

ShipWorks®

User Guide

Adding Walmart to ShipWorks

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Adding WalMart to ShipWorks

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Background

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

This article will guide you through how to add Walmart to ShipWorks.

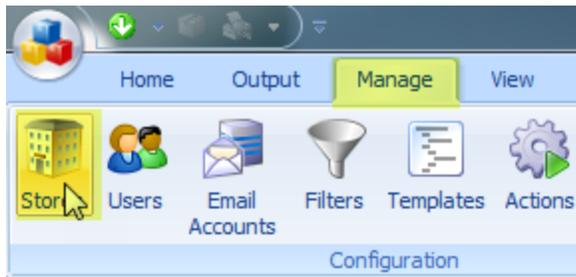
First Things First

Before connecting Walmart to ShipWorks, there are a few things you will need:

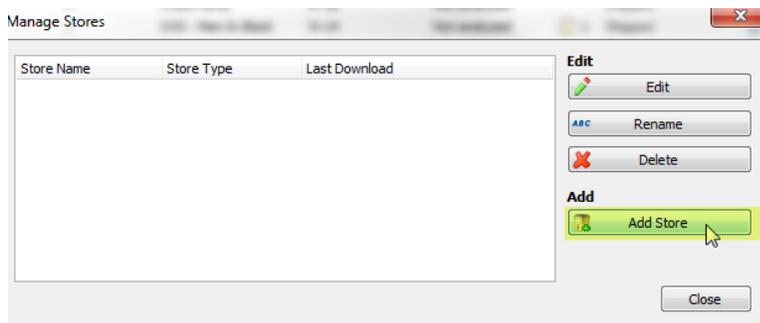
1. Walmart connects to ShipWorks using your Walmart account credentials (Consumer ID: and Private Key:). Follow the steps [in this Walmart guide](#) to obtain your account credentials. You will need to enter these credentials during the Walmart setup.
2. You will need to have ShipWorks v5.11 or greater installed. You can check the version of ShipWorks you are running by clicking on the **Help** tab and then the **About ShipWorks** button. For assistance with upgrading, [click here](#).
3. You will need to be logged into ShipWorks as a user with administrator rights.

The Process

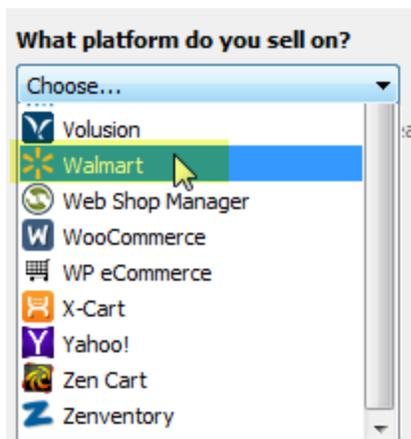
1. Click on the **Manage** tab and then on the **Stores** button.



2. Next, click on the **Add Store** button.



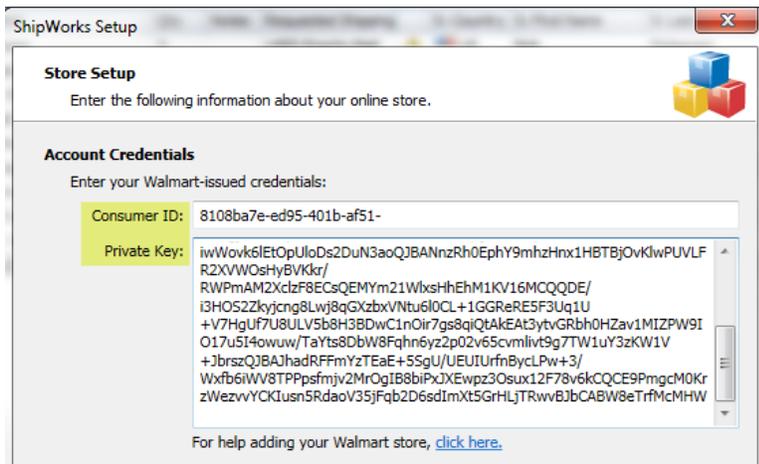
3. From the **What platform do you sell on?** menu, select **Walmart**. Then, click **Next**.





4. On the **Account Credentials** screen, enter your Walmart-issued **Consumer ID:** and **Private Key:**. Click **Next**.

Note: For assistance with obtaining your Walmart credentials, [please visit this page](#).



Great! You are connected. Now, you will need to fill out a few more screens.

5. On the **Store Information** screen, enter your **Store Name:** and **Address:**. 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:

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

Note: This information is optional.

ShipWorks Setup

Contact Information

Enter the contact information for your store.

Contact Information

Website:

Email:

Phone:

7. Under **When a shipment is processed:** we recommend leaving the default for **Upload the shipment tracking number**. Then, click **Next**.

 When a shipment is processed:

Update my online orders with the shipment details.

9. Click **Finish**. Then, click **Close**.

Your order will automatically begin to download.

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.

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