



Jeebly Shopify Plugin Integration Guide

Joy in motion

Abstract

This document details the complete setup and operational workflow for the Jeebly eCommerce Shipping plugin on Shopify. It covers step-by-step installation, authentication, address management, shipment configuration, manual booking, order tracking, and all operational rules.



Table of Contents

1. Overview	3
2. Installation — Step-by-Step	3
3. Authentication (Sign In)	7
4. Home Dashboard	8
5. Manage Address	9
6. Configure (Auto-Sync)	11
7. Book Shipment (Manual)	13
8. Jeebly Orders	15

1. Overview

It supports automatic order synchronization, manual shipment booking, real-time order tracking, AWB label printing, and wallet management—all within the Shopify Admin interface.

Plugin URL

Install the plugin directly from the Shopify App Store:

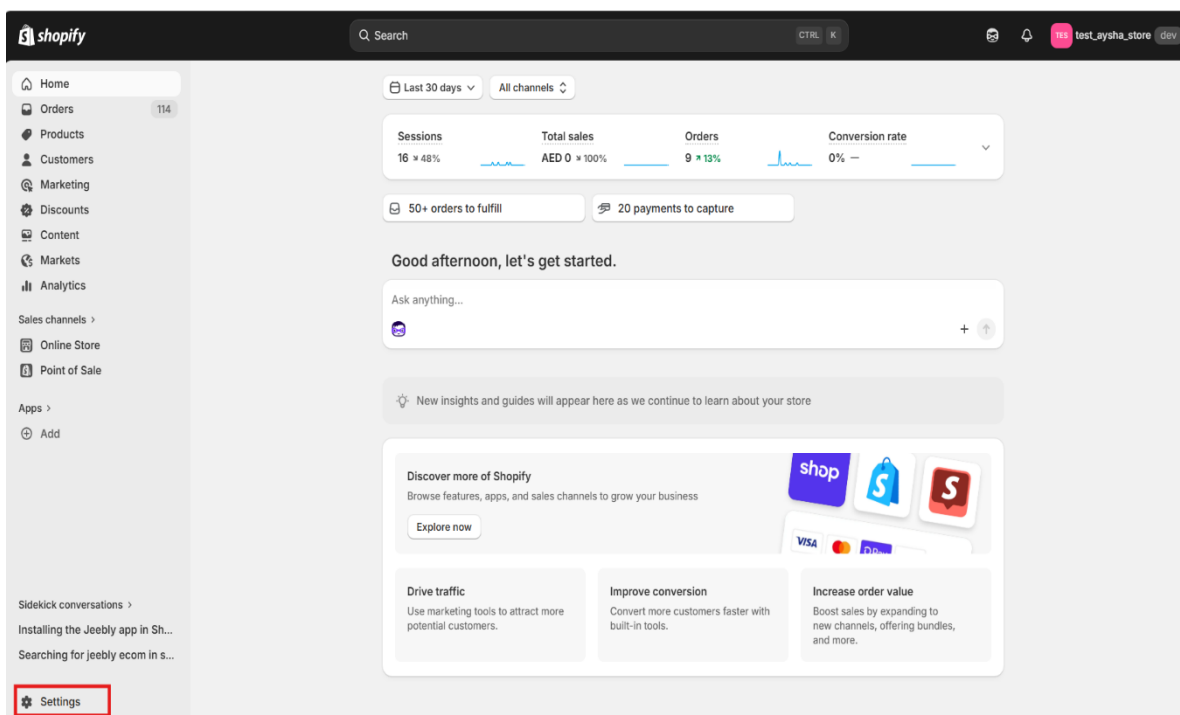
<https://apps.shopify.com/jeebly-ecommerce-shipping>

2. Installation — Step-by-Step

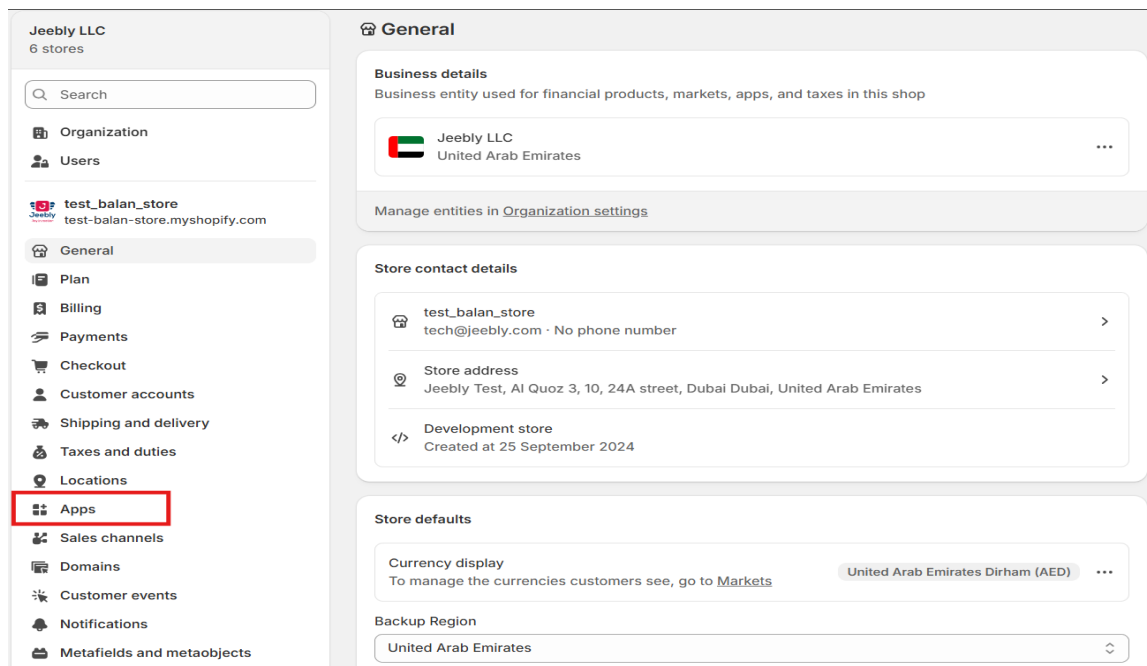
Follow the numbered steps below to install and configure the Jeebly plugin in your Shopify store. Each step corresponds to the walkthrough shown in the integration.

Log in to your Shopify Admin panel and navigate to your store.

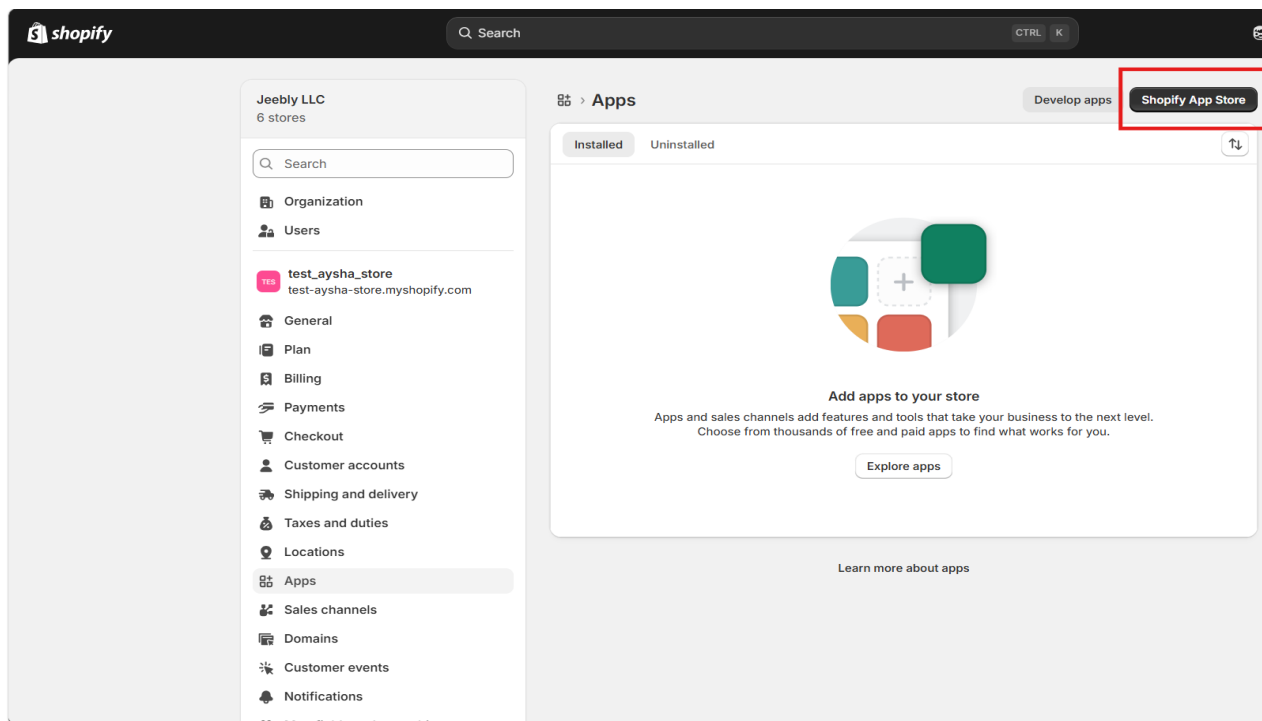
a) Go to Settings in the bottom-left of your Shopify Admin sidebar.



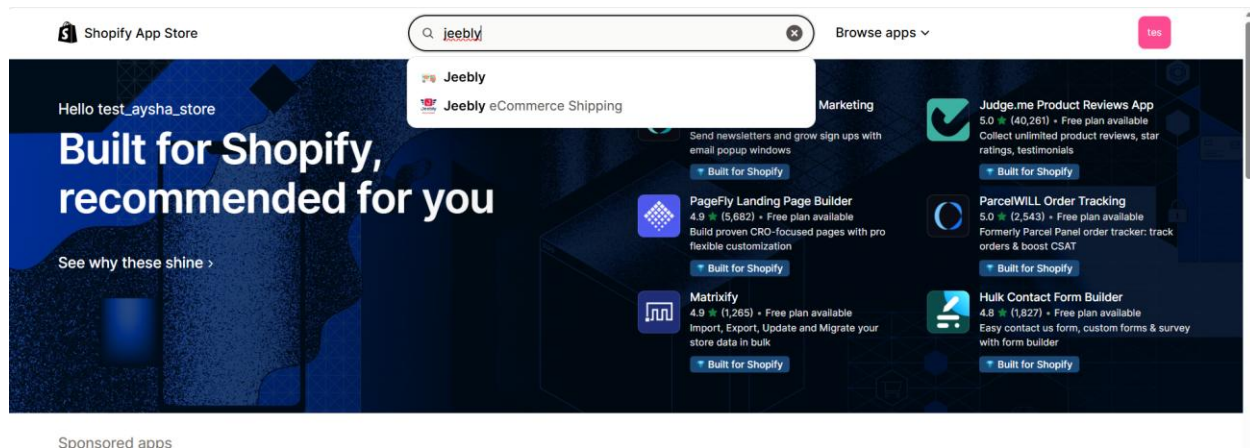
b) Please navigate to the Settings menu, locate the Apps section, and click on it.



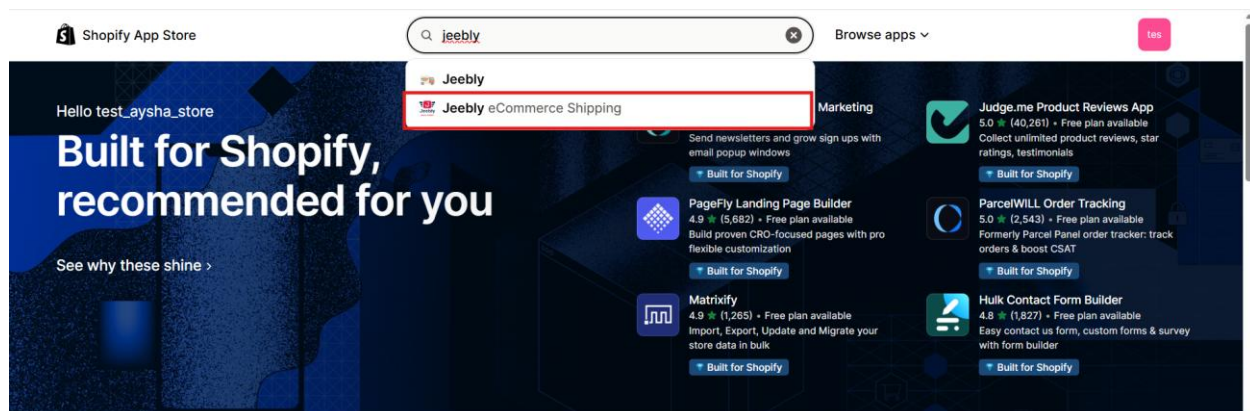
c) After clicking on Apps, the Apps page will open. From there, click on the Shopify App Store option.



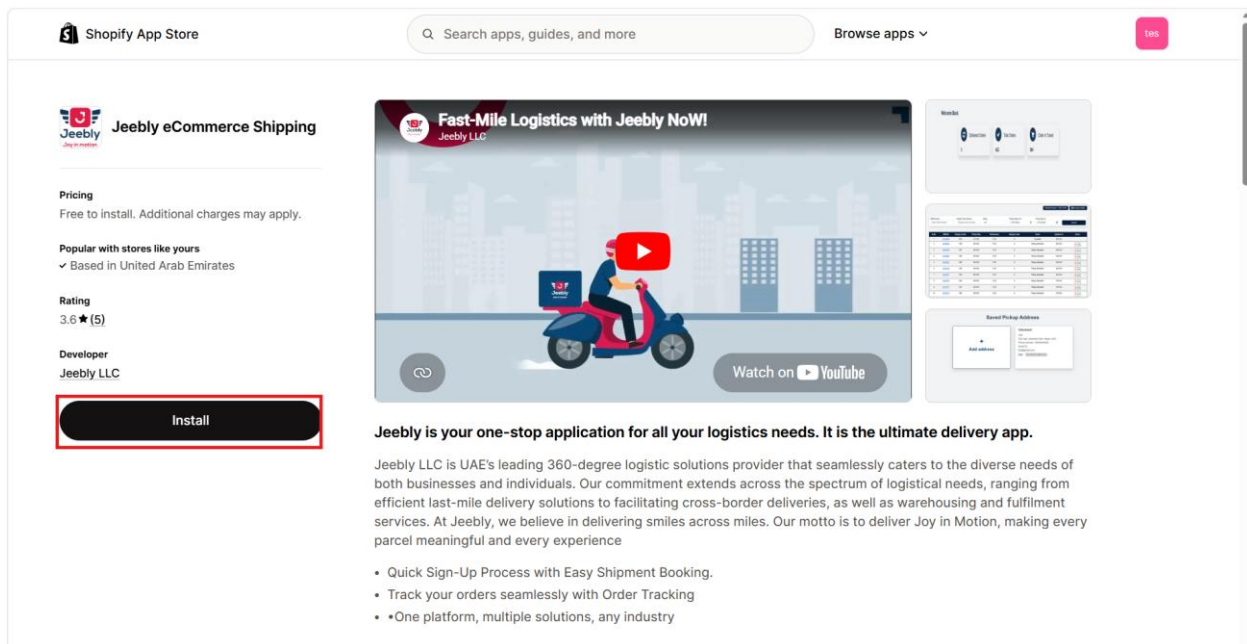
d) In the Shopify App Store search bar, type "Jeebly"



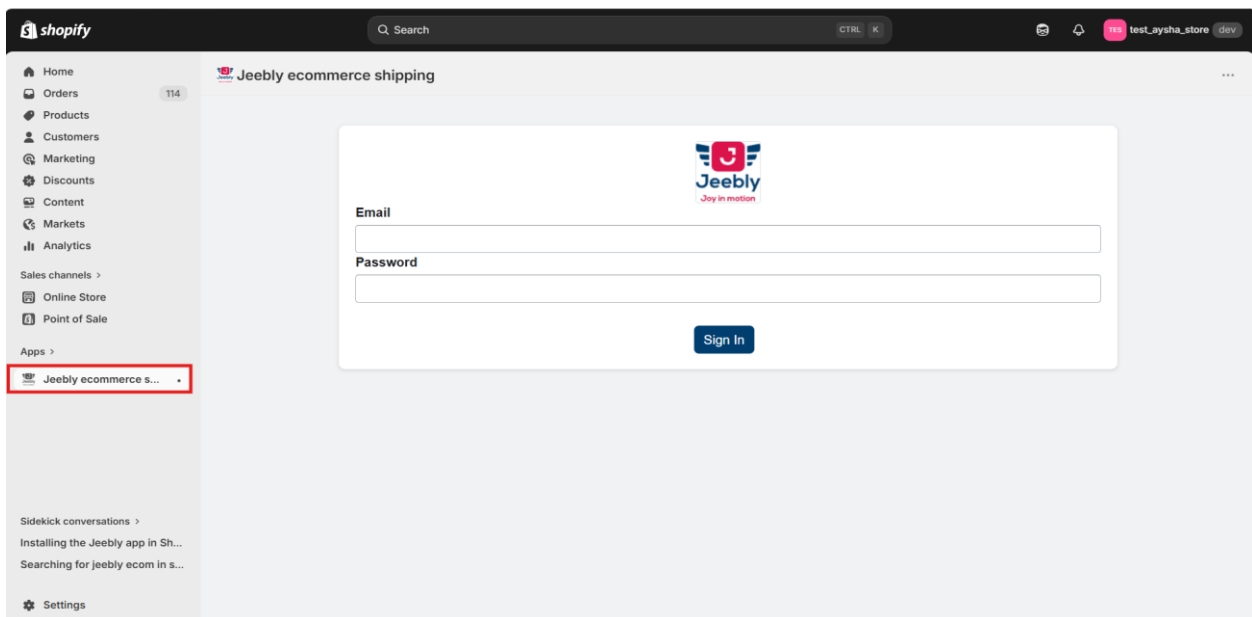
e) From the search suggestions, select Jeebly eCommerce Shipping.



f) On the app listing page, click Install to add the Jeebly plugin to your Shopify store.



g) After installation, the Jeebly app will appear under Apps in your left sidebar. Click on it and sign in using your Jeebly portal credentials.

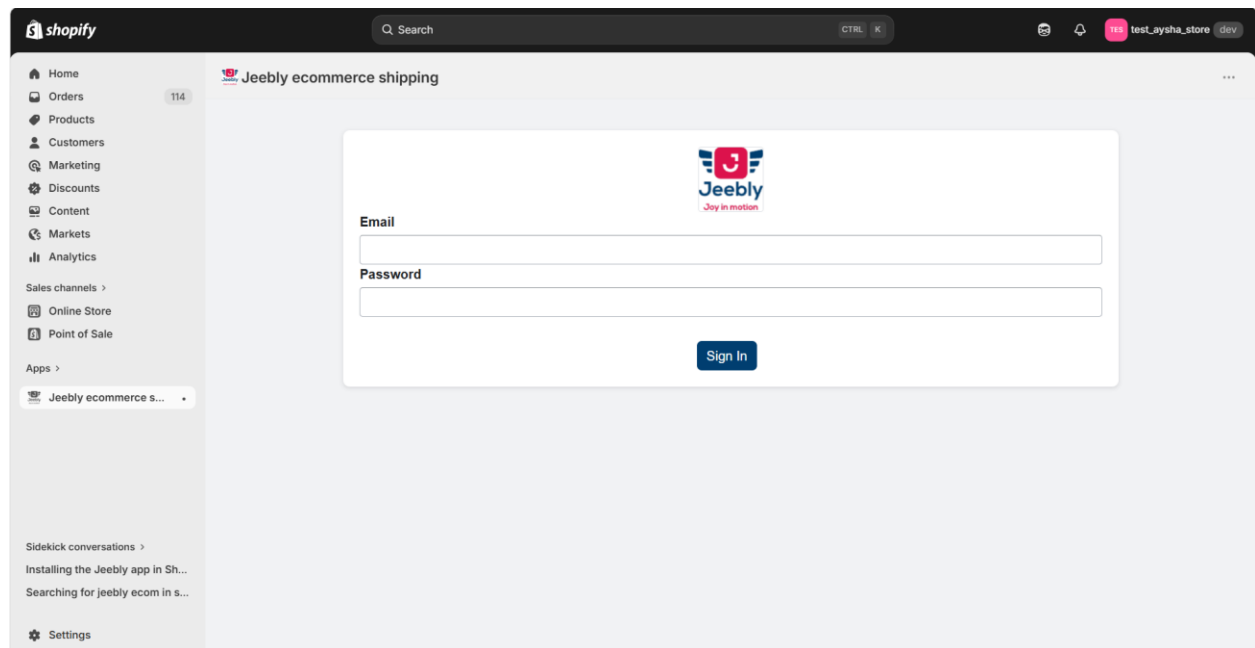


Note: After installation, the Jeebly app appears in the left sidebar under Apps as "Jeebly ecommerce shipping", with sub-menu items: Home, Configure, Jeebly Orders, Manage Address, Book Shipment, and Logout.

3. Authentication (Sign In)

After installing the plugin, click on the Jeebly app in your sidebar. You will be presented with a sign-in screen. Enter your Jeebly portal credentials:

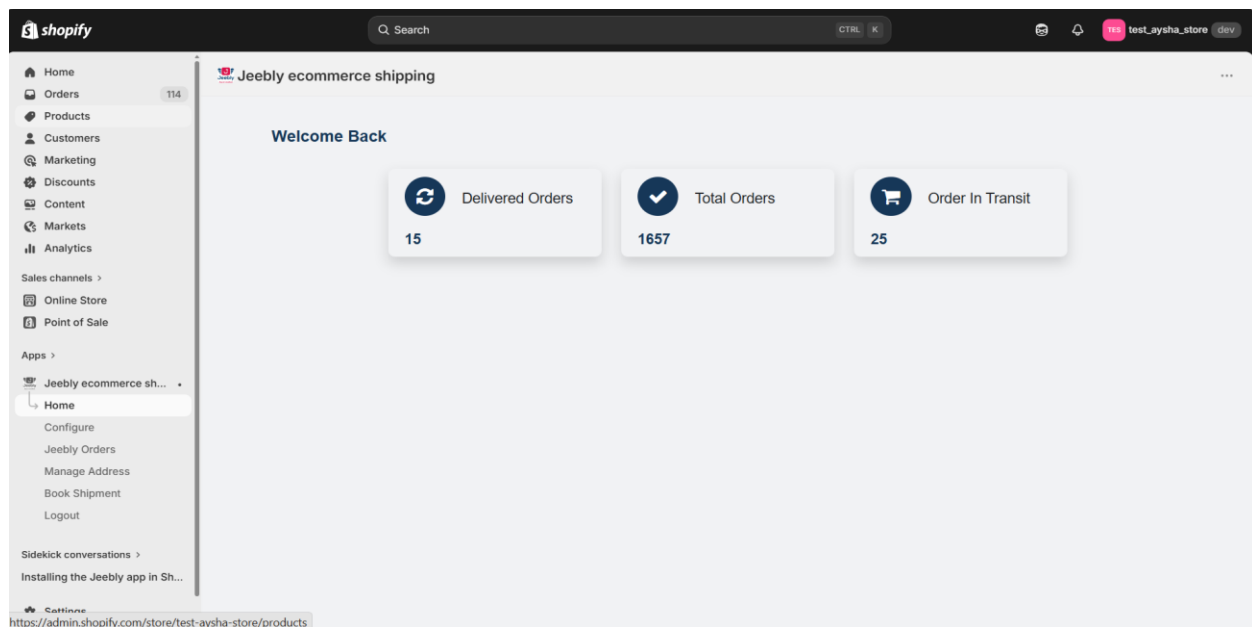
Field	Value
Email	<your Jeebly portal email>
Password	<your Jeebly portal password>



4. Home / Dashboard

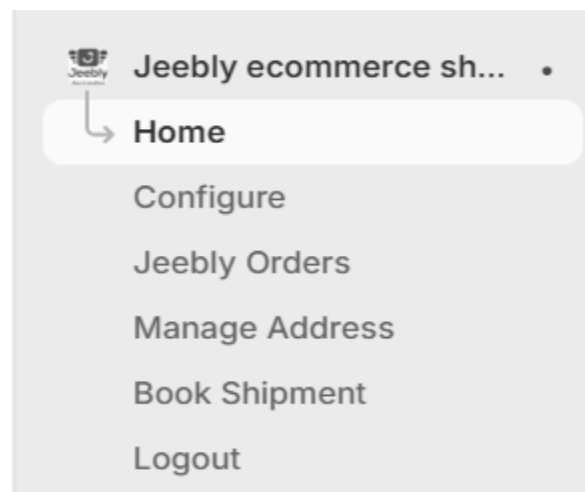
After signing in, you are taken to the home dashboard. This page provides a real-time summary of shipment activity in three tiles:

Tile	Description
Delivered Orders	Count of all shipments that have been successfully delivered.
Total Orders	Total count of all shipments ever created with your Jeebly account.
Order In Transit	Count of shipments currently in transit/out for delivery.



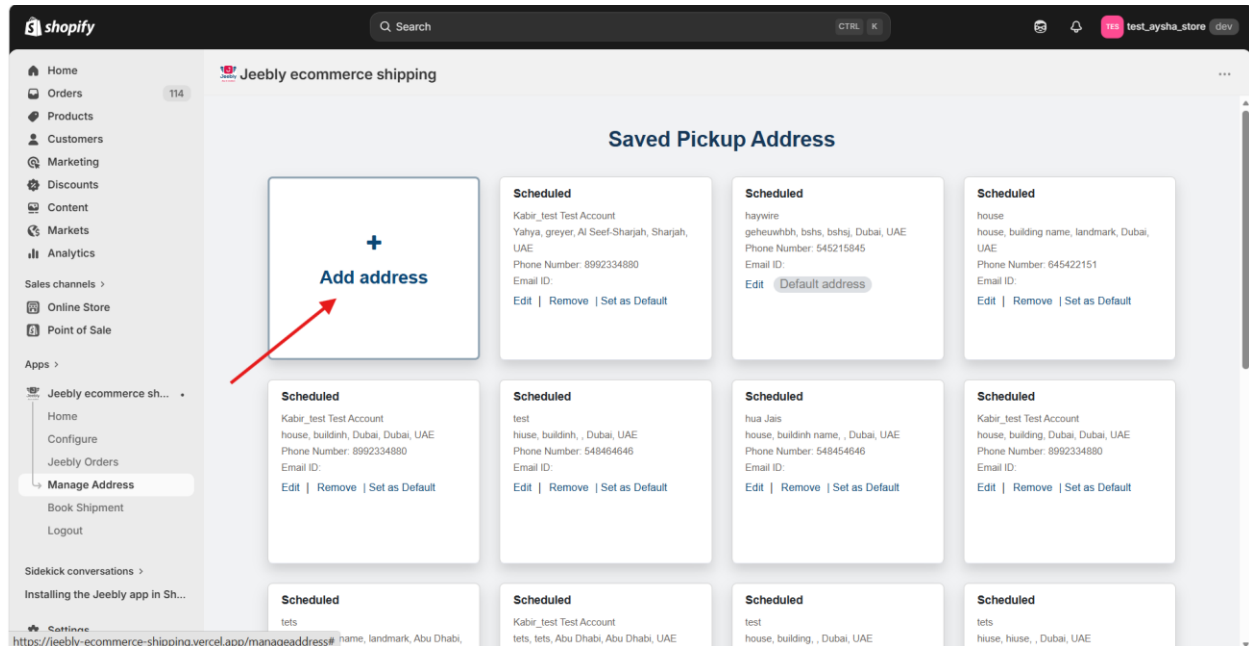
The left sidebar, once logged in, shows the full plugin navigation:

- Home
- Configure
- Jeebly Orders
- Manage Address
- Book Shipment
- Logout



5. Manage Address

The Manage Address section allows you to configure and save default pickup location details for your consignments. This must be completed before using the Auto-Sync feature.

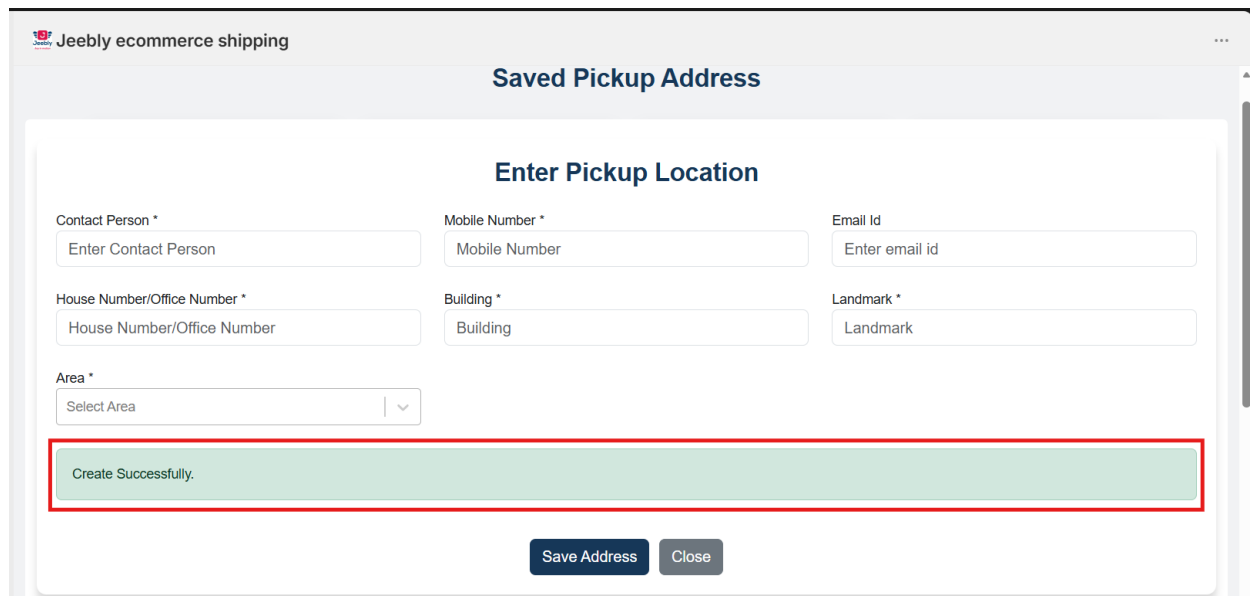


Adding a New Pickup Address

Click + Add Address to open the Enter Pickup Location form. Fill in the following required fields:

Field	Required?	Notes
Contact Person	Yes	Name of the pickup contact
Mobile Number	Yes	Contact phone number
Email Id	No	Optional email address
House Number / Office Number	Yes	Unit/flat/office number
Building	Yes	Building name
Landmark	Yes	Nearby landmark
Area	Yes	Select from dropdown list

Click Save Address to save. A green confirmation message "Create Successfully." will appear.



The screenshot shows a web interface titled "Jeebly ecommerce shipping" with a sub-header "Saved Pickup Address". Below this is a form titled "Enter Pickup Location". The form contains several input fields: "Contact Person *" (placeholder: Enter Contact Person), "Mobile Number *" (placeholder: Mobile Number), "Email Id" (placeholder: Enter email id), "House Number/Office Number *" (placeholder: House Number/Office Number), "Building *" (placeholder: Building), "Landmark *" (placeholder: Landmark), and "Area *" (placeholder: Select Area). At the bottom of the form, there is a green message box with the text "Create Successfully." which is highlighted with a red border. Below the message box are two buttons: "Save Address" and "Close".

Managing Saved Addresses

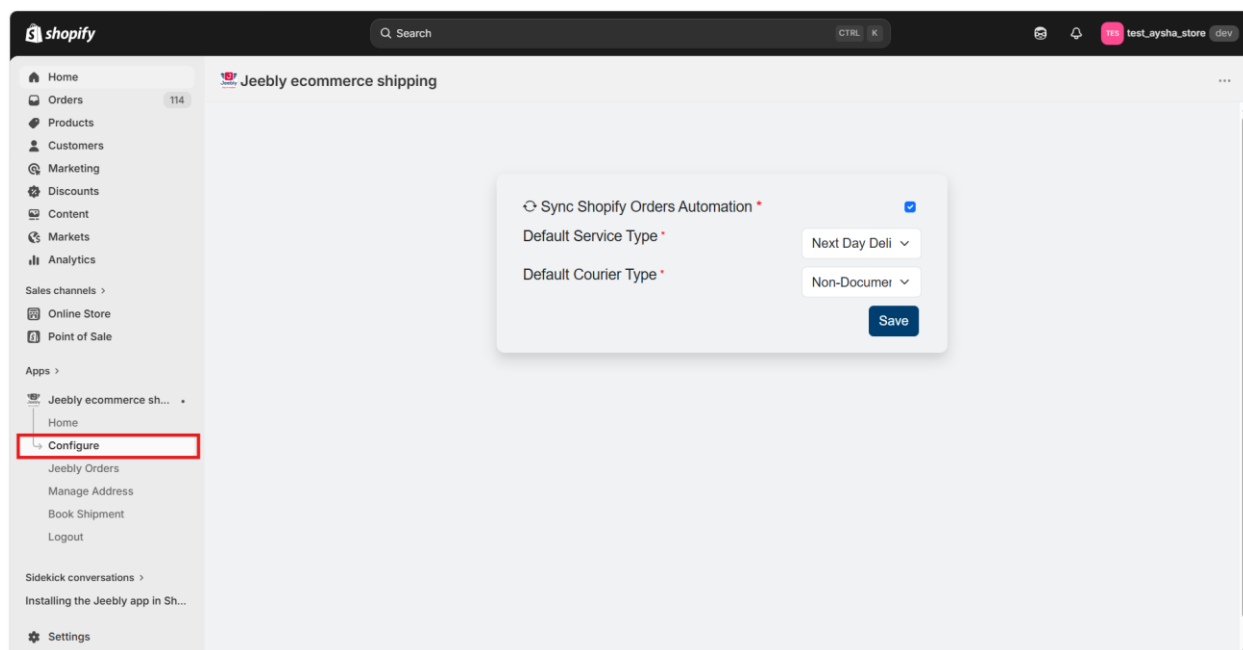
Saved addresses appear on the Saved Pickup Address page. For each address you can:

- Edit — Modify address details
- Remove — Delete the address
- Set as Default — Mark as the default pickup address for auto-sync

⚠ PLEASE NOTE: The pickup address is mandatory for the Auto Sync order option to work. Without a saved and default pickup address, automatic order syncing will not function.

6. Configure (Auto-Sync)

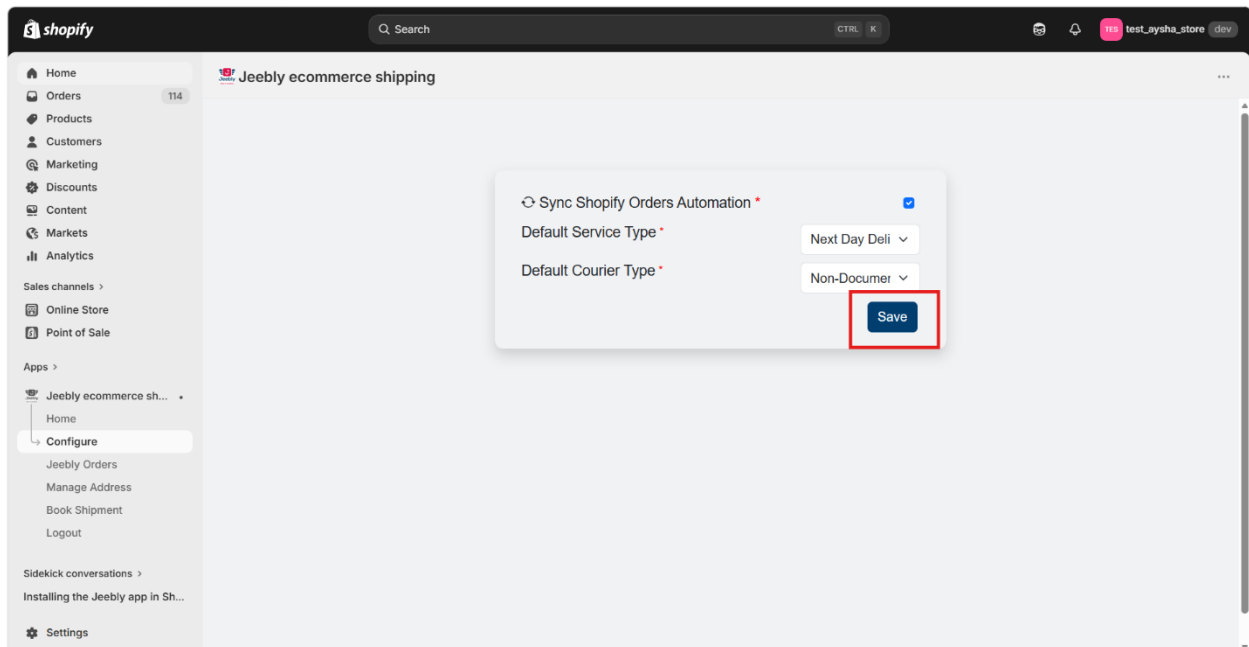
The Configure section allows you to set up automatic order syncing from Shopify to Jeebly. When enabled, every new order in your Shopify store is automatically pushed to Jeebly using the settings defined here.



Configuration Fields

Setting	Description
Sync Shopify Orders Automation	Toggle checkbox to enable/disable auto-sync. When checked, new Shopify orders are automatically pushed to Jeebly.
Default Service Type	Select the delivery service level: Next Day Delivery (NDD) or Same Day Delivery (SDD).
Default Courier Type	Select Document or Non-Document from the dropdown.

After making your selections, click Save to apply.



⚠ PLEASE NOTE: Sync Orders is a non-mandatory option. If it is not enabled, you can still manually push orders to Jeebly through the Book Shipment section of the Shopify plugin.

Auto-Sync Failure Conditions: Orders will NOT sync automatically if:

- The default pickup address is not saved.
- The delivery address details are missing;
- The number of items exceeds 10 pieces;
- The shipment weight exceeds 20 kg;
- The COD value exceeds 5,000 AED.
- For booking of COD shipments, KYC verification of your Jeebly account is mandatory.

No notification will be sent in these cases. However, the AWBs will be available in the Order Number dropdown, allowing you to select them and book the shipments manually.

7. Book Shipment (Manual)

The Book Shipment section allows you to manually push individual orders from Shopify to the Jeebly system. This is a manual process requiring all mandatory fields to be completed.

Click on book Shipment:

shopify

Search

test_aysha_store dev

Jeebly ecommerce shipping

Order Number*
Select an order

Service Type*
Select Service type

Courier Type*
Select Courier type

Consignment Type*
Select consignment

Pickup Location

Name*
haywire

Phone Number*
545215845

Email

House Number*
geheuwbbh

Building*
bshs

Area*
bshsj

Landmark*
Dubai

City*
Dubai

Drop Location

Name*
Name

Phone Number*
Phone Number

Email
Email

House Number*
House number

Building*
Building

Area*
Select Area

Landmark*
Landmark

City*
City

Pickup Date*
dd-mm-yyyy

Item Weight in Kg*
0

Number of Pieces*
0

Special Instructions

Order Payment Type*
☐ Prepaid ☐ COD

Book Shipment

Fill the form fields and click on submit button

shopify

Search

test_aysha_store dev

Jeebly ecommerce shipping

Pickup Location

Name*
haywire

Phone Number*
545215845

Email

House Number*
geheuwbbh

Building*
bshs

Area*
bshsj

Landmark*
Dubai

City*
Dubai

Drop Location

Name*
Name

Phone Number*
Phone Number

Email
Email

House Number*
House number

Building*
Building

Area*
Select Area

Landmark*
Landmark

City*
City

Pickup Date*
dd-mm-yyyy

Item Weight in Kg*
0

Number of Pieces*
0

Special Instructions

Order Payment Type*
☐ Prepaid ☐ COD

Submit

Mandatory Fields

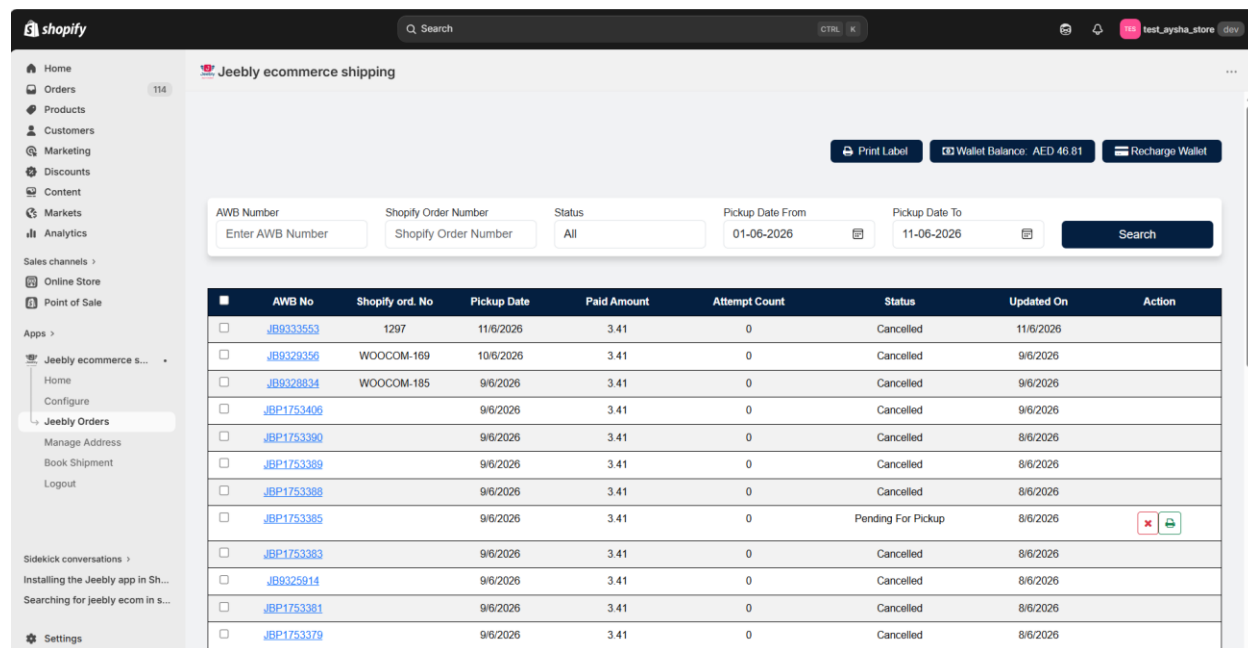
Field	Section	Notes
Order Number	Header	Select from your Shopify orders
Service Type	Header	Same day delivery or Next day delivery
Courier Type	Header	Document or Non-Document
Consignment Type	Header	Select consignment category
Name	Pickup Location	Contact name at pickup
Phone Number	Pickup Location	Contact mobile number
House Number	Pickup & Drop	Unit/flat number
Building	Pickup & Drop	Building name
Area	Pickup & Drop	Select area from dropdown
Landmark	Pickup & Drop	Nearby landmark
City	Pickup & Drop	City name
Pickup Date	Details	Date for pickup (dd/mm/yyyy)
Item Weight in Kg	Details	Must be 20 kg or less
Number of Pieces	Details	Must be 10 or fewer
Order Payment Type	Details	Prepaid or COD
COD Amount	Details	Required if payment type is COD

Once all mandatory fields are completed, click Submit to create the shipment in the Jeebly system.

Note: Zero and decimal values are not permitted in the Number of Pieces or Item Weight fields. Whole numbers only.

8. Jeebly Orders

The Jeebly Orders page provides a full list of shipments that have been synced with the Jeebly system. It includes filtering, wallet management, and action capabilities.



The screenshot displays the Jeebly Orders page within the Shopify admin interface. The page title is "Jeebly ecommerce shipping". The sidebar on the left contains navigation links: Home, Orders (114), Products, Customers, Marketing, Discounts, Content, Markets, Analytics, Sales channels, Online Store, and Point of Sale. The main content area features a search bar at the top right with the text "test_jysha_store". Below the search bar, there are buttons for "Print Label", "Wallet Balance: AED 46.81", and "Recharge Wallet". A filter section includes input fields for "AWB Number", "Shopify Order Number", "Status" (set to "All"), "Pickup Date From" (01-06-2026), and "Pickup Date To" (11-06-2026), followed by a "Search" button. The table below lists the orders with the following columns: AWB No, Shopify ord. No, Pickup Date, Paid Amount, Attempt Count, Status, Updated On, and Action. The table contains 14 rows of data, with the last row having a "Pending For Pickup" status and a "Print Label" button in the Action column.

AWB No	Shopify ord. No	Pickup Date	Paid Amount	Attempt Count	Status	Updated On	Action
JB9333553	1297	11/6/2026	3.41	0	Cancelled	11/6/2026	
JB9329356	WOOCOM-169	10/6/2026	3.41	0	Cancelled	9/6/2026	
JB9328634	WOOCOM-185	9/6/2026	3.41	0	Cancelled	9/6/2026	
JBP1753406		9/6/2026	3.41	0	Cancelled	9/6/2026	
JBP1753390		9/6/2026	3.41	0	Cancelled	8/6/2026	
JBP1753389		9/6/2026	3.41	0	Cancelled	8/6/2026	
JBP1753388		9/6/2026	3.41	0	Cancelled	8/6/2026	
JBP1753395		9/6/2026	3.41	0	Pending For Pickup	8/6/2026	Print Label
JBP1753383		9/6/2026	3.41	0	Cancelled	8/6/2026	
JB9325914		9/6/2026	3.41	0	Cancelled	8/6/2026	
JBP1753381		9/6/2026	3.41	0	Cancelled	8/6/2026	
JBP1753379		9/6/2026	3.41	0	Cancelled	8/6/2026	

Page Elements

Element	Description
Wallet Balance (AED)	Displays your current Jeebly account wallet balance in AED.
Recharge Wallet button	Redirects you to the Jeebly Wallet top-up page to add funds.
Print Label button	Prints the AWB label(s) for selected shipments.
AWB Number filter	Filter shipments by entering a specific AWB number.
Shopify Order Number filter	Filter by Shopify order number.
Status filter	Filter by shipment status (All, Pickup Scheduled, In Transit, Delivered, Cancelled, etc.).
Pickup Date From / To	Date range filter for pickup date.
Search button	Applies the selected filters and provided data.
AWB No (clickable link)	Opens the Jeebly shipment tracking page for real-time status updates.
Cancel (X) button	Cancels the shipment. Only available before status reaches Pickup Completed.
Print (printer icon)	Prints the AWB label for the specific shipment row.

Order Table Columns

The order table displays the following columns: AWB No, Shopify Ord. No, Pickup Date, Paid Amount, Attempt Count, Status, Updated On, and Action.

Cancellation

To cancel a shipment:

- The shipment status must be Pickup Scheduled (not yet collected by Jeebly (Courier partner)).
- Click the X (Cancel) button in the Action column.
- Cancellation will trigger an automatic refund, reflected on the Jeebly portal Transaction page.
- Once synced to Jeebly, cancellation cannot be done from within the Shopify plugin or any Jeebly source if the status has progressed beyond Pickup Scheduled — You can contact the Jeebly Service Excellence team at connect@jeebly.com in such scenarios if you want to cancel your shipments.

Shipment Tracking

Click on any AWB number link (e.g., JB9297420) in the AWB No column in Jeebly orders to open the Jeebly shipment tracking page, where you can monitor real-time delivery status.