

Yard Onboarding — Operations Guide

How to onboard a new yard to Go-Parts Ship, step by step.

For: Director of Operations · Admin → Operations → Yard Onboarding · Updated June 2026

What this is

Yard Onboarding is a self-service tool to bring a new yard (recycler) onto **Go-Parts Ship**. You add the yard, the system creates its Go-Parts Ship account and locations, links everything back to Central, and gives you logins to hand off to the yard's staff. A built-in checklist shows exactly where each yard stands so nothing gets missed.

Before you start: the yard's **suppliers must already exist** in Central (Supplier IDs & codes). Each location you add maps to one existing supplier. If a supplier doesn't exist yet, have it created first.

The big picture

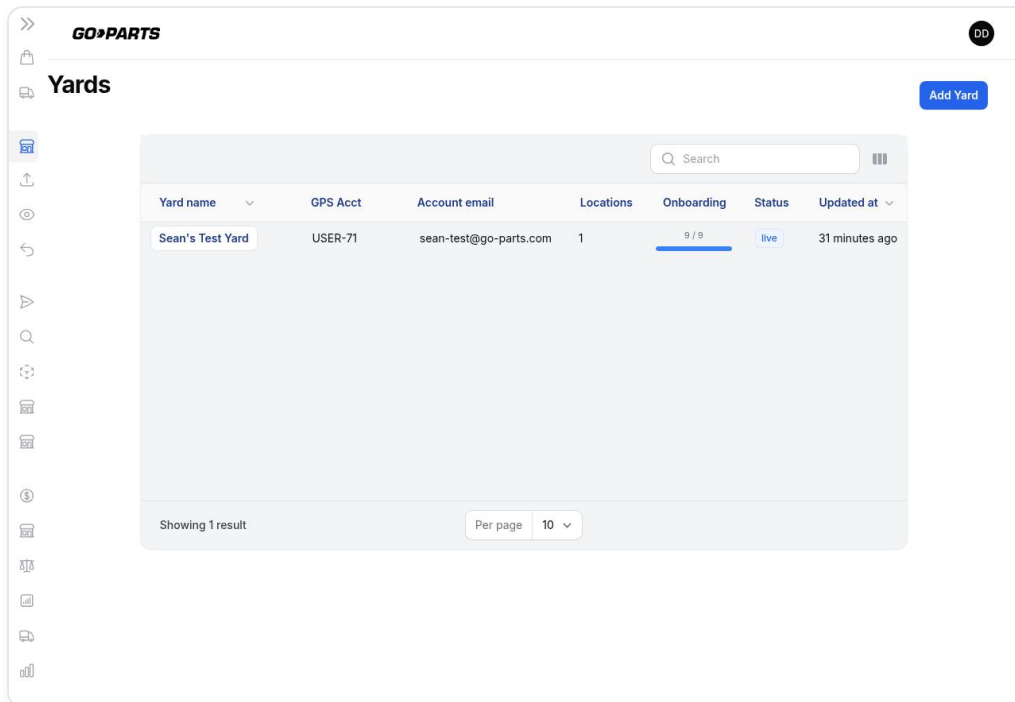
A yard moves through four phases. The page tracks them for you:

- 1 · Account setup
- 2 · Locations
- 3 · Activate in Central
- 4 · Vendor handoff

Phase	What you do	Result
1 · Account setup	Add the yard, then Create GPS Account	A Go-Parts Ship login + API credential + tracking webhook
2 · Locations	Add location(s) , each mapped to a supplier + address	Ship-from locations created in Go-Parts Ship
3 · Activate in Central	Sync to Central	Yard shows in the Create B2C dropdown & ship screens
4 · Vendor handoff	Create Test Orders & Create Yard Accounts	Yard staff can log in and practice shipping

Step 1 — Open Yard Onboarding

In Central, go to **Operations** → **Yard Onboarding**. You'll see the list of yards with a progress bar and status for each.



The Yards list — each row shows the GPS account, locations, an onboarding progress bar, and status.

Click **Add Yard** (top right) to start a new one, or click a yard's name to open it.

Step 2 — Add a Yard

Enter just two things: the **Yard name** and the yard's **GPS account email** (the main email the yard will use to log in to Go-Parts Ship). Locations come later.

A screenshot of the GO-PARTS web application showing the 'Create Yard' form. The form is titled 'Create Yard' and has a subtitle 'Create the yard first. Add its locations after saving.' It contains two input fields: 'Yard name*' with the value 'Demo Yard (Documentation)' and 'GPS account email*' with the value 'demo-yard-doc@go-parts.com'. Below the input fields, there is a note: 'The yard's main email — the GPS account is created with this.' At the bottom of the form, there are three buttons: 'Create', 'Create & create another', and 'Cancel'.

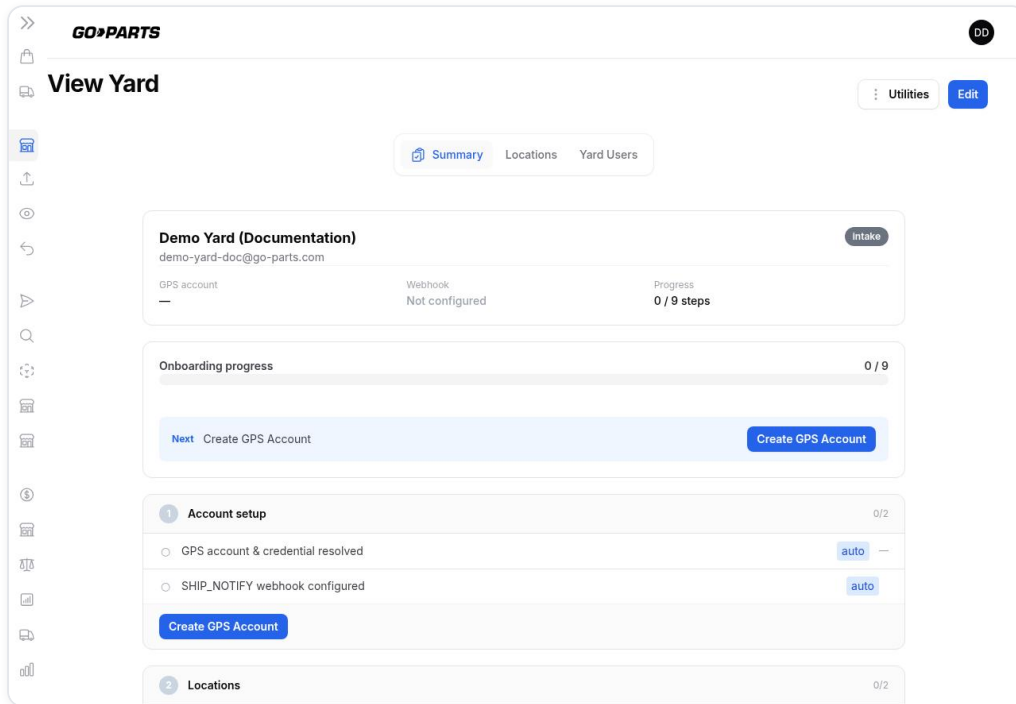
Adding a yard — name + GPS account email. Click **Create**.

Yards are always Go-Parts Ship-exclusive, so there's nothing else to set here.

Step 3 — The Yard page & checklist

After saving, you land on the yard's **Summary** tab. This is your command center:

- A header card with the yard's status, GPS account, webhook, and progress.
- An **Onboarding progress** bar and a → **Next** banner that always tells you the single next action.
- The four phases, each listing its checklist items. Items marked **auto** are verified by the system; **manual** items are ones you confirm.



A brand-new yard — the Next banner points to **Create GPS Account**.

Step 4 — Create the GPS Account

Click **Create GPS Account** (in the Next banner or the Account setup phase). Confirm in the dialog. The system creates, in Go-Parts Ship:

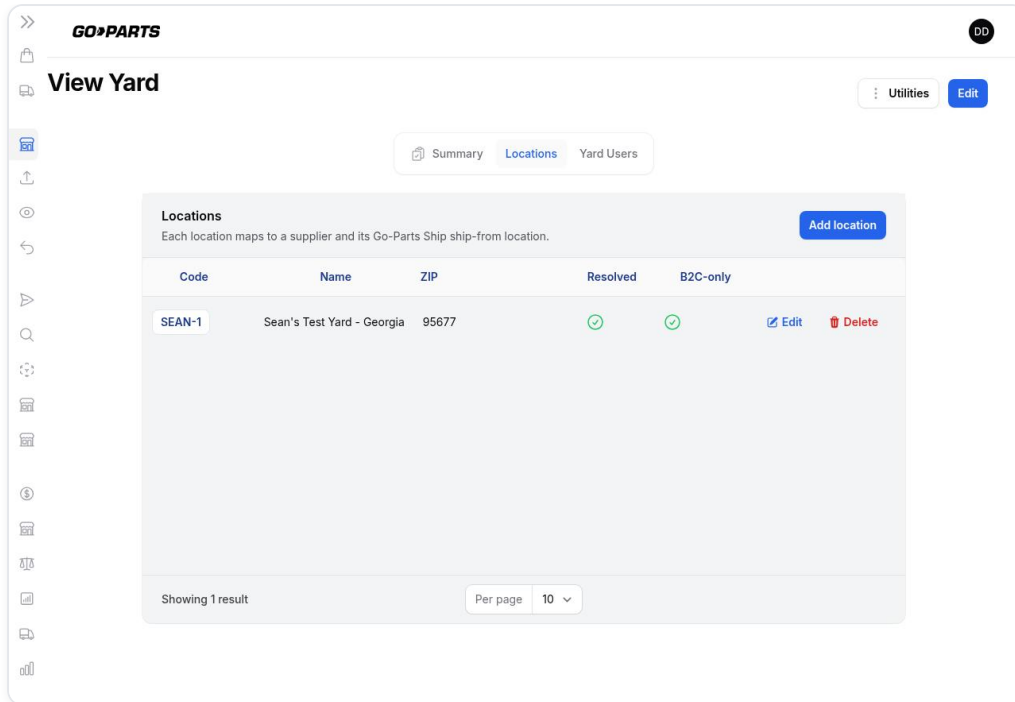
- the yard's **login** (with a generated password),
- the **API credential** used by Central, and
- the **tracking webhook** (so shipment tracking flows back automatically).

Copy the password! A green banner shows the login email and a **one-time password**. Copy it and send it to the yard. Tell them to **change the password on first login and save the new one in Vault**. The password is shown only once.

If the yard's Go-Parts Ship account already exists, use **Utilities** → **Resolve from GPS** instead — it links the existing account rather than creating a new one.

Step 5 — Add Locations

Open the **Locations** tab and click **Add location** (top right).



The Locations tab — one row per ship-from location. Use **Add location** to add more.

In the form, pick the **Supplier** for this location — the warehouse **code and name fill in automatically** from the supplier. Then enter the **address** (contact name, street, city, state, ZIP, phone). This is the same address Go-Parts Ship uses to ship from.

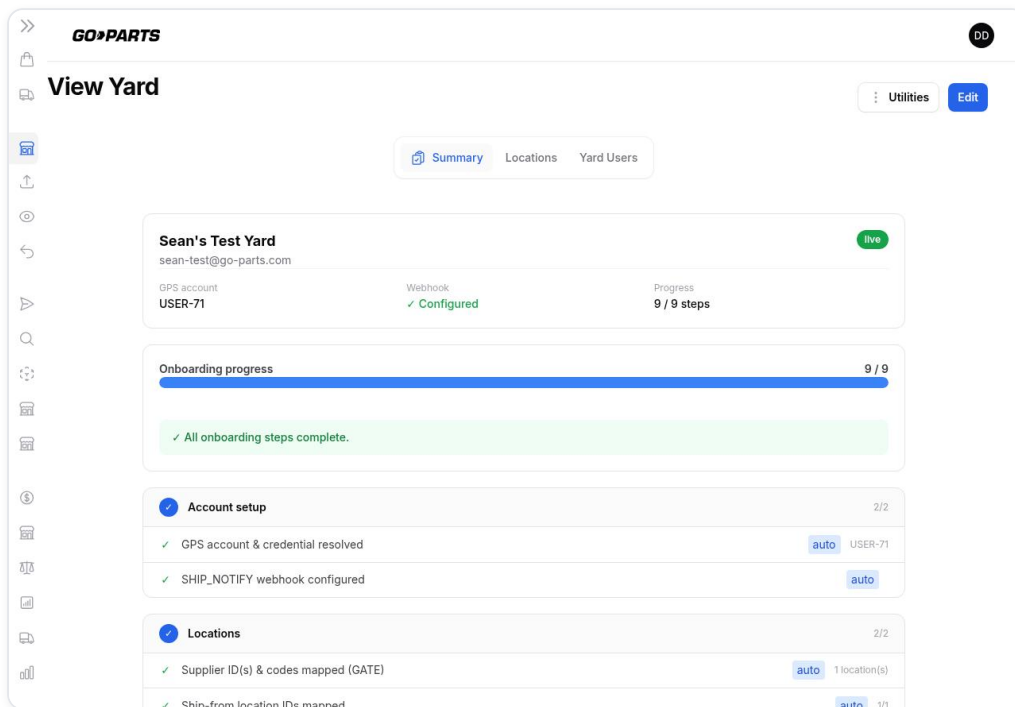
Adding a location — choose the supplier, then fill the ship-from address.

Automatic: saving a location **creates the matching ship-from location in Go-Parts Ship** and stores its ID. Repeat for every physical location (one yard can have many).

Create the **GPS account first** (Step 4). A location needs the account to exist before it can be created in Go-Parts Ship.

Step 6 — Sync to Central

Once the account and locations are in place, click **Sync to Central** (Next banner / "Activate in Central" phase). This makes the yard's suppliers appear in the **Create B2C Order** dropdown and the shipping screens, and writes the ship-from mapping.



A yard that's been created, located, and synced — phases 1–3 complete.

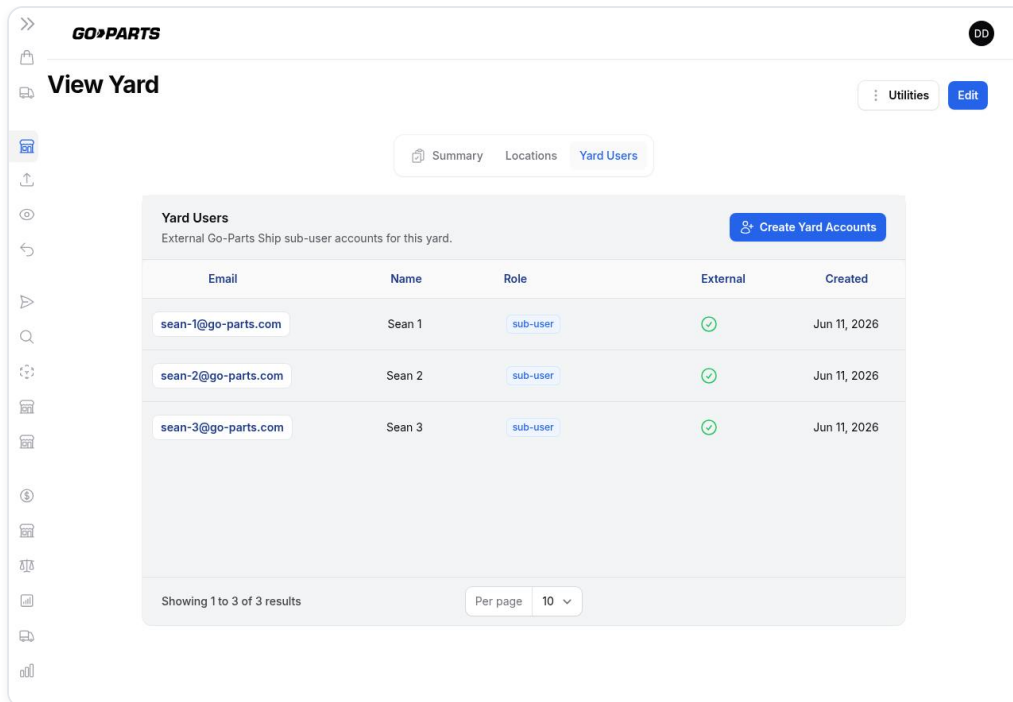
Hands-off option: the system also runs this automatically in the background, so a yard with its account, locations, and webhook in place will sync on its own within a few minutes.

Step 7 — Create Test Orders (optional)

To let the yard practice printing labels before their live feed is connected, use **Create Test Orders** (Vendor handoff phase). Choose how many; the system drops sample orders **into Go-Parts Ship only** (never into Central). They're clearly marked with a **TEST-** prefix and land in the yard's **Manual Orders**.

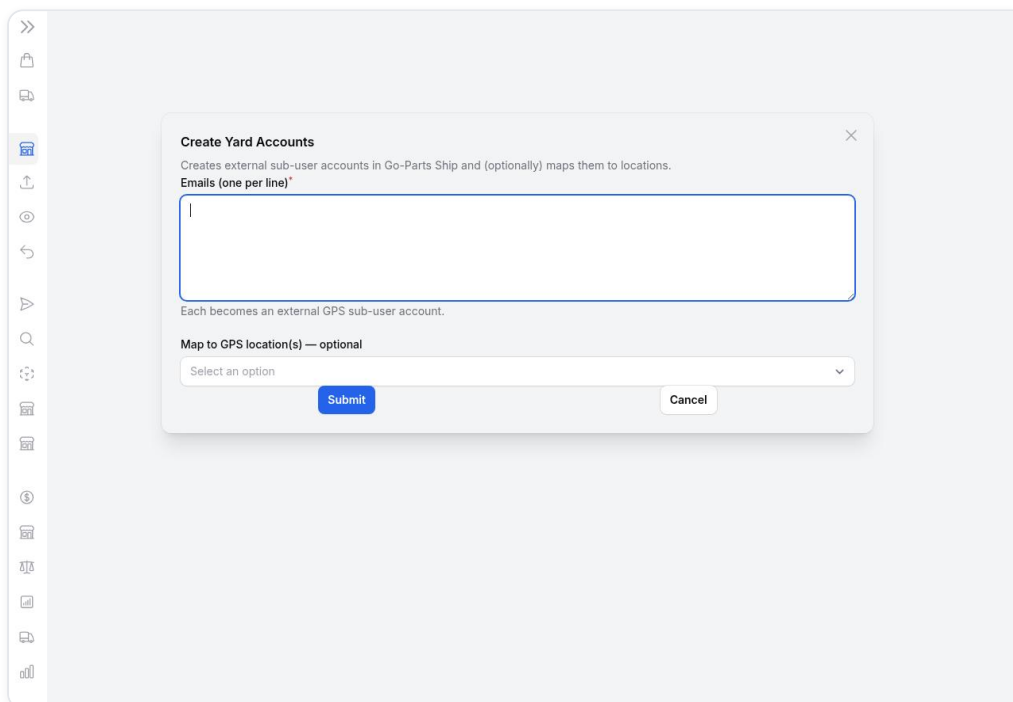
Step 8 — Create Yard Accounts (staff logins)

Open the **Yard Users** tab. Click **Create Yard Accounts** to add logins for the yard's staff.



The Yard Users tab — the yard's external Go-Parts Ship staff accounts.

Paste the staff **emails**, **one per line**. Optionally pick which **location(s)** each set of accounts can access. Submit, and each person gets their own login.

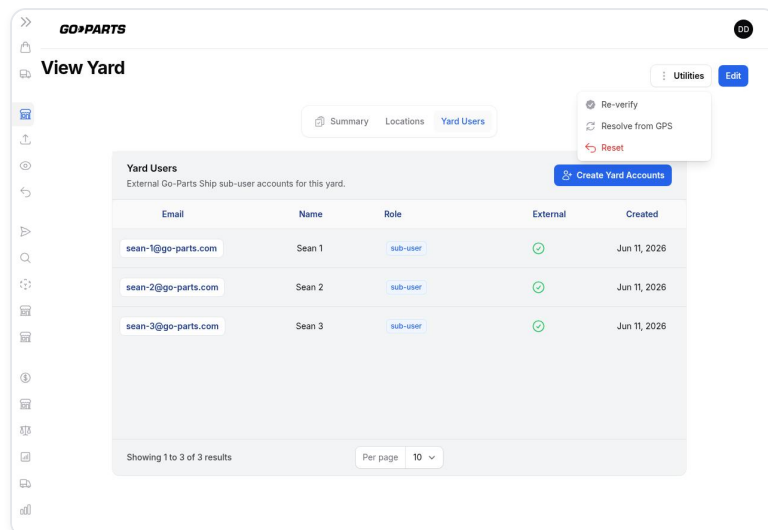


Creating staff accounts — emails (one per line) + optional location mapping.

Copy the passwords! A banner lists each new account's **one-time password**. Send them out and ask each person to change their password on first login and save it in Vault.

Utilities & status

The **Utilities** button (top right, next to Edit) holds the occasional actions:



Utilities menu.

Action	When to use
Re-verify	Re-run the checklist to refresh the status.
Resolve from GPS	Link a Go-Parts Ship account/location that already exists (instead of creating new ones).
Reset	Clear the resolved GPS data and start the yard over from Intake.

Reading the checklist

- ✓ **green** — done. ○ **grey** — not done yet.
- **auto** — the system checks this for you and updates it live.
- **manual** — something you do/confirm (e.g. creating test orders).
- The **status pill** moves through **Intake** → **Resolved** → **Synced** → **Live** as the yard progresses.

What the system does for you automatically: verifying the checklist, resolving account/credential/location IDs from Go-Parts Ship, keeping tracking flowing via the webhook, and periodically syncing pending yards. Your job is the few human decisions: name & email, which suppliers/addresses, and handing out the logins.