

ShipWorks[®]

Reference Guide

Adding a Newegg Store

[Adding a Newegg Store](#)

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Background

ShipWorks connects directly to your Newegg Marketplace US, Newegg Marketplace Canada or Newegg Business account. With one click, or on an automated schedule, your orders are downloaded from Newegg Marketplace. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to Newegg Marketplace.

This article will guide you through how to connect your Newegg store to the ShipWorks software so that you can use all of the awesome features of the ShipWorks software.

First Things First

1. Once your Newegg seller account is created, you will need to obtain a ShipWorks API Key for your Seller Account. To obtain your API Key, email datafeeds@newegg.com. You will receive a response from datafeeds@newegg.com that contains your Newegg Seller ID and Newegg API Key (Secret Key).

Below is an example email:

Hello,

I would like to request a ShipWorks API Key to allow ShipWorks to integrate with my Newegg Seller Account.

My Store Name Is: <your store name>

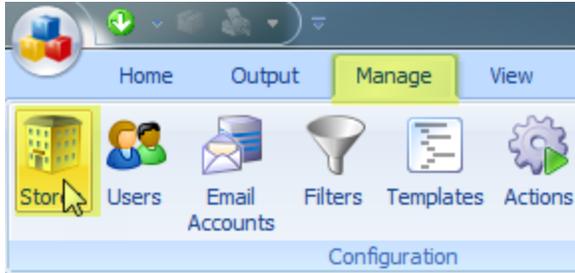
My Newegg Seller Portal Default Email Address is: <the email address used to setup your Newegg Seller Portal Account >

Thank you for your assistance.

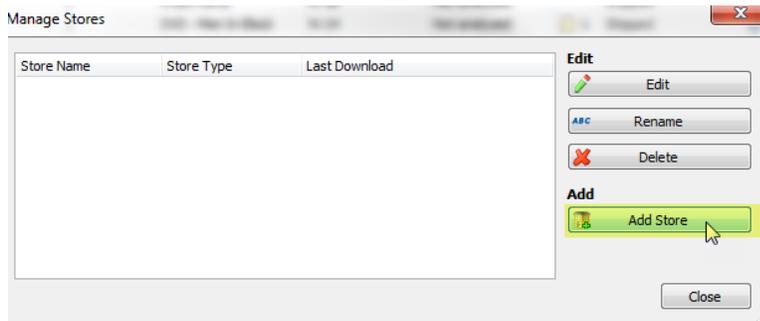
2. You will also need to be able to log into your ShipWorks software with administrator privileges.

The Process

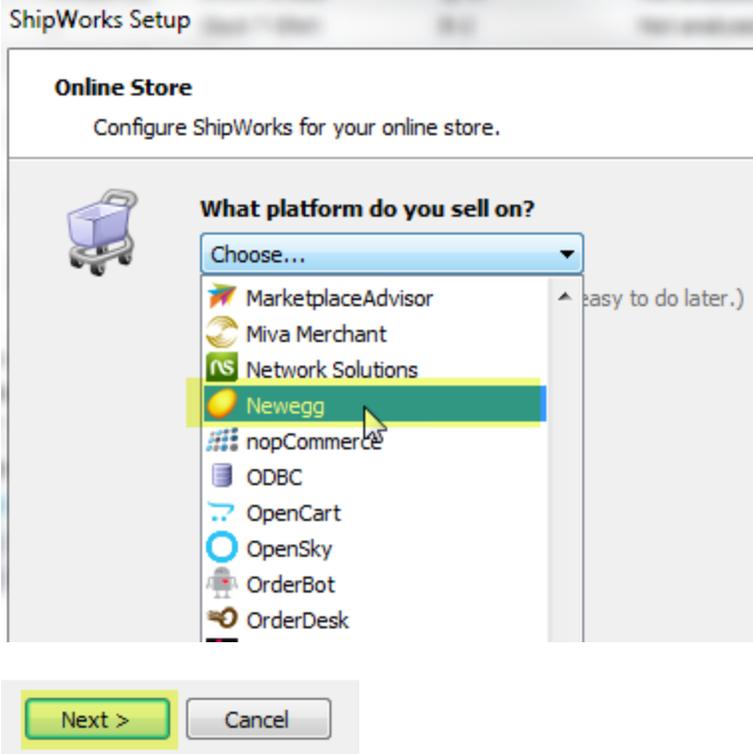
1. Launch the ShipWorks application and log in as an a user with administrator rights.
2. In ShipWorks, click on the **Manage** tab. Then, click on the **Stores** button.



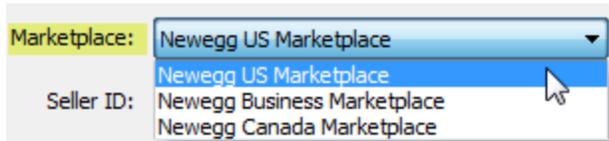
3. On the **Manage Stores** screen, click on the **Add Store** button.



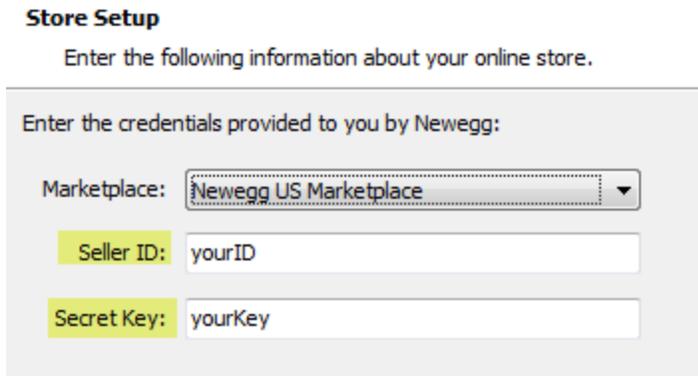
4. From the **What platform do you sell on?** menu, select **Newegg** from the drop-down menu. Then, click **Next**.



5. On the **Store Setup** screen, click on the **Marketplace:** drop-down menu and select the Newegg marketplace to which you are connecting.



6. Next, enter your **Seller ID** and **Secret Key** into the provided fields and click **Next**.





7. On the **Download Criteria** screen, select whether or not you wish to download orders that are fulfilled by Newegg into ShipWorks. The default is to download these orders. If you wish for orders fulfilled by Newegg to not be downloaded, check the box for **Do not download orders that are fulfilled by Newegg**. Click **Next**.

Store Setup

Enter the following information about your online store.

 **Download Criteria**

Do not download orders that are fulfilled by Newegg



8. On the **Store Information** screen, enter your store name and address information. Then, click **Next**.

ShipWorks Setup

Store Information

Enter the name and physical address of your online store.

Name

Store name:
(This is just how your store will display in ShipWorks)

Address

Company:

Street:

City:

State \ Prov:

Postal Code:

Country:



9. Enter the additional **Contact Information:** for your store. Then, click **Next**.

Note: This information is optional.

A screenshot of the 'Contact Information' section in the ShipWorks Setup wizard. The title is 'Contact Information' and the instruction is 'Enter the contact information for your store.' Below this, there are three input fields: 'Website:' with the value 'www.widgetmethis.com', 'Email:', and 'Phone:'. A yellow highlight is on the left side of the input fields.

10. Select how much order history you would like to download into ShipWorks during your initial download. The default is to download **30 Days** of order history into ShipWorks. You can modify this by clicking on the **Edit** link.

A screenshot of the 'Store Setup' section. The title is 'Store Setup' and the instruction is 'Configure how ShipWorks will work with your store.' Below this, there is a green downward arrow icon, the text 'ShipWorks will download orders starting from:', a yellow highlight around '30 days ago', and a blue '(Edit)' link. A blue arrow points to the '(Edit)' link.A screenshot of the 'Store Setup' section. The title is 'Store Setup' and the instruction is 'Configure how ShipWorks will work with your store.' Below this, there is a green downward arrow icon, the text 'ShipWorks will download orders starting from:', and two radio button options: '30 days ago.' (selected) and 'Download all of my orders.'.

11. Click **Next** and then **Finish**. Then, click **Close**.

Your Newegg orders will begin to download into ShipWorks automatically.

Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.