

# ODBC Checklist

Do you have admin access to your database?  Yes  No

Can you create new tables or views if needed?  Yes  No

Who is your database administrator?

- Name: \_\_\_\_\_
- Contact Phone Number: \_\_\_\_\_
- Contact Email Address: \_\_\_\_\_

PLATFORM
<p><b>Windows Only</b></p> <p><input type="checkbox"/> Windows XP (32 – bit only)</p> <p><input type="checkbox"/> Windows Vista (32 or 64 bit)</p> <p><input type="checkbox"/> Windows 7 (32 or 64 bit)</p> <p><input type="checkbox"/> Windows 8 (32 or 64 bit)</p> <p><input type="checkbox"/> Windows 10 (32 or 64 bit)</p> <p><b>Data Source</b></p> <p><input type="checkbox"/> Microsoft SQL Server</p> <p><input type="checkbox"/> MS Access</p> <p><input type="checkbox"/> MySQL</p> <p><input type="checkbox"/> PostgreSQL</p> <p><input type="checkbox"/> CSV/TXT delimited files</p> <p><input type="checkbox"/> Other: _____</p> <p><b>Note:</b> We can support any data source that has a support ODBC driver for Windows. If you're unsure if your data source would be supported, please let us know your data source and we'll be happy to review if it is ODBC compatible.</p>

TABLE REQUIREMENTS
<p><input type="checkbox"/> All import fields must be within the same table</p> <p><b>Note:</b> If this is not possible, you may use custom queries to join tables within the client, however ShipStation cannot help troubleshoot issues from your queries.</p>

## ODBC Checklist

### REQUIRED IMPORT FIELDS

*These fields are required. If they are not included, orders will not import into ShipStation.*

- Order number
- Last Modified Date or  Order Date (with timestamp)

**Note:** Time zone of your database must be matching, or before, the machine's time zone. This is used for importing orders.

- Recipient info
  - Full Name or  First Name and Last Name
  - Address 1
  - City
  - ZIP/Postal Code
  - Country (2-character ISO code)

### OPTIONAL IMPORT FIELDS

*These fields are optional, but recommended to make full use of ShipStation's features.*

- Order items (SKU, name, quantity, etc)
- Recipient email
- Username (Required to create reusable customer records in ShipStation.)
- Order Status

**Note:** If undefined, the order will go into Awaiting Shipment. If a field is mapped, but a status is not mapped to one of ShipStation's statuses, the order will not be imported.

### POSTBACK REQUIREMENTS

*Postback is optional.*

- Postback only writes to a single data source and a single table.

### REQUIRED POSTBACK FIELDS (if postback is desired)

*These fields are required. If they are not included, ShipStation will not be able to post information to the table.*

- Order #

### OPTIONAL POSTBACK FIELDS

*These fields are optional, but recommended to ensure adequate shipment information is available in the postback table.*

- Tracking Number
- Carrier
- Service