



CloudQix Shipping Label Application

User Guide

January 20, 2023

Product Overview

CloudQix Shipping Label Application allows you to authorize and generate shipping labels with your Amazon Seller account. The application can be accessed through the Amazon Seller Marketplace.

This Application provides a multi-carrier eCommerce shipping label request platform that allows Amazon Sellers to request a UPS or USPS shipping rate or label from CloudQix for an order. CloudQix will then return the rate or the label for that order to the Seller. They can then use the returned rate to determine if that is their shipping method of choice or use the label to print out and affix it to your product shipping box.

How to Connect with CloudQix

There are two ways to connect with CloudQix Shipping Label Application. One is from the **Amazon Marketplace** and another is from the [CloudQix Shipping Label Application website](#) using registration. Let's go through both ways in detail.

1. Amazon Marketplace

You can find this application easily by searching on the Amazon Marketplace with "CloudQix". By clicking the "Authorize" button, you can easily connect with the CloudQix application within a minute.

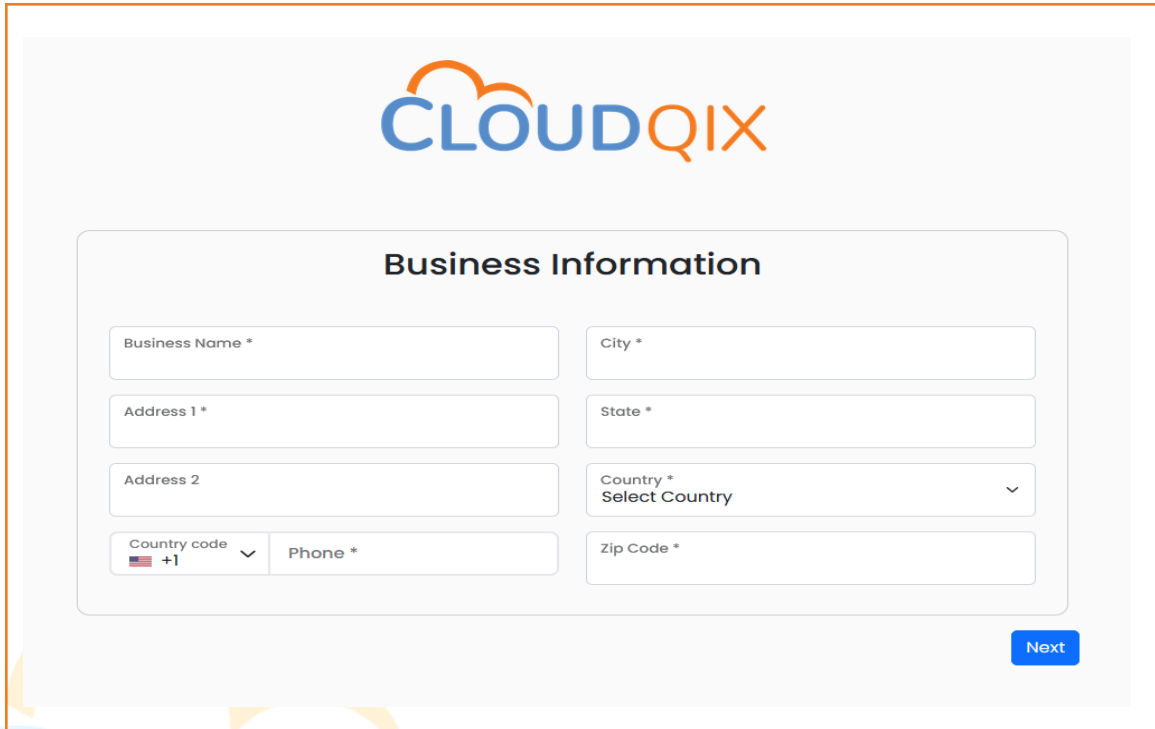


2. CloudQix Website

Visit the "login page" of the CloudQix website from this link <https://ship-app.cloudqix.com>, then click on the "Register" link underneath the Login button **OR** you can directly visit the "registration page" by this link <https://ship-app.cloudqix.com/Register>.

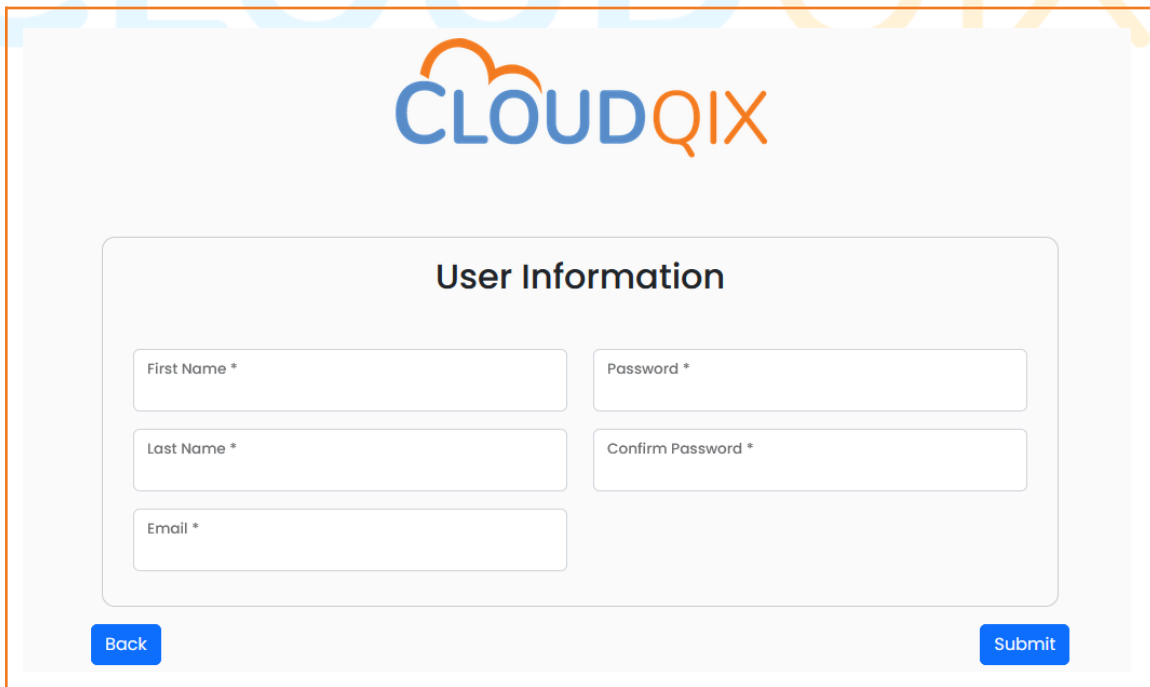
There are three steps to connect using the registration process of the CloudQix Shipping Label Application.

1. **Business Information:** Add the details of your business, and press Next.



The screenshot shows the CloudQIX logo at the top. Below it is a form titled "Business Information". The form contains several input fields: "Business Name *", "City *", "Address 1 *", "State *", "Address 2", "Country * Select Country" (with a dropdown arrow), "Country code" (with a flag icon and "+1" and a dropdown arrow), "Phone *", and "Zip Code *". A blue "Next" button is located at the bottom right of the form.

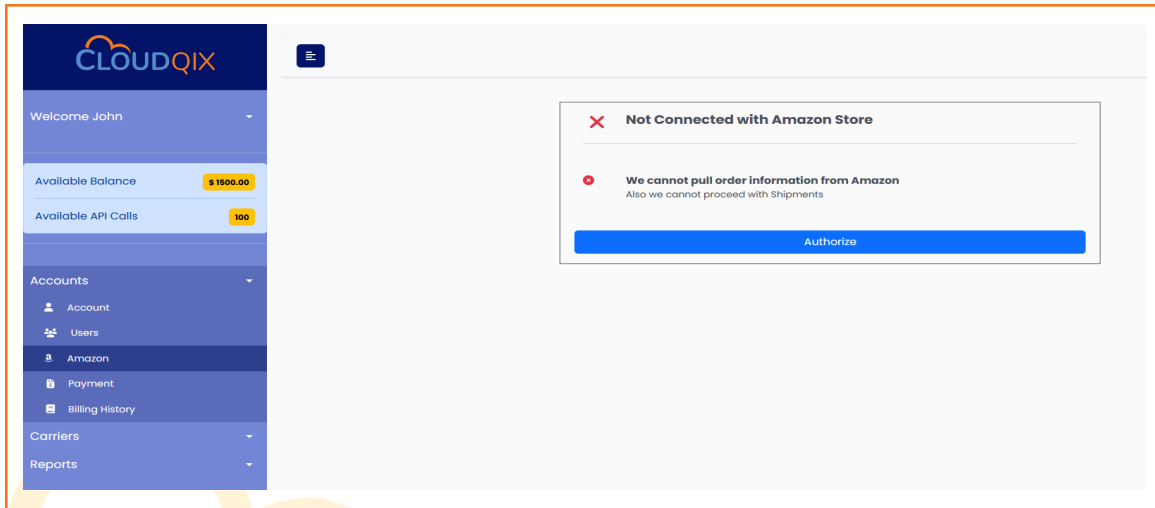
2. **Personal Information:** Add your personal details and press Submit.



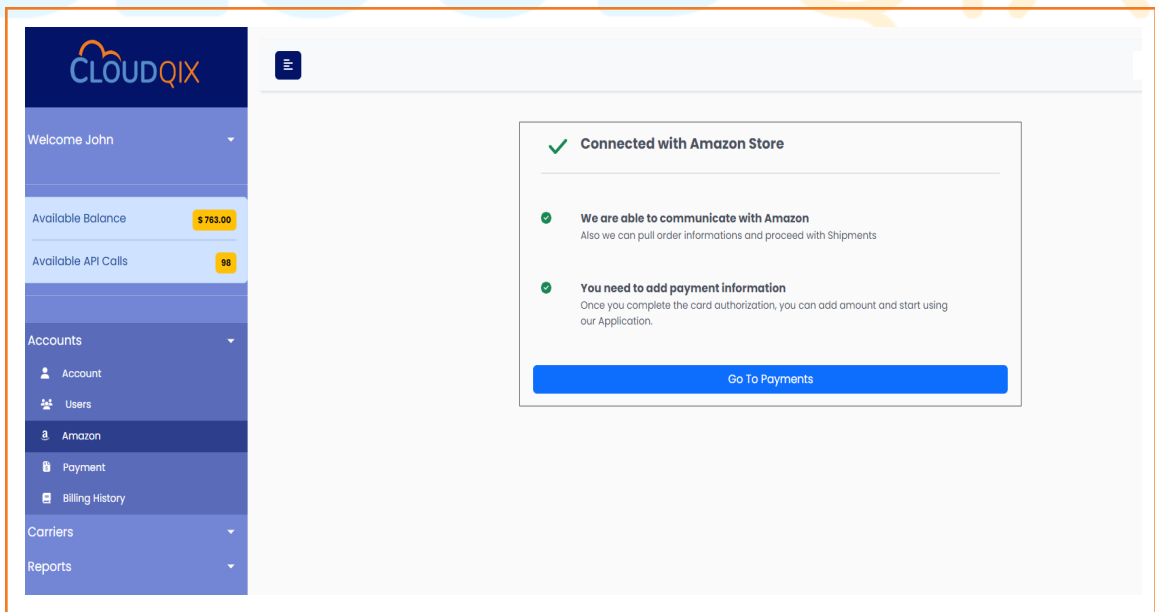
The screenshot shows the CloudQIX logo at the top. Below it is a form titled "User Information". The form contains several input fields: "First Name *", "Last Name *", "Email *", "Password *", and "Confirm Password *". A blue "Back" button is located at the bottom left, and a blue "Submit" button is located at the bottom right of the form.

After your registration process, you will be redirected to the CloudQix Shipping Label application.

3. **Authorization Process:** Now, Go to the Amazon tab under “Accounts Menu” from the left menu panel. You should click on the “**Authorize**” button to initiate authorization.



When you click on the “**Authorize**” button, you will redirect to the authorization process with Amazon. After completing the authorization process, you will see the “Connected with Amazon Store” section with the “Go To Payments” button. Now the set-up is complete.

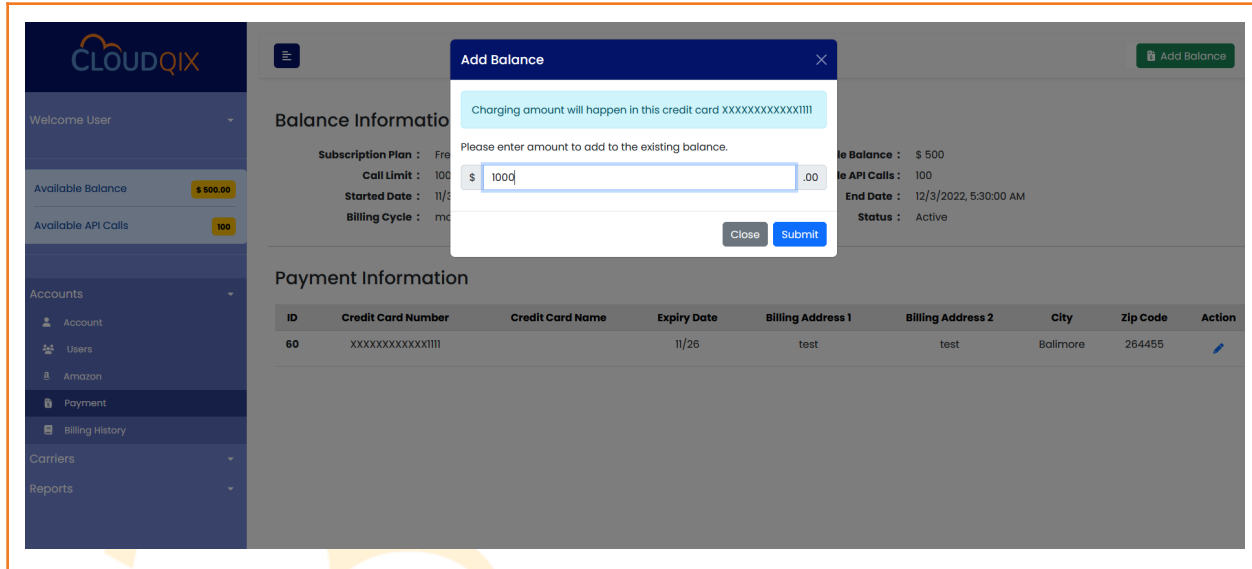


How to Credit Balance

First, Go to the **"Payment"** tab under the Accounts Menu from the left menu panel. You should click on the **"Authorize Card"** button to initiate the authorization process for your card. It will ask you to add your card information.

The image shows two screenshots of the CloudQIX interface. The top screenshot displays the 'Payment Information' page. The left sidebar menu has the 'Payment' option highlighted with a red box. The main content area shows a message: 'You are not authorized the card to charge payment. Please Authorize your card to use our application'. Below this message is a blue 'Authorize Card' button, with a red arrow pointing to it and the text 'Click here to Authorize card' underneath. The bottom screenshot shows the 'Enter Card Information' modal form. The modal has a title bar with a close button. It contains several input fields: 'Billing Address1 *' (with placeholder text 'Lorem ipsum, dolor sit amet, consectetur'), 'Billing Address2', 'Card Number *', 'Exp. Date *', 'Card Code', 'First Name', 'Last Name', and 'Zip'. A 'Submit' button is located at the bottom of the modal.

Once the authorization process for your card has been completed successfully, you are able to view Payment and Balance information with other **important details** like Subscription Plan, Call Limit, Billing Cycle, Available Balance, Available API Calls, etc. You are now able to add funds to your balance in the application with the “**Add Balance**” button.



The screenshot displays the CloudQix user interface. On the left is a dark blue sidebar with the CloudQix logo and a navigation menu including: Welcome User, Accounts (Account, Users, Amazon, Payment, Billing History), Carriers, and Reports. The main content area is divided into two sections: 'Balance Information' and 'Payment Information'. The 'Balance Information' section shows: Subscription Plan: Free, Call Limit: 100, Started Date: 11/26, Billing Cycle: monthly, Available Balance: \$ 800.00, and Available API Calls: 100. The 'Payment Information' section contains a table with one entry:

ID	Credit Card Number	Credit Card Name	Expiry Date	Billing Address 1	Billing Address 2	City	Zip Code	Action
60	XXXXXXXXXXXX1111		11/26	test	test	Baltimore	264455	

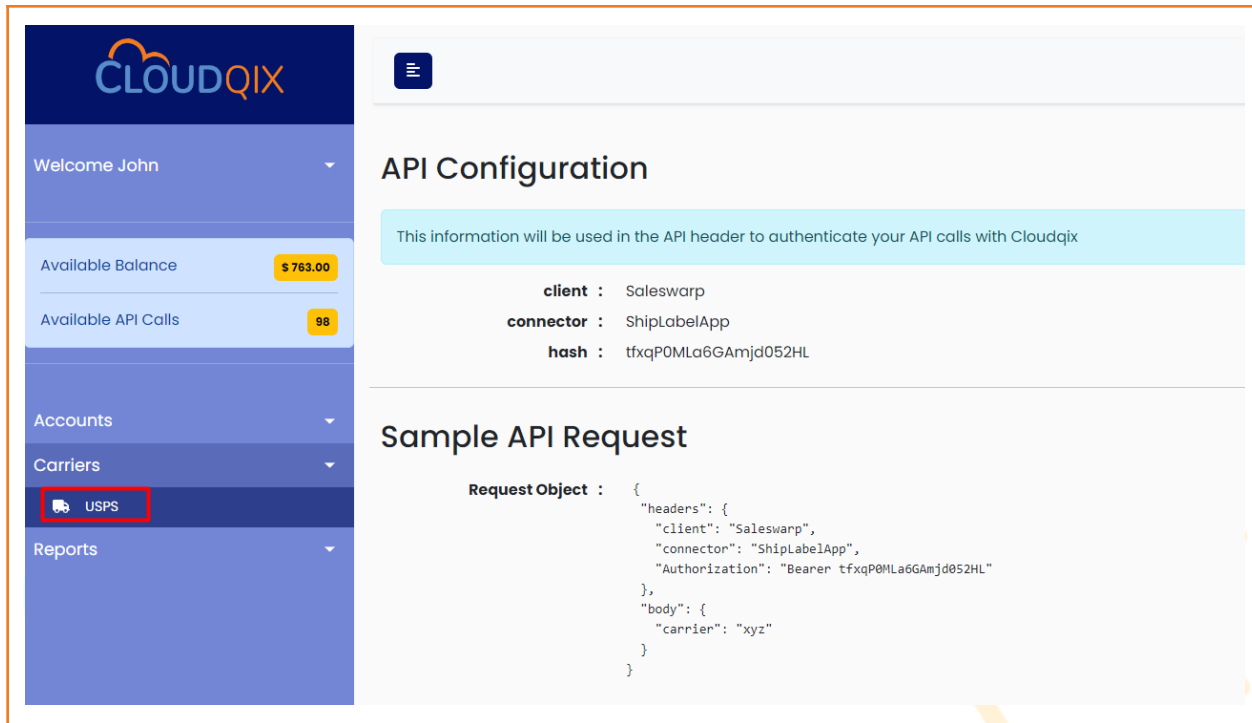
An 'Add Balance' modal is open in the center, titled 'Add Balance'. It contains a message: 'Charging amount will happen in this credit card XXXXXXXXXXXXXXX1111'. Below this is a prompt: 'Please enter amount to add to the existing balance.' with an input field containing '\$ 1000' and a '.00' suffix. At the bottom of the modal are 'Close' and 'Submit' buttons. In the top right corner of the main interface, there is a green 'Add Balance' button.

After adding funds, you can make API calls using CloudQix Shipping Label Application.

CLOUDQIX

How to Use CloudQix API

First, Go to the **USPS tab** under the Carriers Menu from the left menu panel. You will see the **“API Configuration”** and **“Sample API Request”** sections. You can use client, connector, and hash in the Sample API Request.



The screenshot displays the CloudQix user interface. On the left is a navigation sidebar with the CloudQix logo at the top, followed by a welcome message for 'John'. Below this are sections for 'Available Balance' (\$763.00) and 'Available API Calls' (98). The 'Carriers' menu is expanded, showing 'USPS' selected with a red box. Other menu items include 'Accounts', 'Reports', and 'USPS'. The main content area is titled 'API Configuration' and contains a light blue box with the text: 'This information will be used in the API header to authenticate your API calls with Cloudqix'. Below this, the configuration details are listed: 'client : Saleswarp', 'connector : ShipLabelApp', and 'hash : tfxqP0MLa6GAmjd052HL'. The 'Sample API Request' section shows a JSON 'Request Object' with the following structure:


```
Request Object : {
  "headers": {
    "client": "Saleswarp",
    "connector": "ShipLabelApp",
    "Authorization": "Bearer tfxqP0MLa6GAmjd052HL"
  },
  "body": {
    "carrier": "xyz"
  }
}
```

Note: It is mandatory to have enough balance to use CloudQix API calls.

How to Change Hash/API Token

First, Go to the **Account tab** under the Accounts Menu from the left menu panel. You can see “**API Token**” under API Settings, and use it as a bearer token in Authorization to call any CloudQix API. You can change the API token/Hash using the refresh icon.

API Settings

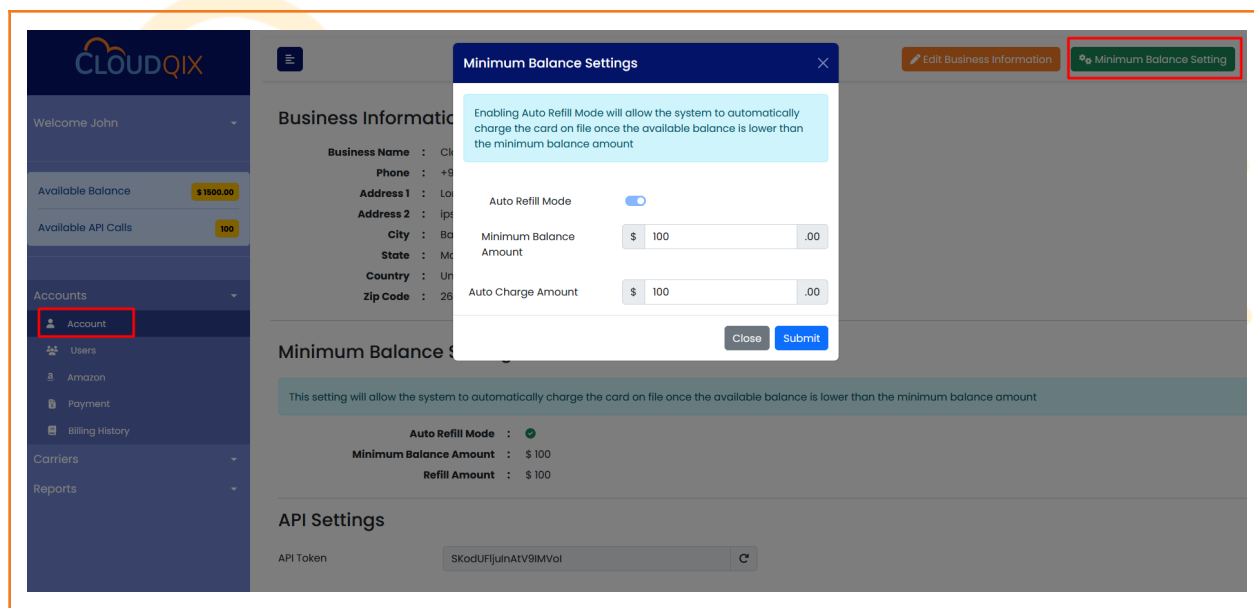
API Token 

Note: We are using a highly secure algorithm for generating API tokens.

CLOUDQIX

How to Use CloudQix API without Interruption

This application provides **Minimum Balance Settings** to maintain your balance automatically. To use this feature, go to the **Account tab** under the Accounts Menu from the left menu panel. You will see the “**Minimum Balance Settings**” button at the top-right corner. By clicking on the “**Minimum Balance Settings**” button, you can set a “**Minimum Balance Amount**”, which helps you to maintain a certain minimum amount in this application. You can also set an “**Auto Charge Amount**”, which allows you to determine the amount automatically charged when your available balance goes lower than the minimum balance amount. In other words, this setting will allow the system to **automatically charge** the card on file once the available balance is lower than the minimum balance amount.



How to Make more Users

First, Go to the “Users” tab under the Accounts Menu from the left menu panel. You will see the list of users and can edit and delete users from this section. To add more users, click on “Add Users”. It will then ask you to add User information. This newly added user has limited access, like access to Billing History and Report History.

The screenshot shows the CloudQIX interface with the 'Add User' modal form open. The form contains the following fields and values:

Field	Value
First Name *	lorem
Last Name *	Ipsum
Email *	user_guide@cloudqix.com
Country code	+1
Phone *	
Password *	••••••••
Confirm Password *	••••••••
Address1 *	lorem ipsum ac felis
Address2	condimentum
City *	Baltimore
State *	Maryland
Country *	United States
Zip Code *	21201

The background interface shows a table of users with the following columns: ID, First Name, Last Name, Phone, and Action. A '+ Add User' button is highlighted in the top right corner of the background interface.

How to Manage Business Information

First, Go to the “**Account**” tab under the Accounts Menu from the left menu panel. You can see your “**Business Information**” along with “**Minimum Balance Setting**” and “**API Settings**”. From this section, you can update your business details.

The screenshot displays the CloudQix user interface. On the left is a navigation menu with the following items: Welcome John, Available Balance (\$1800.00), Available API Calls (100), Accounts (with a sub-menu where 'Account' is highlighted), Users, Amazon, Payment, Billing History, Carriers, and Reports. The main content area is titled 'Business Information' and contains the following details:

- Business Name** : CloudQix
- Phone** : +919687652463
- Address 1** : Lorem
- Address 2** : Ipsum
- City** : Baltimore
- State** : Maryland
- Country** : United States
- Zip Code** : 264455

Below this is the 'Minimum Balance Setting' section, which includes a light blue informational box: "This setting will allow the system to automatically charge the card on file once the available balance is lower than the minimum balance amount". The settings are:

- Auto Refill Mode** :
- Minimum Balance Amount** : \$ 100
- Refill Amount** : \$ 100

The 'API Settings' section shows an 'API Token' field with the value 'SKodUFijJinAtV9IMVoi' and a copy icon.

How to Check Billing History

First, Go to the **"Billing History"** tab from the left menu panel.

Click on the **"Monthly Statement"** tab to get the statements for billing history based on the Monthly time period and payment type. Click on the **"view"** icon to **print the invoice**.

The screenshot shows the CloudQIX Billing History interface. The left sidebar contains a navigation menu with options: Welcome James, Available Balance (\$ 999.00), Available API Calls (95), Accounts, Billing History (selected), Monthly Statement, Transaction Details, Carriers, and Reports. The main content area displays a table of transactions for the month of 01/2023. The table has columns for #, Payment Type, Credit, Debit, Balance, Payment Date, Status, and Action. The transactions listed are:

#	Payment Type	Credit	Debit	Balance	Payment Date	Status	Action
6	Shipping Charge	0.00	-25.25	999.00	01/23/2023 08:54:47 AM	success	🔗
5	Add Balance	+100.00	0.00	1024.25	01/23/2023 08:54:34 AM	success	🔗
4	Shipping Charge	0.00	-25.25	924.25	01/23/2023 08:54:29 AM	success	🔗
3	Shipping Charge	0.00	-25.25	949.50	01/23/2023 08:54:25 AM	success	🔗
2	Shipping Charge	0.00	-25.25	974.75	01/23/2023 08:53:43 AM	success	🔗
1	Add Balance	+1000.00	0.00	1000.00	01/20/2023 02:23:42 PM	success	🔗

Showing 1 to 6 of 6 entries. Navigation: First, Previous, 1, Next, Last.

Click on the **"Transaction Details"** tab to know transactions in details for billing history based on the time period and payment type.

The screenshot shows the CloudQIX Transaction Details interface. The left sidebar is the same as in the previous screenshot. The main content area displays a table of transaction details for the period from 01/01/2023 to 01/31/2023. The table has columns for #, Payment Type, Transaction ID, Card Number, Amount, Payment Date, Status, and Action. The transactions listed are:

#	Payment Type	Transaction ID	Card Number	Amount	Payment Date	Status	Action
6	Shipping Charge	9470100106089173732428		-25.25	01/23/2023 08:54:47 AM	success	🔗
5	Add Balance	40113300733	XXXXXXXXXXXX1111	+100.00	01/23/2023 08:54:34 AM	success	🔗
4	Shipping Charge	9470100106089173732107		-25.25	01/23/2023 08:54:29 AM	success	🔗
3	Shipping Charge	9470100106089173732015		-25.25	01/23/2023 08:54:25 AM	success	🔗
2	Shipping Charge	9470100106089173731667		-25.25	01/23/2023 08:53:43 AM	success	🔗
1	Add Balance	40113144608	XXXXXXXXXXXX1111	+1000.00	01/20/2023 02:23:42 PM	success	🔗

Showing 1 to 6 of 6 entries. Navigation: First, Previous, 1, Next, Last.





How to Get Reports

First, Go to the **"History"** tab under the Reports Menu from the left menu panel.

You can generate a report based on the time period by clicking the **"Run Report"** button. Click on the "view" icon to check your **request and response** for particular API calls. Click on the "Print" icon to view your **generated Shipping Label** for specific API calls.

The screenshot displays the CloudQIX user interface. On the left, the navigation menu includes 'Welcome John', 'Available Balance \$763.00', 'Available API Calls 88', 'Accounts', 'Carriers', and 'Reports'. The 'Reports' menu is expanded, and the 'History' tab is selected and highlighted with a red box.

The main content area shows a report for the period from 11/04/2022 to 11/04/2022. A 'Run Report' button is visible. Below the date filters is a table with the following data:

#	Log Type	Carrier	Cost	Time Stamp	Status	Action
1	AmazonCreateLabel	usps	\$24.00	11/4/2022, 1:29:29 PM	success	 
2	AmazonCreateLabel	usps	\$24.00	11/4/2022, 1:29:23 PM	success	 

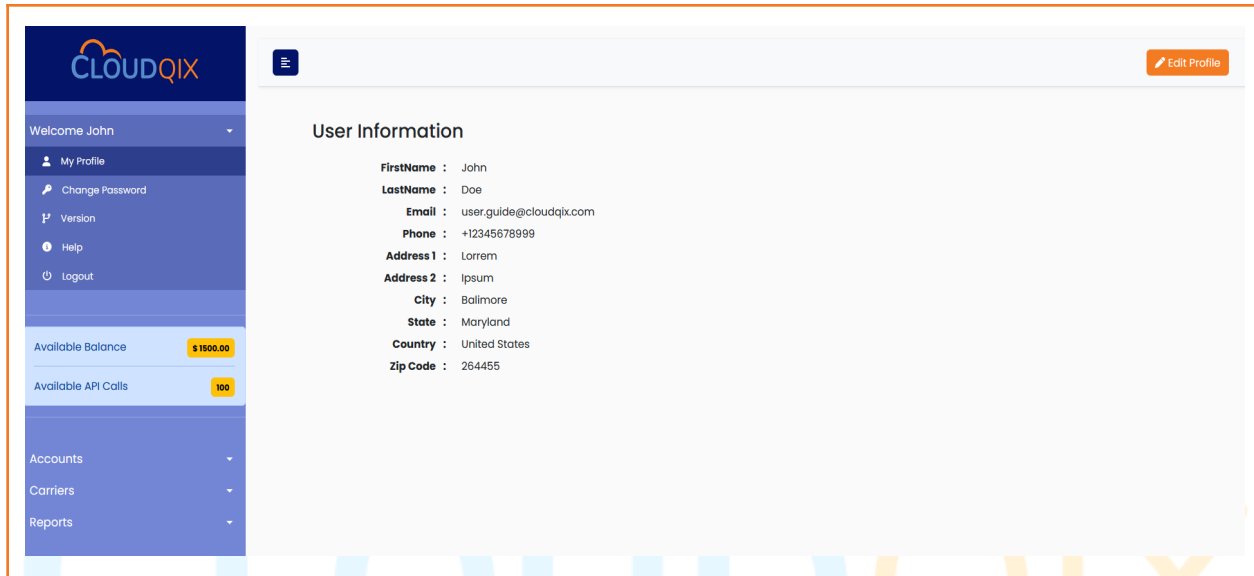
A modal window titled 'Shipping Label of Order #86249725' is open, displaying a USPS Priority Mail Express label. The label includes the following information:

- VOID-DO NOT MAIL-VOID
- 2023-11-04
- 21234
- CA000032
- CloudPhone
- 1 01 LB 20.00E 1
- 9501000004048
- USPS PRIORITY MAIL EXPRESS
- 0007
- CLOUDQIX
- BRIAN HAMILTON
- 101 N HAVEN ST
- # 201
- BALTIMORE MD 21224
- WAIVER OF SIGNATURE
- C033
- SALESWARP
- ANSHUMAN NAYAK
- 101 N HAVEN ST STE 201
- BALTIMORE MD 21224-1634
- USPS TRACKING #
- 9470 0000 0000 0000 0000 00

The 'Action' column in the table below the label has a red box around the print icon, indicating the next step in the process.

How to Manage User Information

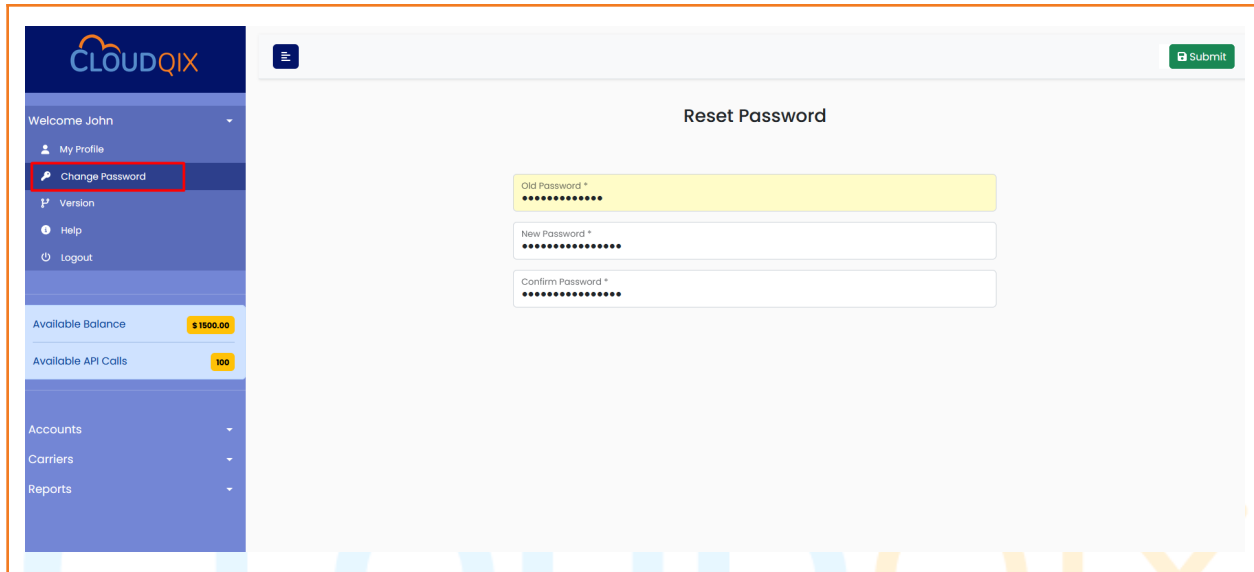
First, Go to the **MyProfile** tab under the Welcome Menu from the left menu panel. You can view and can change your “User Information” from this section.



The screenshot displays the CloudQIX user interface. On the left, a dark blue sidebar contains the CloudQIX logo at the top, followed by a 'Welcome John' dropdown menu. Below this are navigation options: 'My Profile' (selected), 'Change Password', 'Version', 'Help', and 'Logout'. Further down, it shows 'Available Balance' at \$1900.00 and 'Available API Calls' at 100. At the bottom of the sidebar are 'Accounts', 'Carriers', and 'Reports' dropdowns. The main content area is titled 'User Information' and lists the following details: **FirstName** : John, **LastName** : Doe, **Email** : user.guide@cloudqix.com, **Phone** : +12345678999, **Address 1** : Lorem, **Address 2** : Ipsum, **City** : Baltimore, **State** : Maryland, **Country** : United States, and **Zip Code** : 264455. An 'Edit Profile' button is located in the top right corner of the main content area.

How to Reset Your Password

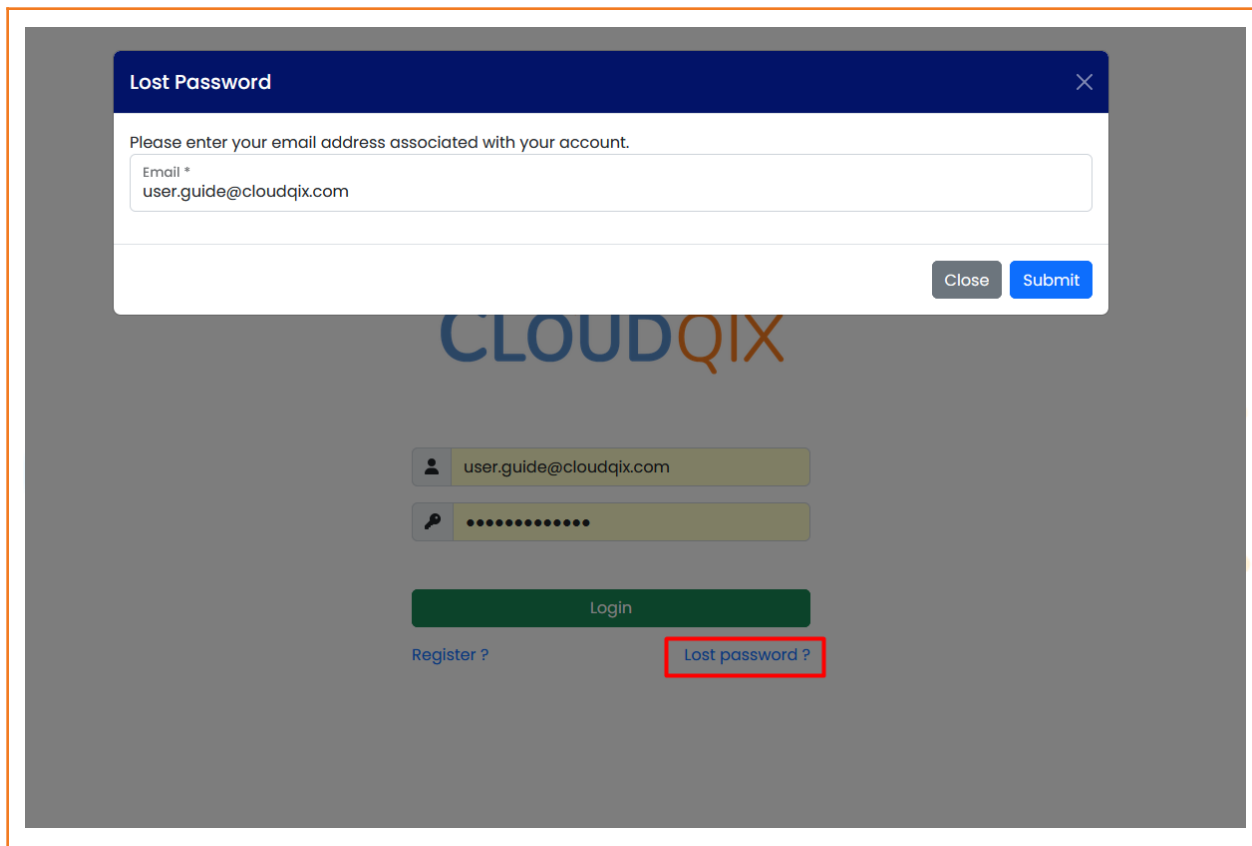
First, Go to the **“Change Password”** tab under the Welcome Menu from the left menu panel. You will see the **“Reset Password”** section and can reset your password from this section.

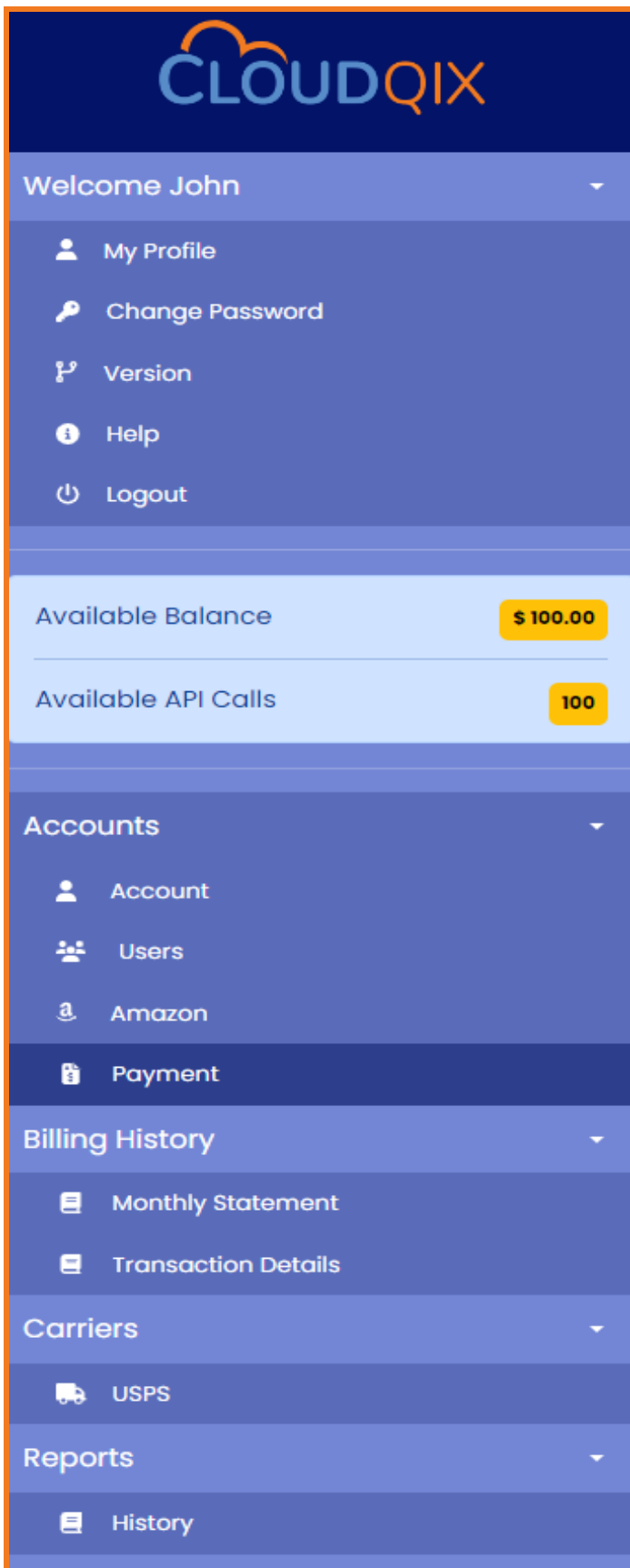


The screenshot displays the CloudQIX user interface. On the left, a dark blue sidebar menu contains the following items: 'Welcome John', 'My Profile', 'Change Password' (highlighted with a red box), 'Version', 'Help', and 'Logout'. Below the menu, there are two status bars: 'Available Balance \$1500.00' and 'Available API Calls 100'. At the bottom of the sidebar are 'Accounts', 'Carriers', and 'Reports'. The main content area is titled 'Reset Password' and features three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. Each field contains a series of black dots representing masked text. A green 'Submit' button is located in the top right corner of the main content area. A large, semi-transparent 'CLOUDQIX' watermark is visible across the bottom half of the page.

Did you forget your Password? Don't worry...

First, go to the **Login** screen using this link <https://ship-api.cloudqix.com/Login>. You will see the “**Lost Password**” link. Click on it and a popup will display with an email box. Enter the correct email associated with your CloudQix account and hit the “Submit” button. You will receive a link to reset your password via the email address entered. Click on it to set your new password.





CloudQix Menu Panel

This is the “**Welcome menu**”. Here, you can access My Profile, Change Password, Version, and Help (where you can view User Guide documents). By using the **Logout** link, you can sign out from this application.

“**Available Balance**” helps you to show your balance in this application in real-time.

“**Available API Calls**” helps you to show your remaining API calls in this application in real-time.

The “**Accounts**” menu helps you to access Business information, make more users, Amazon Authorization process, Payment Information, and Billing History. This is the most popular menu among many users.

The “**Billig History**” menu helps you get the Monthly Statement and Transaction Details.

The “**Carriers**” Menu helps you to see how many Carriers are supported by CloudQix.

The “**Reports**” Menu helps you to generate reports based on selected time periods and other filters.

How to Contact CloudQix Support Team

Please don't hesitate to contact us at the below email for any further assistance.

support@cloudqix.com

