

User Guide

Adding Walmart to ShipWorks

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Contents

Adding WalMart to ShipWorks
Background3
First Things First
The Process
Still Need Help?
Download PDF Version of this Article7



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Table of Contents

Background First Things First The Process Still Need Help

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 <u>in this Walmart guide</u> to obtain your account credentials. You will need to enter these credentials during the Walmart setup.

 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, <u>click here</u>.

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, <u>please visit this page</u>.

Store Er	Setup Inter the following	information about your online store.
Acco	unt Credential	 5
Er	nter your Walma	rt-issued credentials:
	Consumer ID:	8108ba7e-ed95-401b-af51-
	Private Key:	iwWovk6lEtOpUloDs2DuN3aoQJBANnzRh0EphY9mhzHnx1HBTBjOvKlwPUVLF R2XVWOsHyBVKkr/ RWPmAM2XclzR8CSqEMYm21WixsHhEhM1KV16MCQQDE/ i3HO52Zkyjcng8Lwj8qGXzbxVNtu6l0CL+1GGReRE5F3Uq1U +V7HgUf7U8ULV5b8H3BDwC1n0ir7gs8qiQtAkEAt3ytvGRbh0HZav1M1ZPW9I 017v514owuw/TaYts8DbW8Fqhn6yz2p02v65cvmlivt9g7TW1uY3zKW1V +JbrszQJBAJhadRFrmYzTEaE+55gU/UEUIUfnBycLPw+3/ wxh66iWY8TPPpsfmjv2Mr0gJB8bir9X12K9wz03ox12F78v6kQCCE9PmgcM0Kr zWezvvYCKIusn5RdaoV35jFqb2D6sdImXt5GrHLjTRwvBJbCABW8eTrfMcMHW For help adding your Walmart store, <u>click here.</u>
N	ext >	Cancel

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**.



Sh	ShipWorks Setup			
	Store Inforn Enter the r	nation name and physical address of your online store.		
	Name			
	Store name:	My Walmart Store		
	\rightarrow	(This is just how your store will display in ShipWorks)		
	Address			
	Company:	Widget Me This		
	Street:	123 Some Street		
	City:	St. Louis		
	State \Prov:	Missouri		
	Postal Code:	63123		
	Country:	United States 🔹		

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

Note: This information is optional.

ShipWorks Setup					
Co	ontact Infor	mation			
	Enter the co	ontact information for your store.			
C	ontact Info	rmation			
	Website:	www.widgetmethis.com			
	Email:	[
	Phone:				

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



9	When a shipment is processed:
	$\boxed{\ensuremath{\mathbb V}}$ 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 <u>reach out to one of our awesome Customer Care representatives in St.</u> Louis. We are happy to assist you.

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Click the image to down-load.

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