



## Using Endicia Professional with ChannelAdvisor

This guide shows you how to use Endicia Professional software with ChannelAdvisor to print USPS shipping labels for your orders.

[Endicia Professional](#) is a desktop shipping solution that enables you to process shipments and create USPS shipping labels one at a time or in batch. You can then post tracking information back to ChannelAdvisor which will, in turn, update your marketplaces and webstore, adjusting inventory and confirming shipment.

### Get Started

1. Signup and install Endicia Professional software
  - Visit [endicia.com](#) to sign up for an [Endicia Professional](#) account. You will then be able to [download the Endicia Professional software](#) which comes with a 30-day free trial and free customer support.
  - [This video](#) shows how to get started with Endicia Professional
2. Map data fields for ChannelAdvisor **Export** file in Endicia Professional
  - [Download the 'checkout report'](#) from ChannelAdvisor in CSV format. This report has fixed column headers which you will use to map to Endicia Professional.
  - Delete the top 6 rows of the file leaving the headers in row 1.
  - Save your ChannelAdvisor checkout report to a folder on your PC. This is where you will save your ChannelAdvisor checkout report files each time you want to ship orders through Endicia Professional.
  - [Map your CSV file](#) to the fields in Endicia Professional. Here is a [video guide](#).
3. Map data fields for ChannelAdvisor **Post-back** file in Endicia Professional
  - Once you have printed your shipping labels you will want to pass tracking information back to ChannelAdvisor by importing a CSV file. ChannelAdvisor provides a [file import guide](#).
  - Download a [sample ImportShipping CSV file](#) in the format required for ChannelAdvisor post-back and save the file in the folder you created.
  - [Map the ImportShipping file](#) to Endicia Professional for post-back.
  - You can then [upload your tracking file](#) back into ChannelAdvisor

You are now ready to [print shipping labels](#) and post-back tracking for your ChannelAdvisor orders!! Here are some things to remember when processing your daily shipments.

- The mapping only needs to be done once as long as you save your CSV file with the exact same name. That way Endicia Professional will know where to look and auto-map the fields.
- Remember to delete the first 6 lines of your ChannelAdvisor export file.
- Each day you need to start with a fresh post-back file. To do this download the empty sample ImportShipping file from ChannelAdvisor and overwrite the existing file.