



How to connect your Shopify store to CourierIT



Use this guide to connect your Shopify store to your CourierIT platform account.

You will create an API key in CourierIT, activate the Shopify app and save your API key in the plugin settings.

Before you begin

Please make sure you have the following before you start:

- An active CourierIT platform profile.
- Access to your Shopify admin dashboard.
- Permission to install and activate WordPress plugins.



Important

Keep your API key private. Anyone with access to this key may be able to connect to your CourierIT account.

Step 1: Log into your CourierIT platform profile

You can log into your CourierIT platform profile in one of two ways:

1. Through the CourierIT website, or
2. Directly through the CourierIT platform link.

Both options will take you to the same login page.

Option 1: Log in through the CourierIT website

Use this option if you are starting from the CourierIT website.

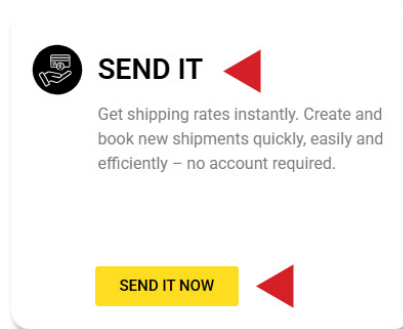
a) Go to the CourierIT website

Open your internet browser and go to: www.courierit.co.za



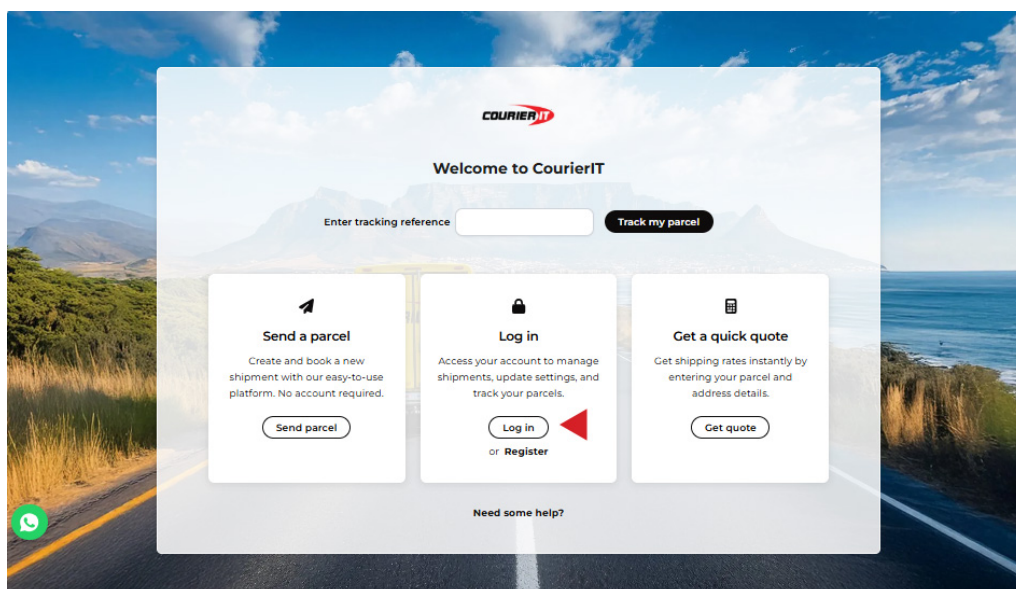
b) Find the platform login link

On the CourierIT website, look for the platform login link. This will be shown under the “SEND IT” information block.



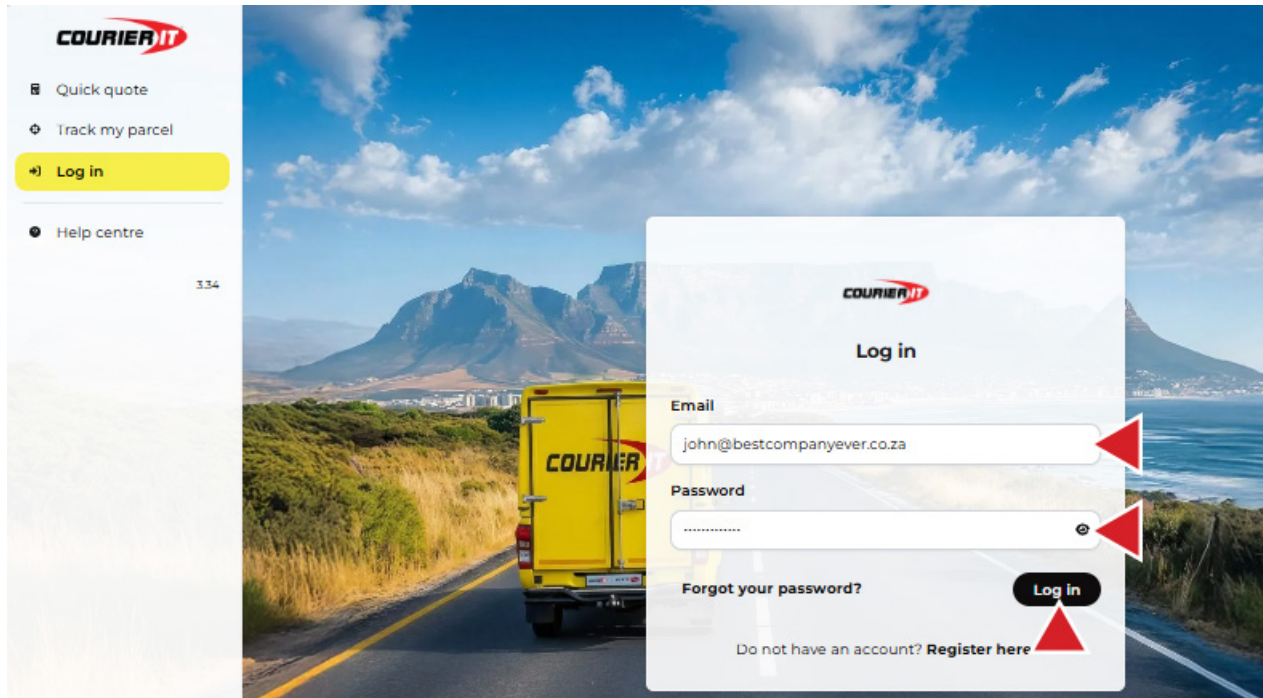
Click the “SEND IT NOW” button to open the CourierIT platform.

c) Click the “Log In” button



d) Enter your login details

Enter the email address and password linked to your CourierIT profile. Then click Login.



You will now be logged into your CourierIT platform profile.

Option 2: Log in directly to the CourierIT platform

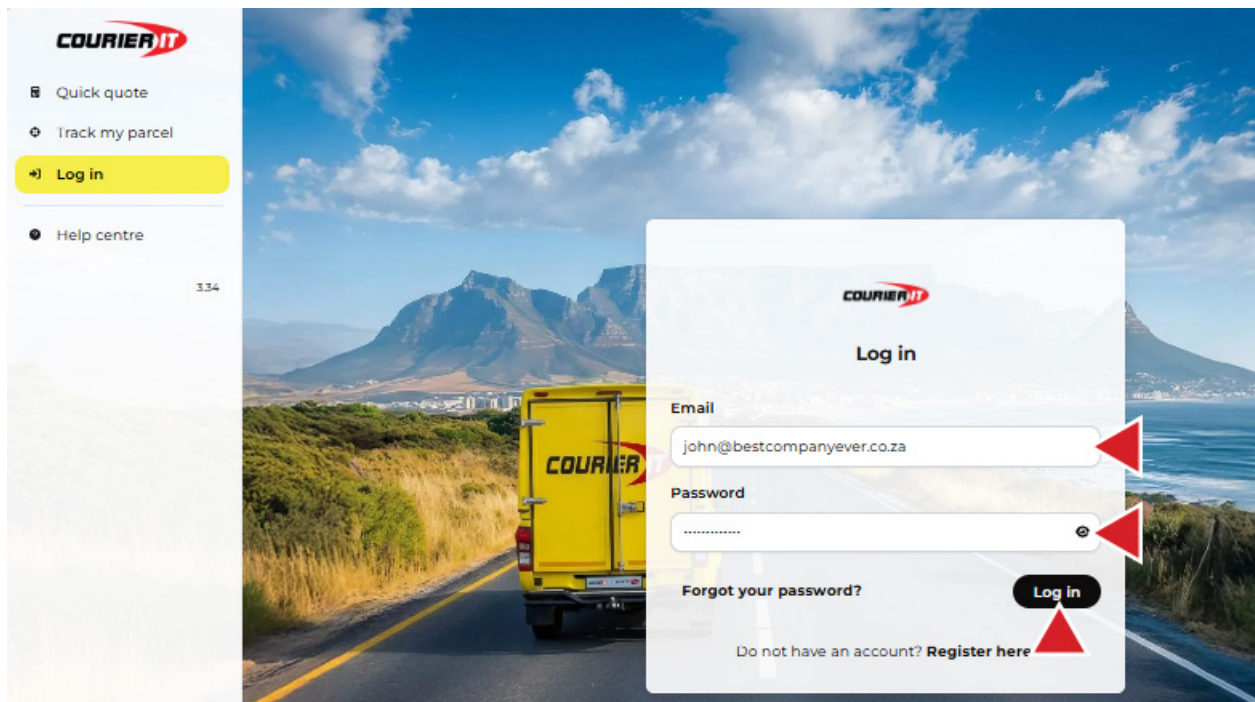
Use this option if you already have the direct CourierIT platform link.

a) Open the CourierIT platform

Open your internet browser and go directly to: go.courierit.co.za/login

b) Enter your login details

Enter the email address and password linked to your CourierIT profile. Then click Login.



You will now be logged into your CourierIT platform profile.

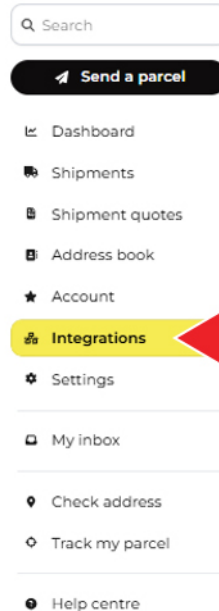


Helpful Tip

For quicker access next time, save the CourierIT platform link as a bookmark or favourite in your internet browser.

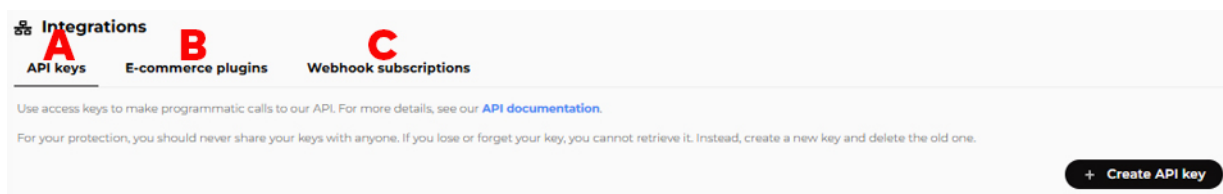
Step 2: Open the Integrations page

Once you are logged in, go to the main menu on the left and click Integrations.



The Integrations screen has three tabs:

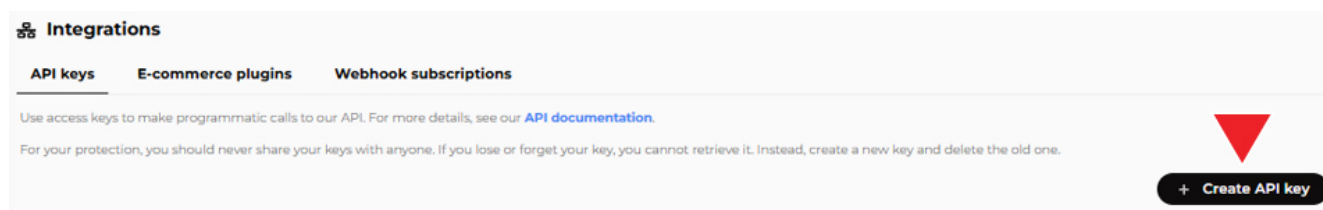
- **A - API Keys:** create and manage access keys for integrations and programmatic calls to CourierIT.
- **B - E-commerce Plugins:** view the available plugins that can be installed for your online store.
- **C - Webhook Subscriptions:** subscribe to specific webhook topics to receive event updates.



Step 3: Create a new API key

Your API key is the secure key that allows WooCommerce to connect to your CourierIT platform account.

a) Click the “Create API key” button



b) Name your API key

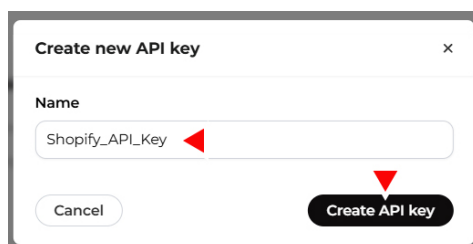
Enter a clear, descriptive name for the key. For example, you can use WooCommerceKey.



Important

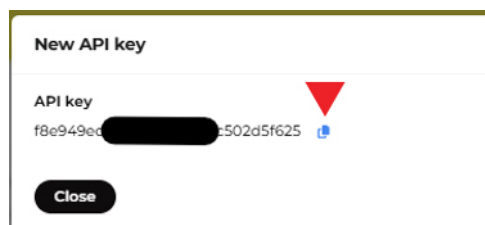
Once the API key name has been created, it cannot be changed.

Click **Create API key** to complete the process.



c) Copy and save your API key

Your new API key will display on screen. Click the copy icon to copy the key, then save it somewhere secure. You will need it when setting up the plugin in WordPress.



Important

For security reasons, you will not be able to view this API key again after you close the dialogue box.

Your newly created API key will now appear in your list of API keys for your account.

Integrations

API keys

E-commerce plugins

Webhook subscriptions

Use access keys to make programmatic calls to our API. For more details, see our [API documentation](#).

For your protection, you should never share your keys with anyone. If you lose or forget your key, you cannot retrieve it. Instead, create a new key and delete the old one.

+ Create API key

API key

17e***13f

Name

Shopify_API_Key

Created

17 Jun 2026 12:19

Created by

info-010531

API key

f8e***625

Name

WooCommerceKey

Created

13 Aug 2026 10:11

Created by

info-010531

Step 4: Install the Shopify App

- Click Install Shopify App.
- You will be redirected to Shopify.
- If you are not already logged in, sign in to your Shopify store.
- Click Install App to complete the installation.

 Shopify App Store

 Search apps, guides, and more

Browse apps 



Pricing

Free

Rating

0.0 ★ (0 Reviews)

Developer

Shiplogic

Open

shopify

Home

Orders

Products

Customers

Growth

Discounts

Content

Analytics

Sales channels

Online Store

App

Apps

CourierIT

Welcome to CourierIT

Manage all your shipping needs in one place. Create shipments, track deliveries, and streamline your fulfillment process with real-time updates.

View shipments

Update settings

Pending orders

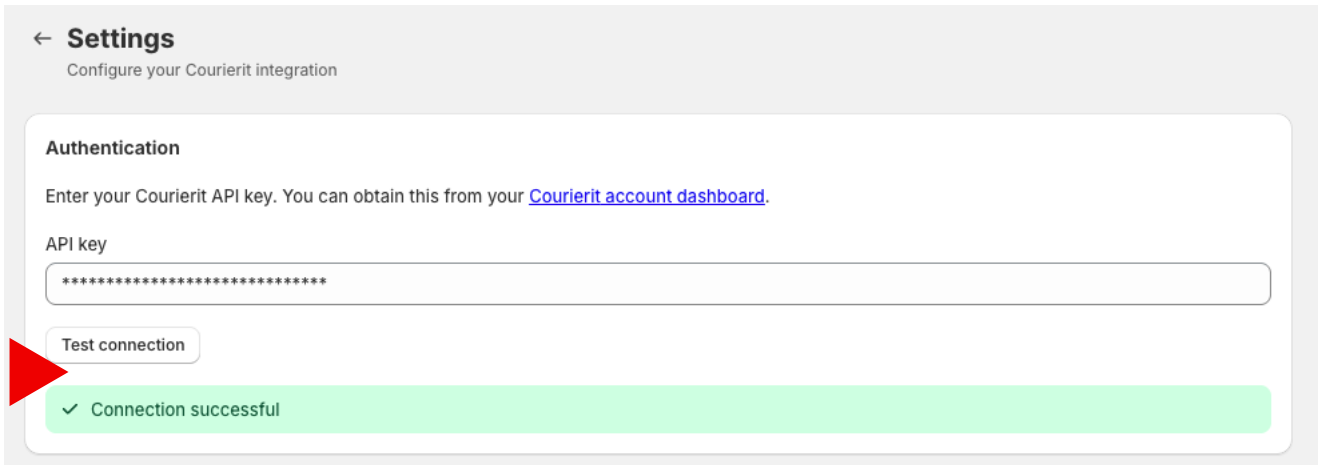
Order	Customer	Date	Total	Status	Action
#1027	Mariska Laubscher	24/06/2026	ZAR 79.95	In progress	Ship order View order
#1028	Mariska Laubscher	24/06/2026	ZAR 194.90	Unfulfilled	Ship order View order
#1031	Cornel Reutenbach	13/07/2026	ZAR 2689.95	In progress	Ship order View order

Automated shipping rates and shipment creation with CourierIT.

CourierIT automates your shipping workflow with real-time rates and instant label generation. Simply connect your CourierIT account, configure your shipping preferences, and start offering accurate shipping rates to your customers instantly. Save time on order fulfilment and provide a great customer experience with accurate delivery estimates.

Step 5: Activate the App in Shopify

- Paste the created API key into the API Key field in the CourierIT Shopify App.
- Click Test Connection.
- Confirm that the message Connection Successful appears.
- Complete any remaining company information if required.
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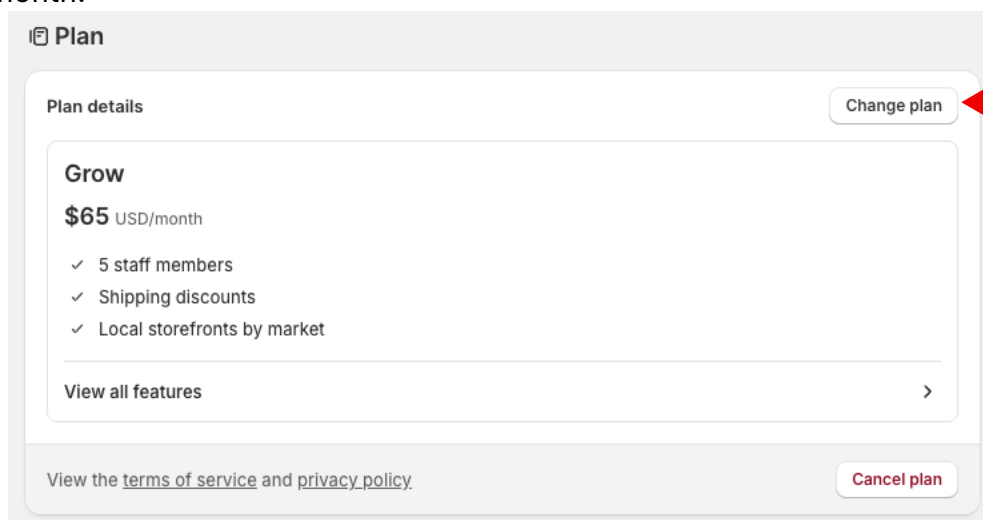
Step 6: Enable Carrier Services

Important: Shopify Carrier Calculated Shipping must be enabled before live CourierIT rates will work.

Shopify Requirements:

Your store must be on one of the following:

- Shopify Grow Plan (or higher)
- An Annual Shopify Subscription, which includes Carrier Calculated Shipping, or
- A Monthly Grow Plan with Carrier Calculated Shipping enabled for an additional USD \$20 per month.



If Carrier Calculated Shipping is not enabled:

- Upgrade your Shopify plan to Grow or above.
- Contact Shopify Support.
- Ask them to enable Carrier Calculated Shipping for your store.

How can we help?

🔍 Ask anything

Please assist with carrier rates



Step 7: Register the Carrier Service

Once Shopify has enabled Carrier Calculated Shipping:

- Return to the CourierIT Shopify App.
- Ensure your API key is entered.
- Click Test Connection again.
- Click Register Carrier Service.
- Wait for the registration to complete.
- Click Save Settings.
- Complete the required company information (company name, telephone number, etc.).
- Click Save Settings again.

Your CourierIT carrier service is now connected to Shopify.

Carrier service registration

Register as a shipping carrier in your store. Enables dynamic shipping rates based on cart contents and destination.

Register carrier service

Carrier service registration

Register as a shipping carrier in your store. Enables dynamic shipping rates based on cart contents and destination.

📘 Carrier service is active. Go to Settings > Shipping & delivery to manage and select which service levels you'd like to offer.

Delete carrier service

✓ Carrier service registered successfully! Service discovery is ENABLED. Callback URL: <https://courierit.shop.shiplogic.com/api/shipping/rates?v=1788871242852>

Step 8: Configure Shipping Rates in Shopify

- In Shopify, go to: **Settings** → **Shipping and Delivery**
- Under Shipping Profiles, select your General Shipping Profile.
- Open the shipping zone you want to configure.

Shipping and delivery

Shipping

Shipping profiles

Manage where you ship and rates for products ⓘ

1 profile ^

Store default

General profile	🔗 All products	📍 1 of 1 location	🌐 1 zone	>
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+ Add custom profile

Manage fulfillable inventory setting

Estimated delivery dates

Show when orders are expected to arrive

Off v

Shipping labels

Buy discounted shipping labels and manage preferred carriers ⓘ

Calculate rates v

Packages

Set package sizes to get accurate shipping rates ⓘ

1 box v

Carrier accounts

Connect your existing carrier account to use your own rates

None v

Step 9: Add CourierIT Shipping Rates

If only Flat Rate shipping exists:

- Click Add Shipping Rate.
- Select Use Carrier or App to Calculate Rates.
- Choose CourierIT from the list of available carrier apps.

Shipping zones



Domestic
 South Africa

...



Collection at no charge

Free ...



Courierit (via app)
 Calculated transit time

Calculated ...


 Add shipping option

Step 10: Select Available Courier Services

Select the CourierIT services you want customers to see during checkout.

Recommended options:

- Local Economy
- Local Overnight

Carrier of app

Add shipping services

×

All available services show at checkout based on address, weight, and dimensions

☐ Local Door to Counter (standard) (Pargo - Clicks - Eastrand Mall)
☐ Local Door to Counter (standard) (Pargo - Clicks - Palms Value Centre)
☐ Local Door to Counter (standard) (Pargo - Edgars - East Rand Mall)
☐ Local Door to Counter (standard) (Pargo - Pressed in Time - K90 Shopping Centre)
☐ Local Door to Counter (standard) (Pargo - The Mattress Warehouse Boksburg)
☒ Local Economy
☒ Local Overnight

Cancel

Done

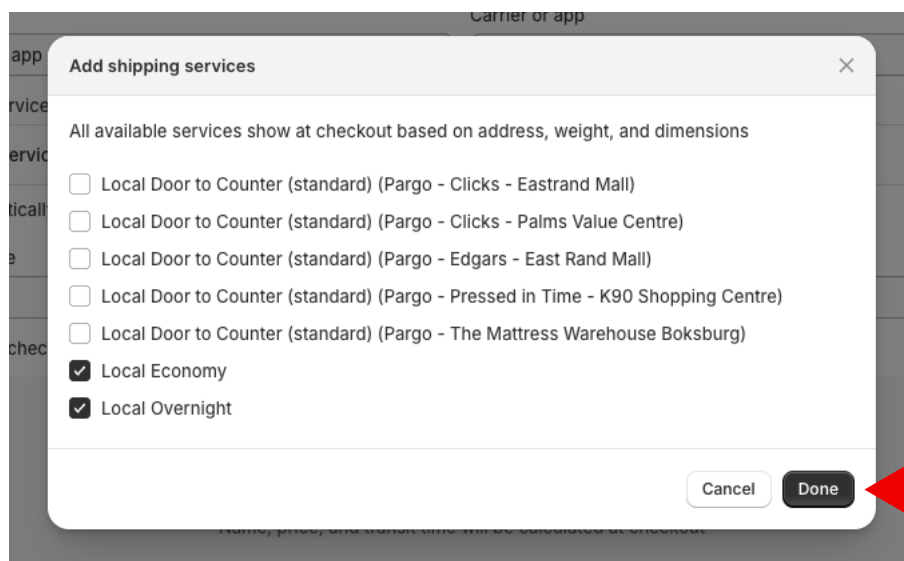
Additional services can also be enabled if required, including:

- Local Door to Counter
- Other CourierIT services

Recommendation: Do not enable Automatically add new services. This can result in unnecessary shipping options appearing at checkout. Instead, manually select only the services you want customers to use.

Step 11: Save Your Shipping Configuration

- Click Done.
- Save the shipping profile.
- Your selected CourierIT shipping options will now appear in the shipping zone.



Final Result

Once the setup is complete, your Shopify store will have:

- Live CourierIT shipping rates at checkout
- Shipping costs calculated based on order weight
- Automatic order fulfilment
- Automatic shipping label generation
- Direct integration between Shopify and CourierIT

IMPORTANT: Ensure that volumetric weights are done per product. If this is only entered as physical product weight, customers will experience shipping overcharges.