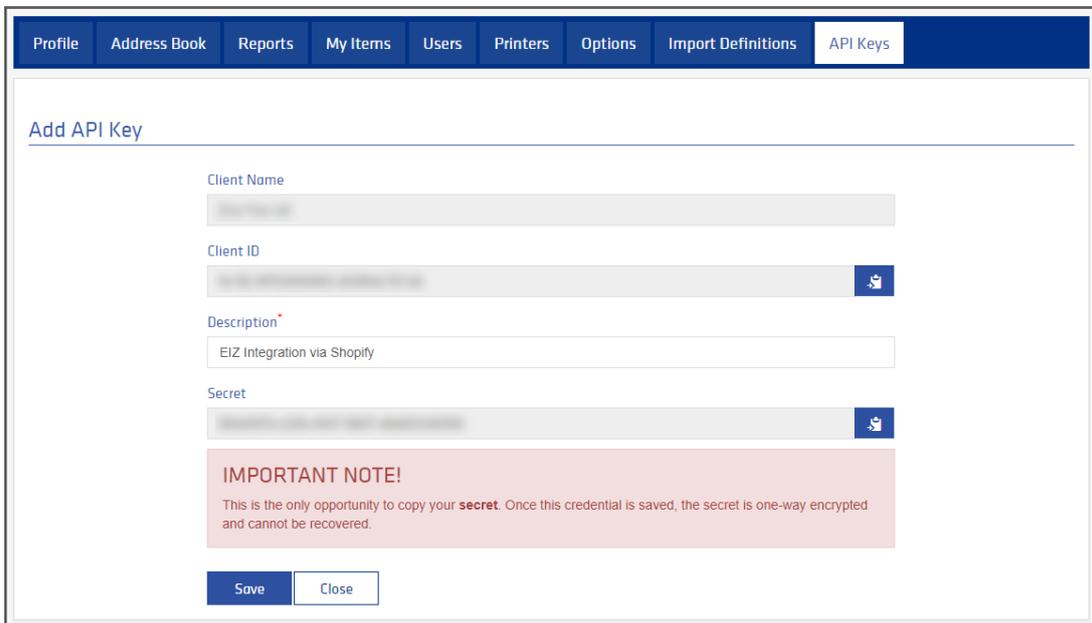**Step 2:** Select **'Connect myFastway'** or **'Connect Fastlabel'** and follow the instructions to obtain the Fastway API Key.
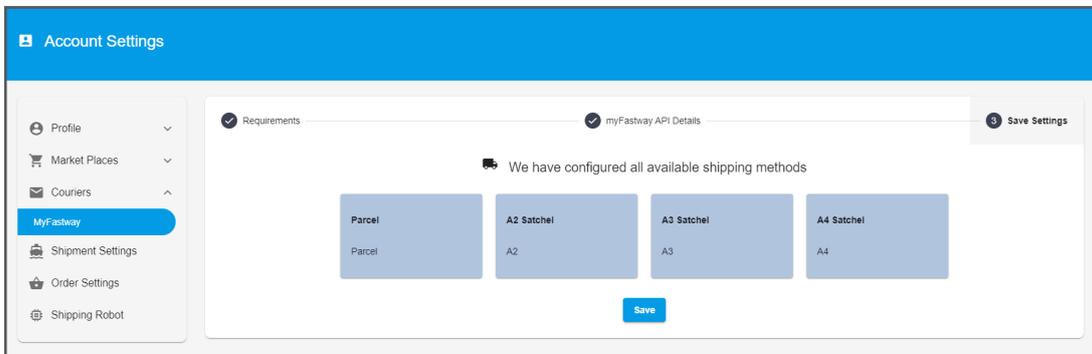
Step 3: If not, navigate to myfastway.com.au > Administration > API Keys
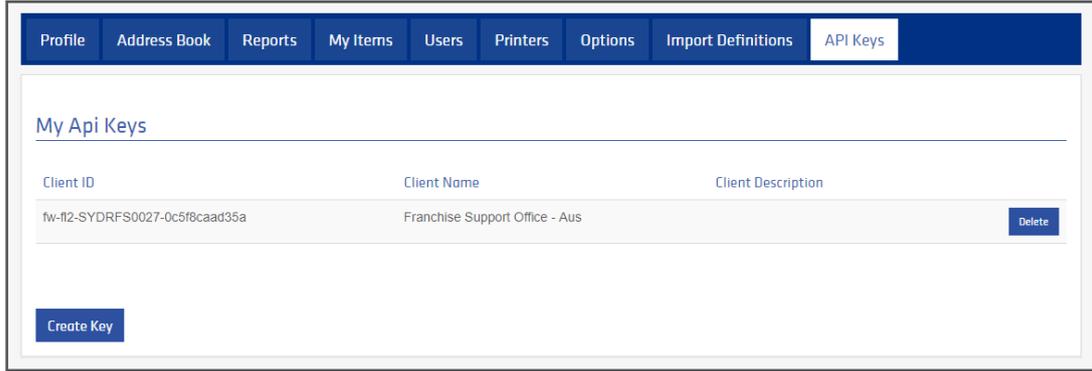
**Step 4:** Enter the ClientID and Secret key into the EIZ app and click okay.

Step 5: The app will display the shipping options available to your myfastway account as per the screenshot below, click **'Save'.**
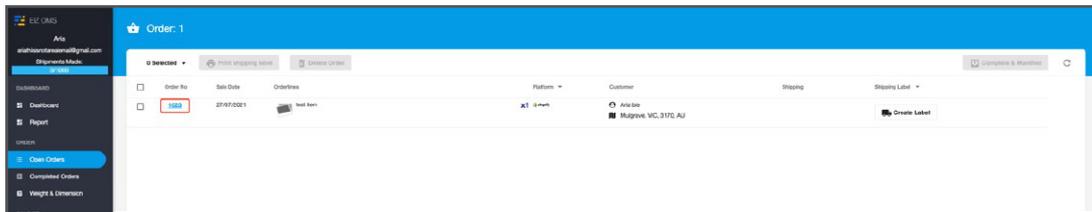
Order Syncing and Fulfilment

Once you have successfully set up your Connect myFastway/ Connect Fastlabel and your eCommerce channels. You are now able to start fulfilling your orders and generate shipping labels.
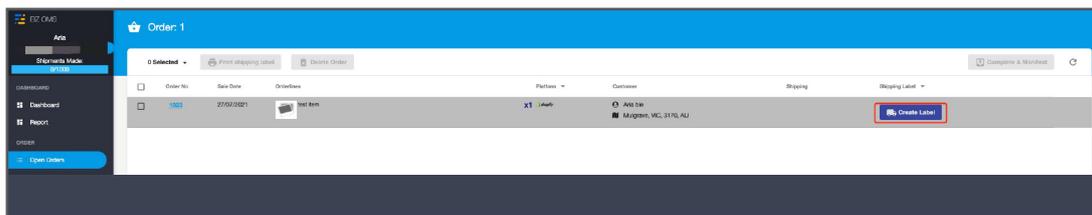
Step 1: Ensure the syncing switch is turned on.
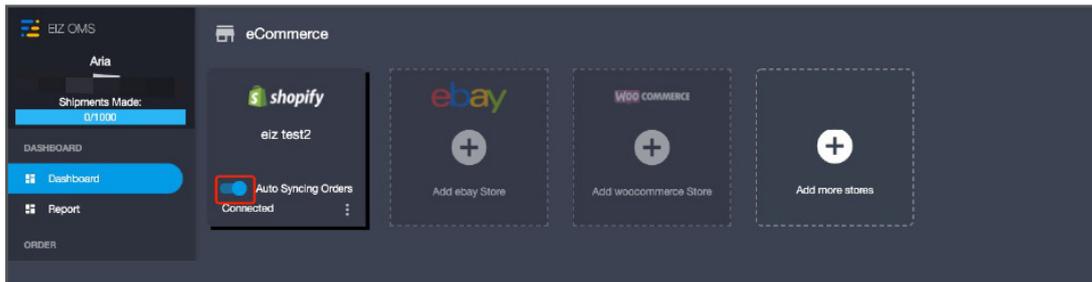
Step 2: Click on Open Orders, and you'll see your orders from the connected

Step 3: Click on **"Create Label"**.

Step 4: Check the receiver and package information, change it if needed. You'll see the cheapest price of connected carrier shown at the bottom.

Your connected carrier will be shown here

Step 5: Confirm and create shipment.

🚚 **Shipment Summary**   ⌃

Ship from:
6 Harlington Street
CLAYTON VIC 3168 AU

Ship to:
6 Tiverton Drive
MULGRAVE VIC 3170 AU

Package:
1 x 1kg 12cm x 12cm x 12cm

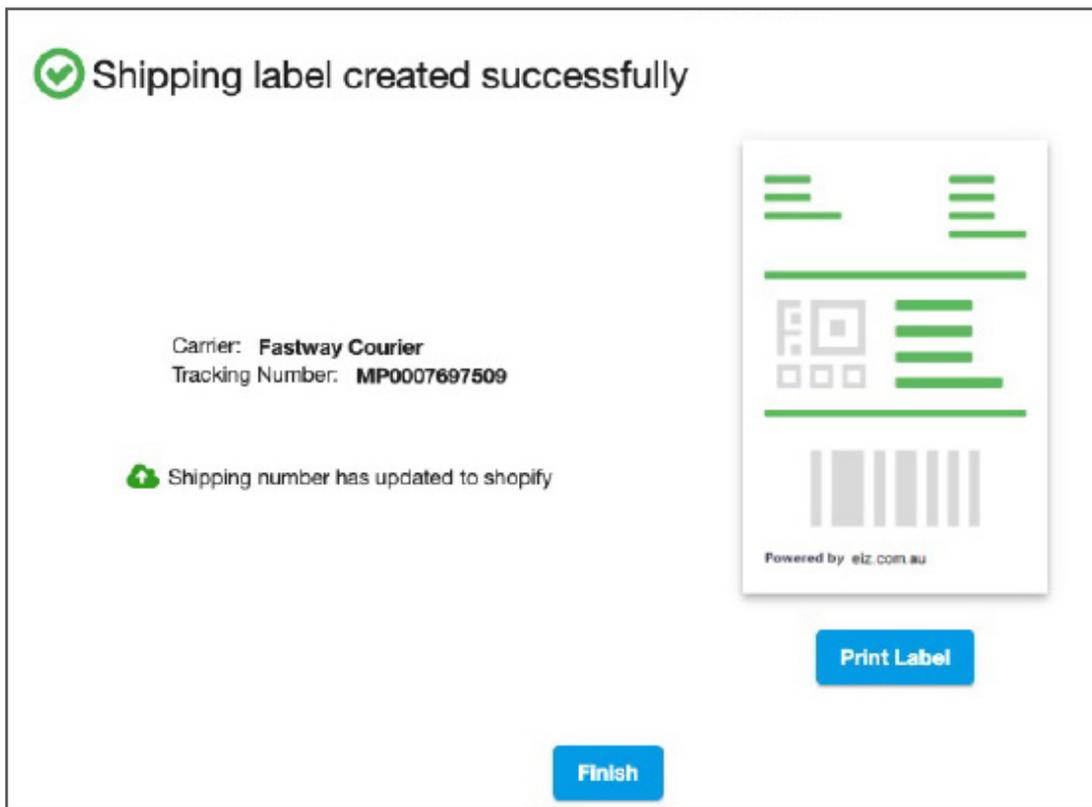**Carrier:**
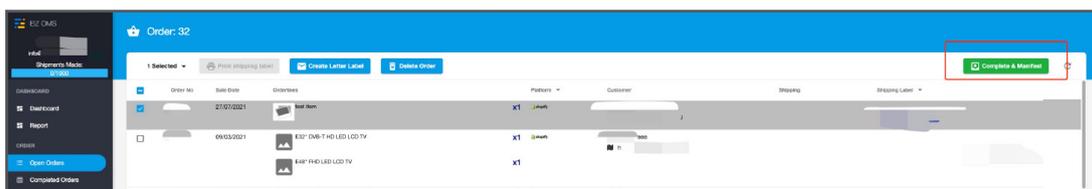Others / Other / Plain label

Shipping cost:

Total cost:

Confirm & create shipment

Step 6: Shipping label created successfully.

Step 7: You'll see the tracking number shown in Open Orders, and the last step is to manifest it. Click on the green **"Complete&Manifest"** button to notify the carrier.

Help

Should you require further assistance please contact our helpdesk by selecting **'Need Help? Let's Chat'** function button.