

# OGOship

- Easy and flexible fulfillment service

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## Start-up Guide



SHIP

# Ship like a PRO

## New merchant guide

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### The advantages of using OGOship's service for online retailer:

- No startup costs (Start self-service 0 €)
- No fixed period in client contract.
- Tracking inventory is free and automatic in myOGO
- Sending goods is automatic. Free integrations available for WooCommerce, Magento, Shopify, OpenCart, PrestaShop, Vilkas & MyCashflow.
- Logistics costs are cost effective on the basis of our volume agreements
- There is no monthly fixed charge
  
- For more information contact [info@ogoship.com](mailto:info@ogoship.com)





# OGOship helps you grow your business!

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## General guides for start-up:

<https://ogoship.com/start-using/faq-guides/>

## Warehouse management system myOGO:

<https://my.ogoship.com/>

## MyOGO usage tips

<https://ogoship.com/start-using/faq-guides/usage-tips/>



# Pricing

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## Freight cost calculator

<http://my.ogoship.com/deliverytype/calculator>

## Tallinn Warehouse

<https://my.OGOship.com/go/service-pricelist>

<https://my.OGOship.com/go/logistics-pricelist>

## Vantaa Warehouse

<https://my.ogoship.com/go/logistiikka-hinnasto-VNT>

<https://my.ogoship.com/go/palvelu-hinnasto-VNT>

<https://my.ogoship.com/go/service-pricelist-VNT>

## Gothenburg Warehouse

<https://my.ogoship.com/go/logistics-pricelist-GOT>

<https://my.ogoship.com/go/service-pricelist-GOT>



# How does OGOship work?

1. Your product



3. Your fulfillment



5. Your customer



2. Your OGOship Storage



4. Shipment



# First steps to be an OGOship Merchant

## Create an account

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Go to myOGO and register to begin.

<https://my.ogoship.com>

### Step 1/2

Account info

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Name

Email

Password

Confirm password

Next

# First steps to be an OGOship Merchant

## Create an account

- Name the **merchant** (Online store name)
  - Select the **warehouse**.
- 
- *Note you can create demo or empty. Data is not seen at the warehouse before customer agreement has been confirmed and the status of the myOGO merchant is ACTIVE*

### Step 2/2

Merchant creation

Merchant name

Demo

**Create DEMO merchant**

Create a few demo products and orders. You can change this to a active merchant later.

**Create new empty merchant**

Add your own products or integrate with a online store and transfer your products.

Warehouses

Select warehouses

 OGOship Tallinn (TLL) OGOship Gothenburg (GOT) OGOship Vantaa (VNT) Public testing warehouse

# First steps to be an OGOship Merchant

## Tutorial

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**Next follow the tutorial in myOGO**

Welcome to OGOship: the easy way to ship your goods globally!

We congratulate you for taking the 1st steps to ship like a Pro and focus on growth!

OGOship's own warehouse management system "myOGO" is the place where you can see all your products, stock levels, outgoing shipment, incoming shipment (stock updates) etc. and modify your shipping settings, add PRO-services and much more.

By integrating your online store with myOGO, you will enable most automation features between your store and the warehouse. Let us begin our voyage by creating a "merchant" and adding your information.

You can see more from integrations <https://my.ogoship.com/info/integrations>

You can freely test our service. We won't charge you anything for this

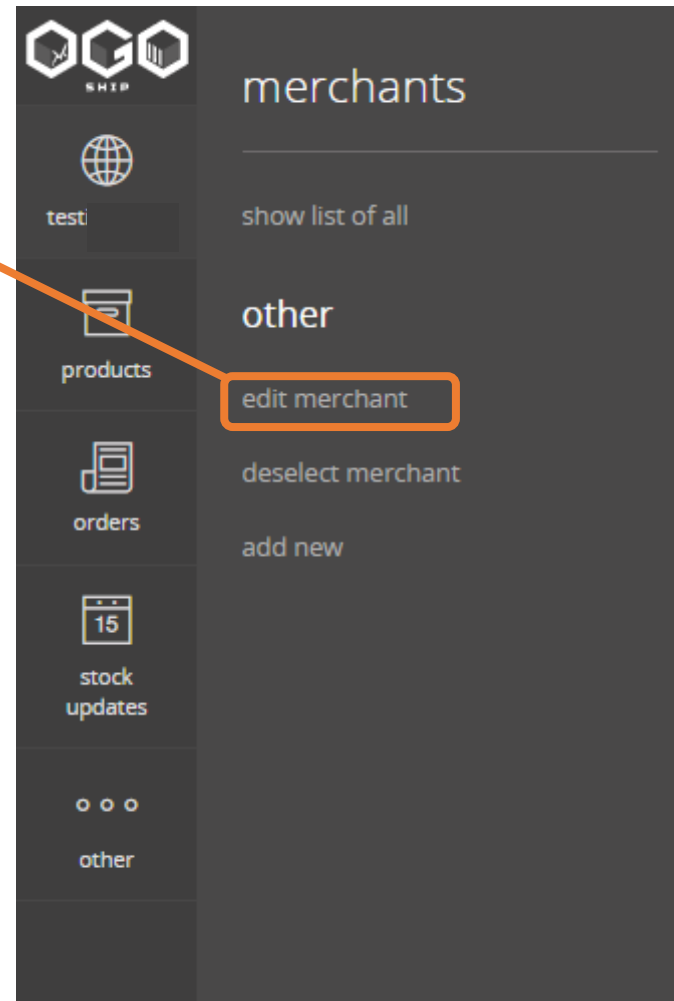




# First steps to be an OGOship Merchant

## Company info & contract

- Fill in **official company information** for the customer contract in **Edit Merchant page**.
- Send email to [contracts@ogoship.com](mailto:contracts@ogoship.com) and ask for a customer contract to be sent to your email.
- Confirm the contract before first shipments.



# First steps to be an OGOship Merchant

## Integration

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### Add online store integration

<https://my.ogoship.com/info/integrations>

- For some integrations you need merchant ID and secret token to open the integration to your online store.
- This API information is found at the Edit Merchant page.



# First steps to be an OGOship Merchant

## Shipping methods

### Open shipping methods and link to online store shipping methods.


- Link your online store delivery methods to our freight companies at myOGO Edit merchant page.
- **Enable** methods you wish to use in merchant page.
- **Add delivery type code /name** from online store below the shipping method in myOGO

### General guide

<https://ogoship.com/start-using/faq-guides/outgoing-shipments/shipping-methods-basic-configuration/>

shipping methods Shipping calculator


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 **DHL, Express Worldwide (direct) (TLL&VNT)** ✖ Disable  
Door-to-door shipments worldwide, usually 1 day shipping time.

Codes in online store

Enabled shipping method options i + Add new


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 **GLS, Euro business Parcel (direct) (TLL&VNT)** ✖ Disable  
Land based shipment to Europe. Usually door to door but varies by country.


Codes in online store

Enabled shipping method options i + Add new

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 **GLS, Euro business Parcel with insurance (direct) (TLL&VNT)** + Enable  
Land based shipment to Europe. Usually door to door but varies by country. With insurance.

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 **HRX Parcel (direct) (TLL)** + Enable  
Door-to-door shipment to Finland.

# First steps to be an OGOship Merchant

## Product data

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### Transfer product data from online store

Your list of products is transferred or created to the "products" page. If you are using an integration, you can transfer the product info to OGOship with a button e.g. "**transfer all product info to OGOship**" or similar, depending on the integration.

Please remember that a **unique product code (SKU)** is needed per product for the integration to work. You also need a unique code for all product variations.

The product can be either numbers, letters or combinations or these. A good product code somehow also describes the product or is actually printed on the product.

The stock levels of products is set by the OGOship staff when receiving the goods.

If you are using myOGO without integration, just add each product to myOGO.



# First steps to be an OGOship Merchant

## Stock update

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### Transfer products to OGOship warehouse and make the Stock update in myOGO

- You can ship your products to our warehouse at any time. Before the first shipments the customer contract needs to be signed, product data and delivery methods needs to be at myOGO.

#### Warehouse locations

<https://ogoship.com/start-using/faq-guides/incoming-goods/warehouse-locations-and-addresses/>

#### How to make a perfect stock update

<https://ogoship.com/start-using/faq-guides/usage-tips/myogo-stock-update/>



# First steps to be an OGOship Merchant

## Order fulfillment

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### Orders from Online Store of manually added to myOGO by the online store merchant

All orders need to come to myOGO. There are 3 options:

1. Online Store integration transfers automatically all “paid” orders to myOGO
2. Merchant can add manually each order to myOGO
3. Order import can be done with xlsx –document. Please ask more information [service@ogoship.com](mailto:service@ogoship.com) if you need to add several orders at the same time to myOGO without an integration.

### Guide to order status in myOGO

<https://ogoship.com/start-using/faq-guides/outgoing-shipments/outgoing-shipment-and-order-status/>



# First steps to be an OGOship Merchant

## Customer Service

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### Customer service is available for online store merchants

- Via email: [service@ogoship.com](mailto:service@ogoship.com)
- In myOGO: You can leave a question in myOGO at
  - PRODUCT page at issues – Question or note
  - ORDER page at issues – ask a question concerning order
- Your question is forwarded to the right warehouse.

issues

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Product issue

Question or note

issues

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stop and require action

ask a question concerning order

# OGOship as your growth partner

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OGOship Tallinn

OGOship Gothenburg

OGOship Vantaa

