

# EIZ Shipper Tradevine



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# Who are EIZ

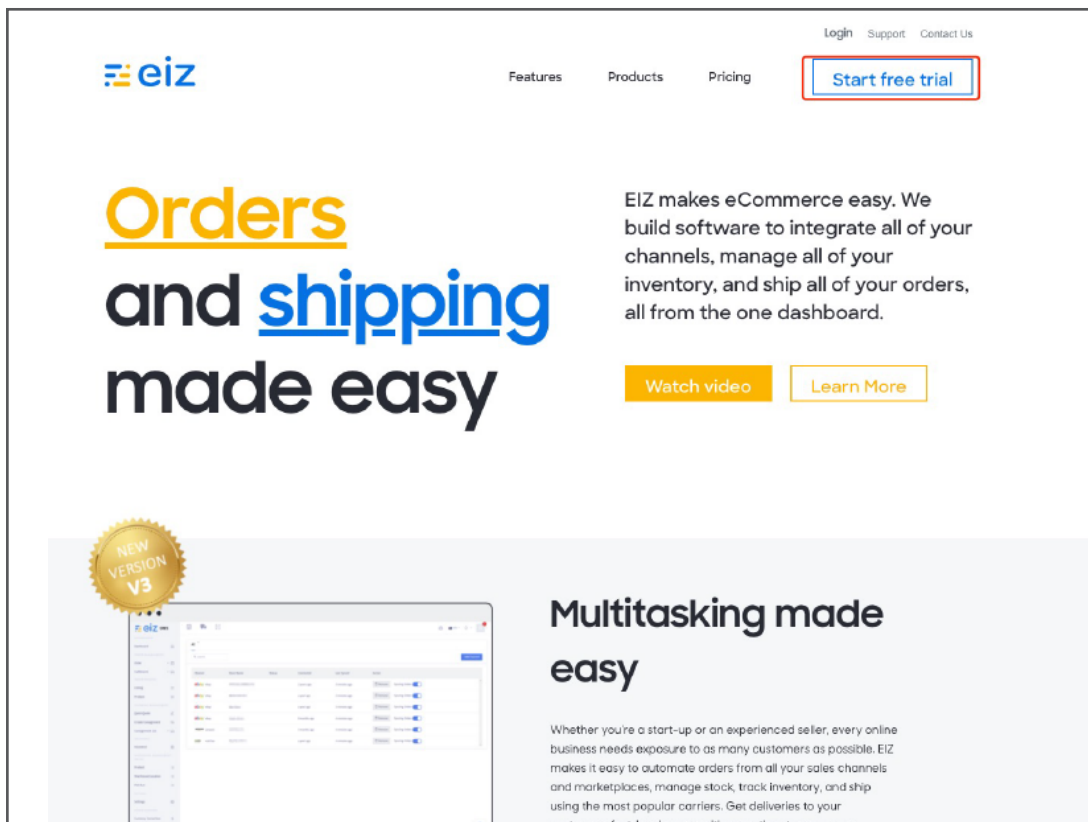
EIZ are a management technology provider who work with leading freight and logistics companies to provide an integrated e-commerce solutions with the following platforms.

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

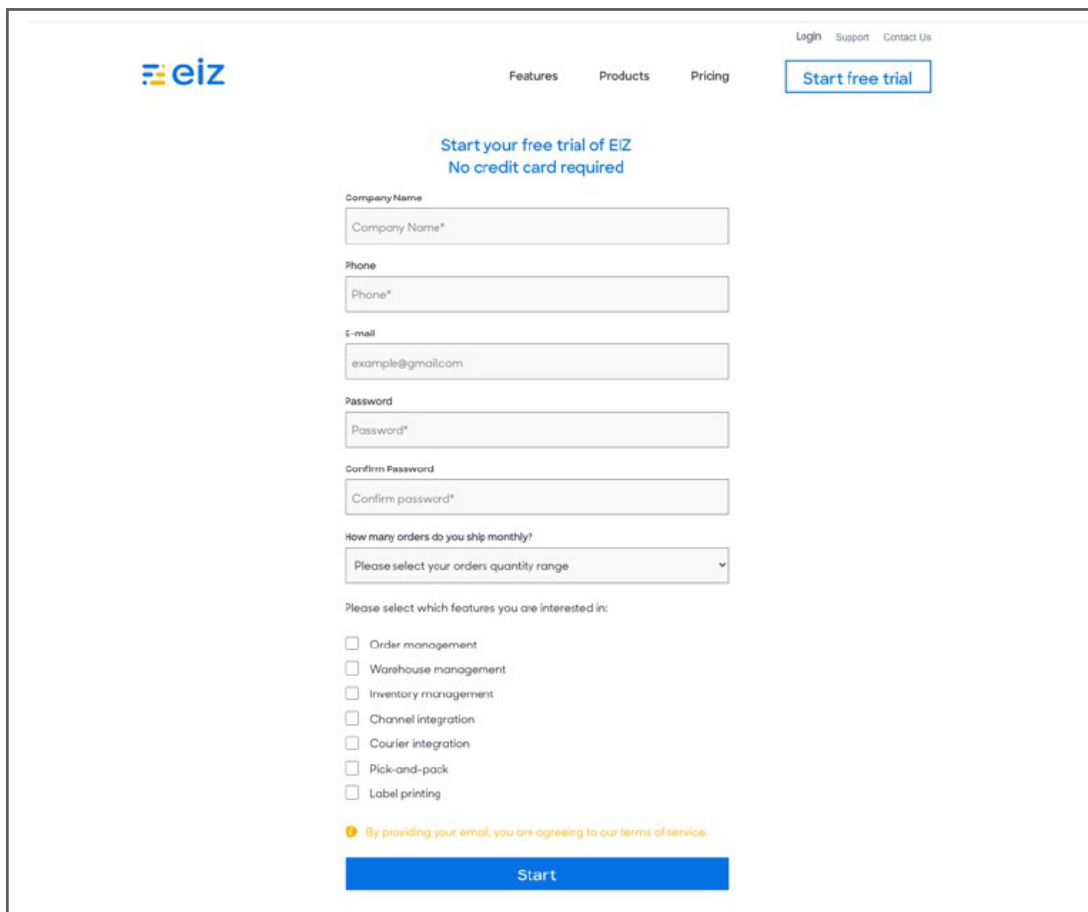
This user manual will guide you through the setup of the EIZ system with Tradevine.

## Sign Up

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

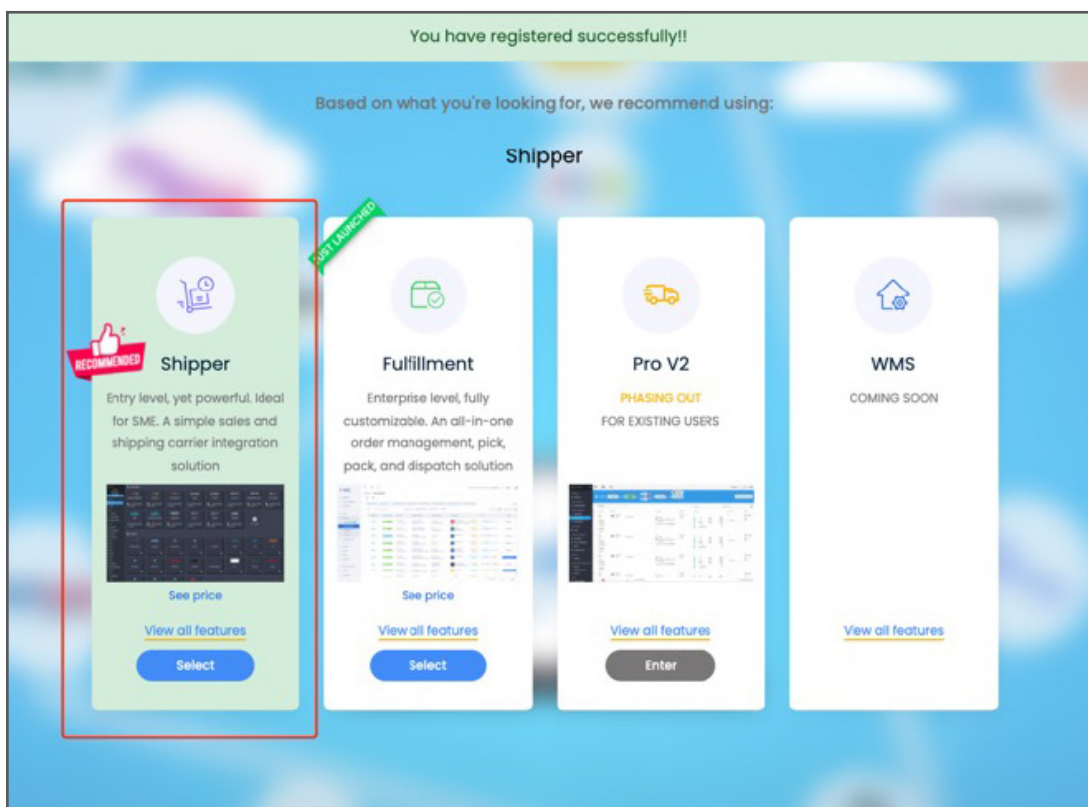


## Step 2: Fill in the business information.



The screenshot shows the EIZ registration page. At the top left is the EIZ logo. To the right are links for 'Login', 'Support', and 'Contact Us', and a 'Start free trial' button. Below the logo are navigation links for 'Features', 'Products', and 'Pricing'. The main heading is 'Start your free trial of EIZ' with the sub-heading 'No credit card required'. The form includes the following fields: 'Company Name' (text input), 'Phone' (text input), 'E-mail' (text input with 'example@gmail.com' as a placeholder), 'Password' (text input), and 'Confirm Password' (text input). Below these is a dropdown menu for 'How many orders do you ship monthly?' with the placeholder 'Please select your orders quantity range'. A section titled 'Please select which features you are interested in:' contains seven checkboxes: 'Order management', 'Warehouse management', 'Inventory management', 'Channel integration', 'Courier integration', 'Pick-and-pack', and 'Label printing'. A small yellow warning icon and text state 'By providing your email, you are agreeing to our terms of service.' At the bottom is a blue 'Start' button.

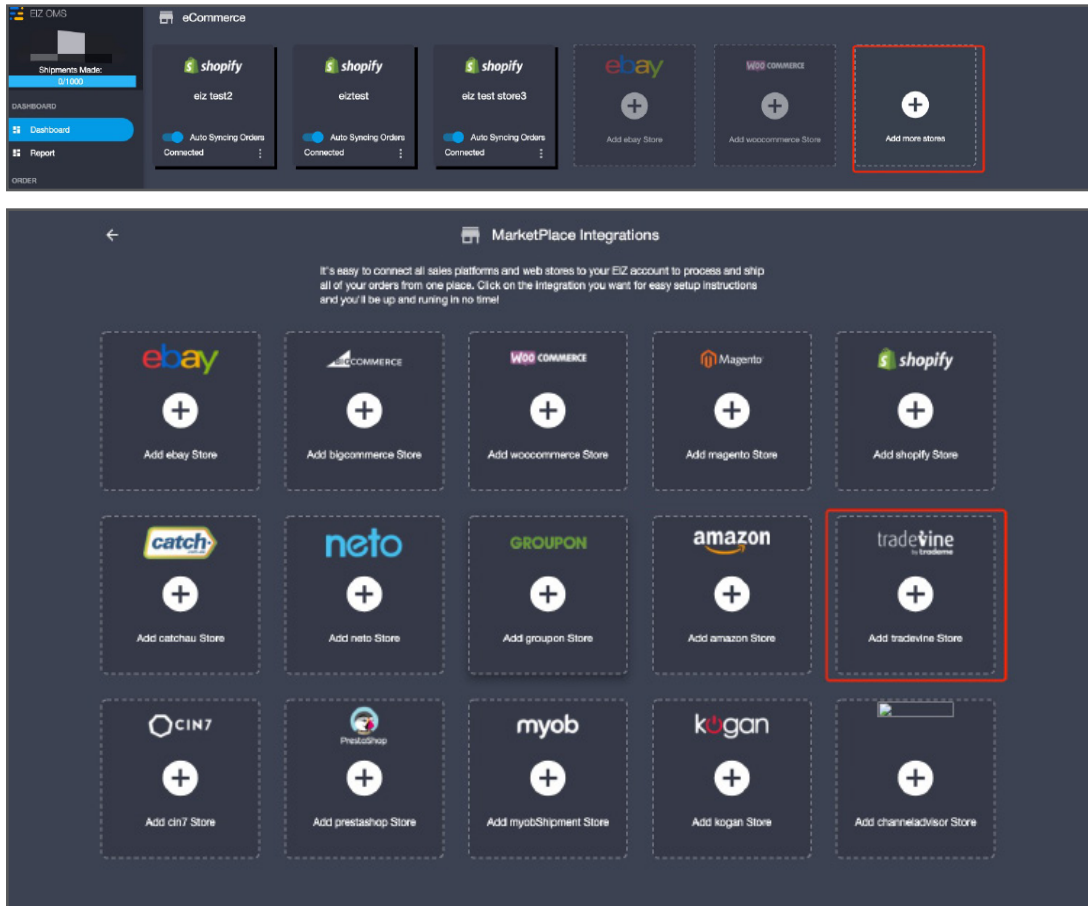
## Step 3: Select Shipper and start the journey.



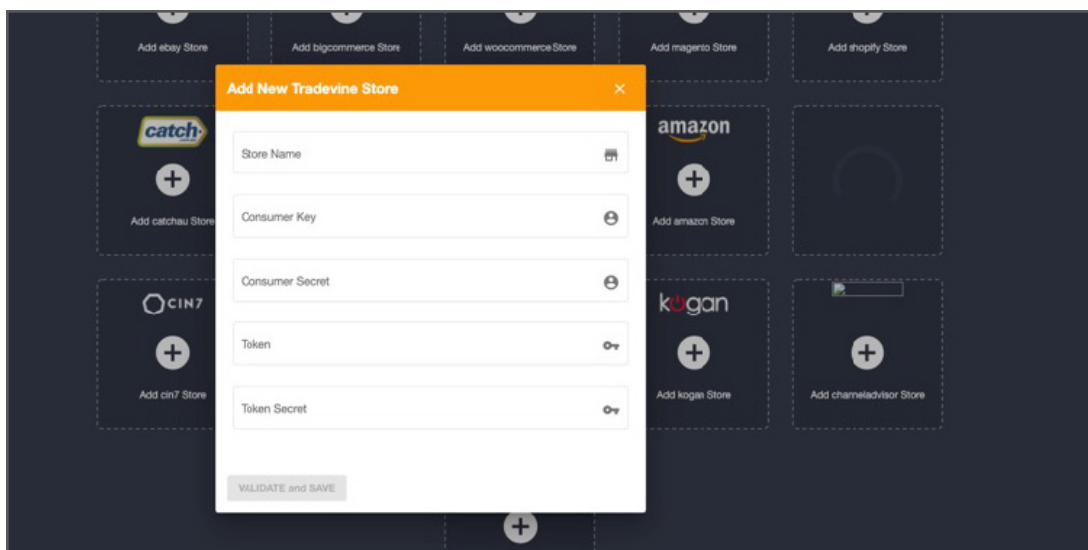
The screenshot shows a dashboard with a green banner at the top that says 'You have registered successfully!!'. Below the banner, it says 'Based on what you're looking for, we recommend using:'. The main heading is 'Shipper'. There are four service cards: 1. 'Shipper' (green background, icon of a truck and box, 'RECOMMENDED' badge, description: 'Entry level, yet powerful. Ideal for SME. A simple sales and shipping carrier integration solution', 'See price' link, 'View all features' link, and a blue 'Select' button). 2. 'Fulfillment' (white background, icon of a box, 'JUST LAUNCHED' badge, description: 'Enterprise level, fully customizable. An all-in-one order management, pick, pack, and dispatch solution', 'See price' link, 'View all features' link, and a blue 'Select' button). 3. 'Pro V2' (white background, icon of a truck, 'PHASING OUT FOR EXISTING USERS' badge, description: 'Enterprise level, fully customizable. An all-in-one order management, pick, pack, and dispatch solution', 'See price' link, 'View all features' link, and a grey 'Enter' button). 4. 'WMS' (white background, icon of a house with a box, 'COMING SOON' badge, description: 'Enterprise level, fully customizable. An all-in-one order management, pick, pack, and dispatch solution', 'View all features' link). The background is a blurred image of a person's face.

# Connect to Tradevine

**Step 1:** Click “Add more stores”. Then select Tradevine.



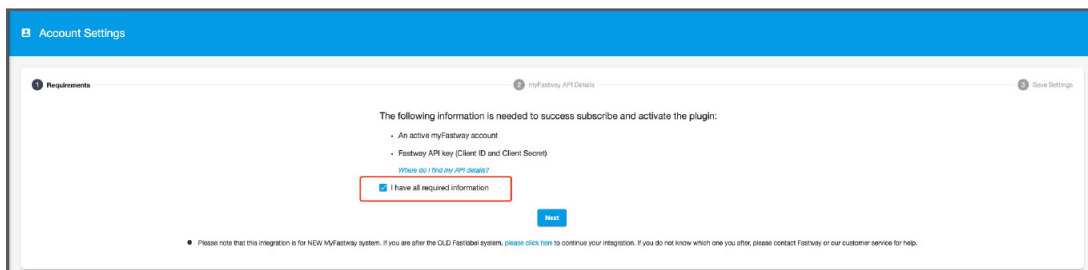
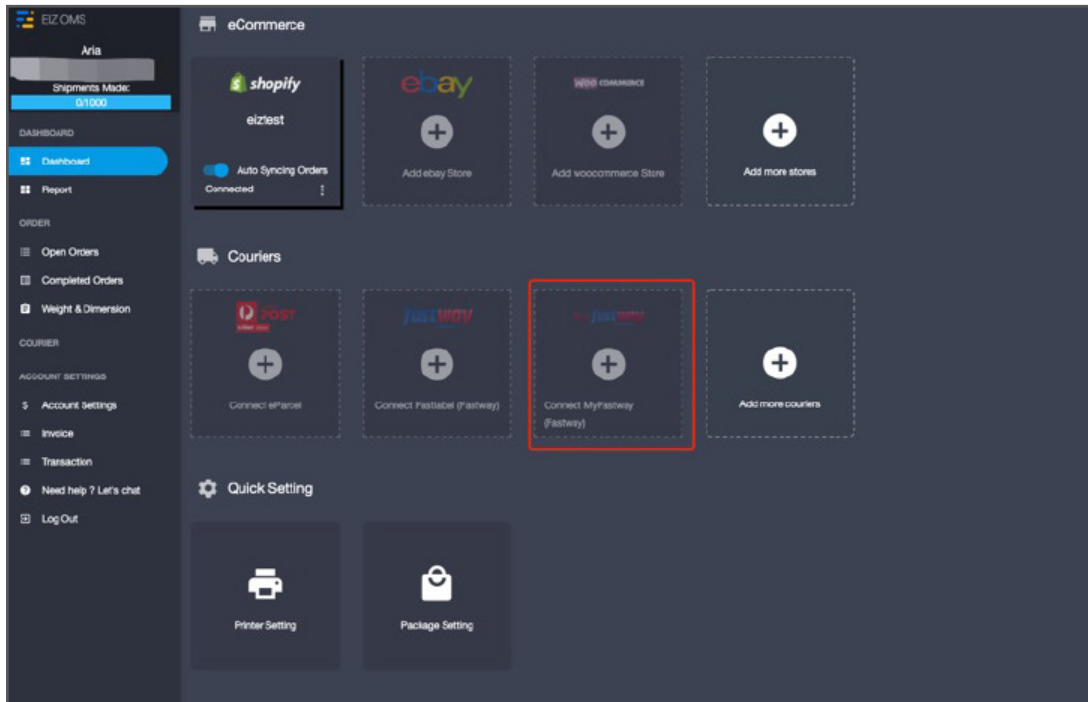
**Step 2:** Enter your credentials and follow the instructions to authenticate your account.



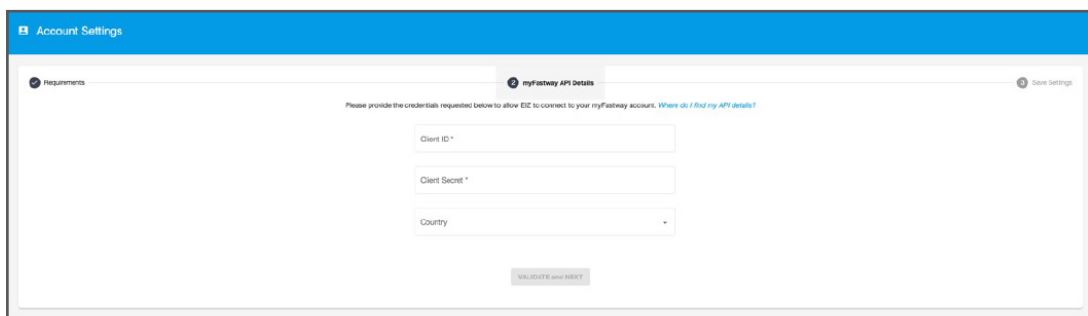
Once finished, you'll see your store is successfully connected in Dashboard.

# Connect to myFastway

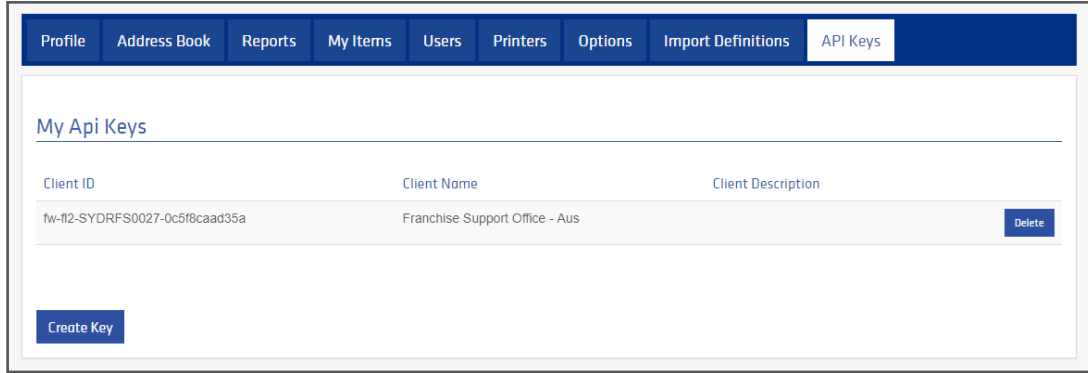
**Step 1:** Select 'Connect myFastway' or 'Connect Fastlabel' and follow the instructions to obtain the Fastway API Key.



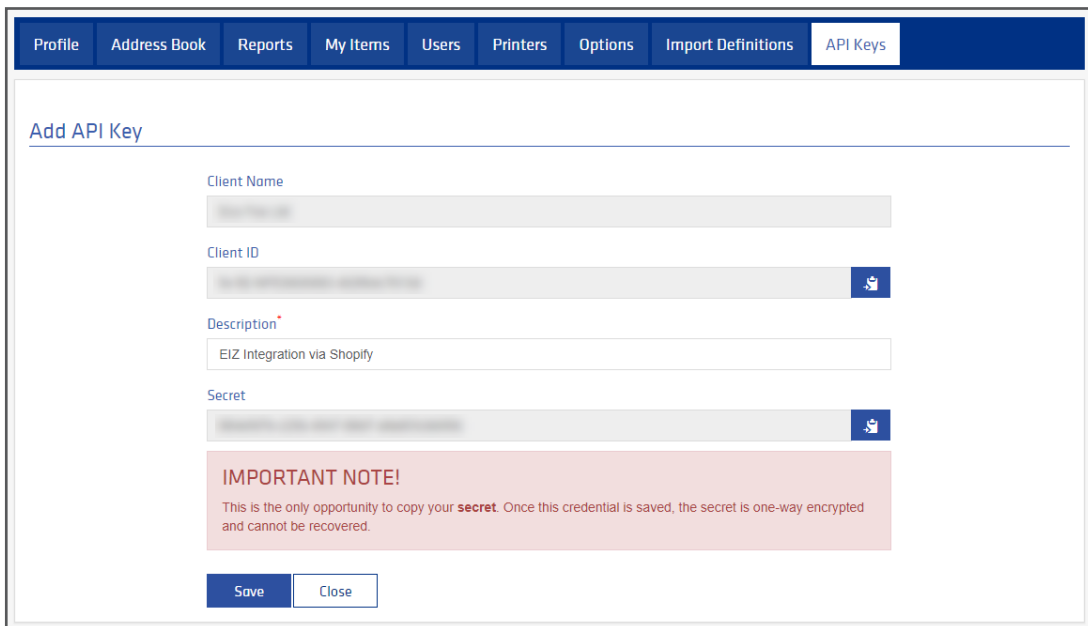
**Step 2:** Fill in your Fastway credentials, and click “VALIDATE and NEXT” button



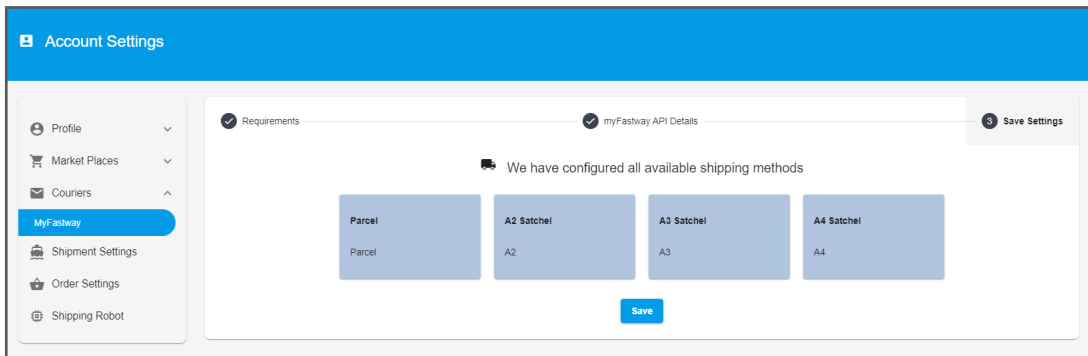
**Step 3:** If not, navigate to myfastway.com.au > Administration > API Keys



**Step 4:** Enter the ClientID and Secret key into the EIZ app and click okay.



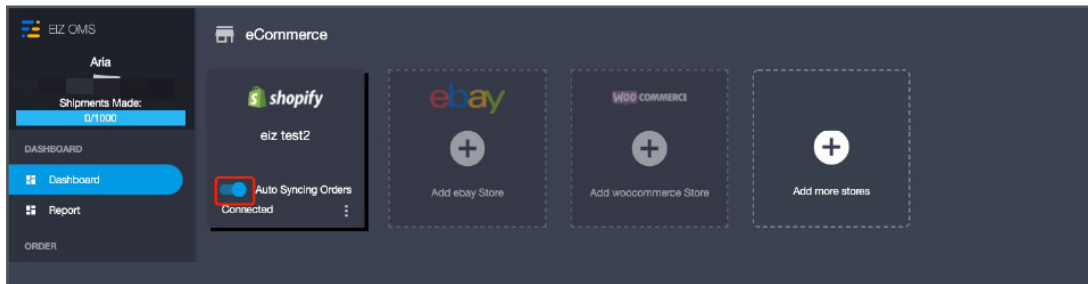
**Step 5:** The app will display the shipping options available to your myfastway account as per the screenshot below, click 'Save'.



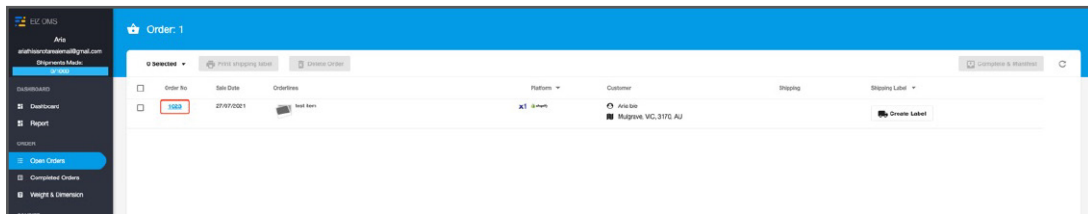
# Order Syncing and Fulfilment

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.

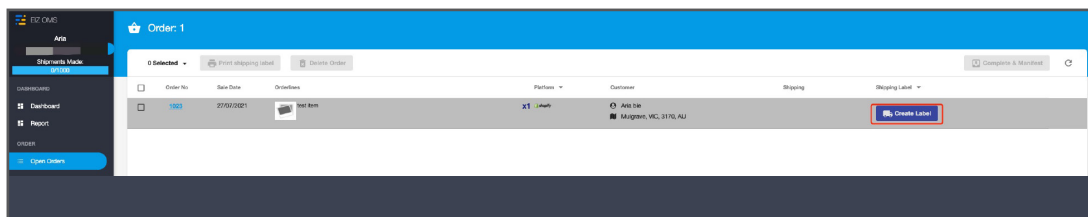
**Step 1:** Ensure the syncing switch is turned on.



**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.

**1. Sender Address**  
Area: 5 (Melbourne Street) CLAYTON VIC 3168 AU

**2. Receiver Address**  
Area: 6 (Tiverton Drive) MULGRAVE VIC 3170 AU

Quantity	Weight	Volume	Dimensions
1	1	12	12 x 12

**4. Select a Carrier**

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

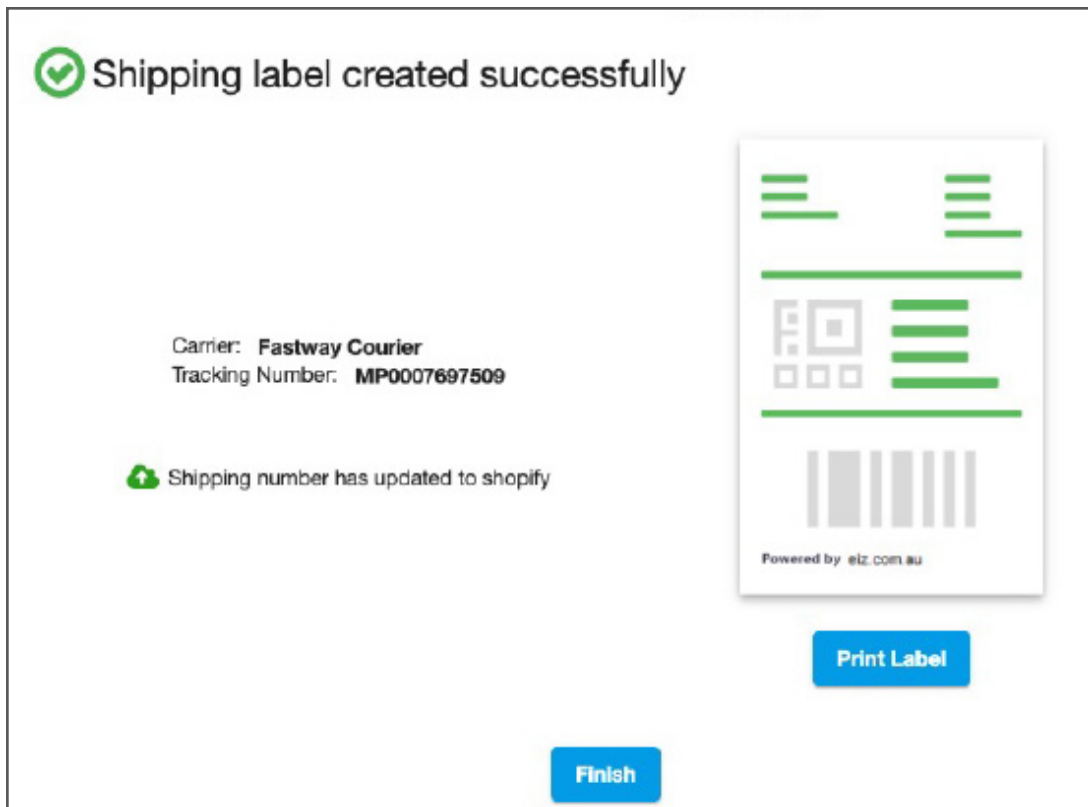
**Carrier:**  
Others / Other / Plain label

**Shipping cost:**

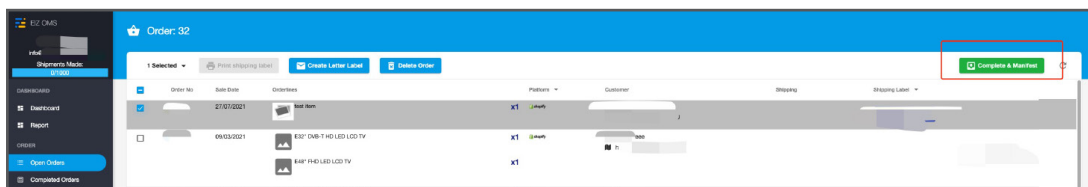
**Total cost:**

**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.

