Reference Guide

Adding a Sears Marketplace Store

Adding a Sears Marketplace Store (with ShipWorks version 5.0 or greater)

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Background

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

This article will guide you through the steps to connect your Sears marketplace to ShipWorks.

First Things First

Due to recent changes in 2016 with the Sears Marketplace API technology, ShipWorks Customers must follow this new process to successfully add or update their Sears store in ShipWorks. In addition, there are a few things you will want to have available before proceeding.

1. You will need to have your Sears marketplace administrator username and password.

2. You will need to have ShipWorks installed and to be logged into ShipWorks as a user with administrator rights.

3. Be sure to have ShipWorks v5.0 or greater installed. You can check your version of ShipWorks by clicking on the **Help** tab and then on the **About ShipWorks** button within ShipWorks. If you need to upgrade your ShipWorks software, follow the steps in this article.

The Process

Obtaining the Needed Information from Your Sears Marketplace

Before you set up your Sears marketplace in ShipWorks you will need to obtain connection information from within your Sears administration webpage.

1. Log into your Sears Administration / Seller Dashboard page. Click the **Account Name** dropdown at the top right of the page.

2. Locate and write down your **Seller ID**.

3. Click the **Account Info** link on the same menu. Scroll to the bottom of the page and find the **API Authorization Key** section. Then, click the **Generate New Key** button.
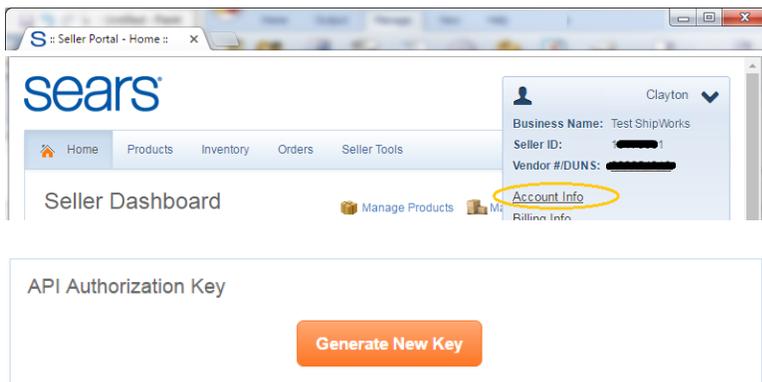
4. Highlight and **Copy the API Authorization Key** to your computer clipboard (CTRL+C). (Please note that after you navigate away from this specific Sears webpage the API Authorization Key will no longer be visible and you'll need to generate a new key if you do not have the original.)
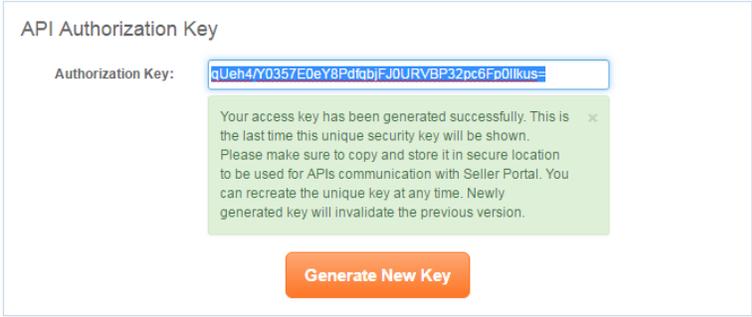
Adding Sears to ShipWorks

1. Log into **ShipWorks**, then click **Manage**, click **Stores**, and then click the **Add Store** button.
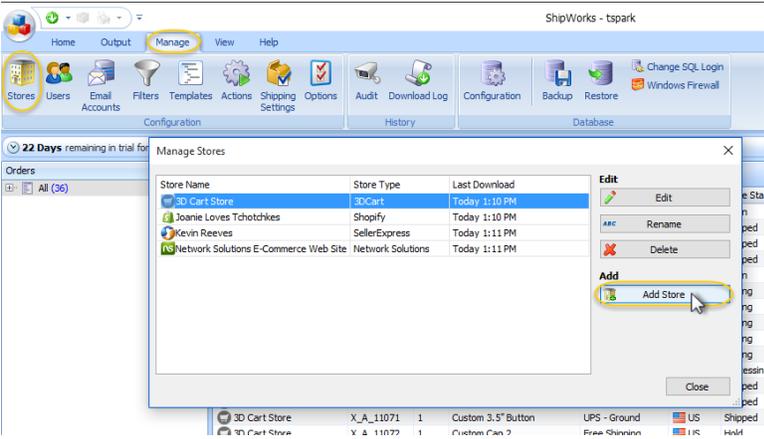
2. From the **What platform do you sell on?** drop-down menu, select **Sears**. Then, click **Next**.
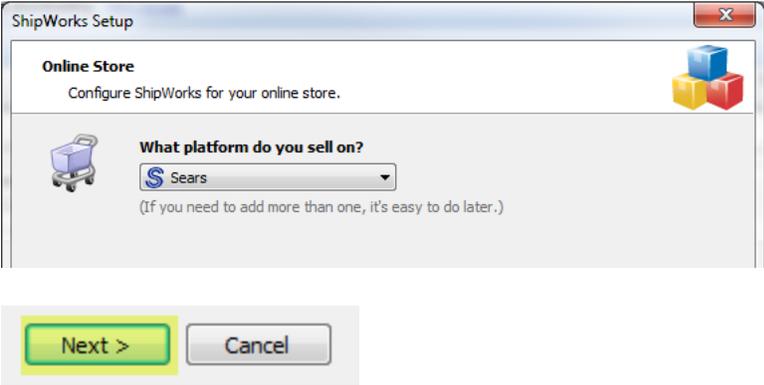
3. Enter the **Email:** address for the account, **Seller ID:** (located from step 2 above) and **Secret Key**, also referred to as the **API Authorization Key**, (located from step 4 above). Then, click **Next**.

4. On the **Store Information** screen, enter your **Store Name:** and **Address:**. Then, click **Next**.

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

Note: This information is optional.

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

7. Select the online status from the available drop-down menu that you would like ShipWorks to update the order to after a shipment is processed. Then, click **Next**.

8. Click **Finish.**
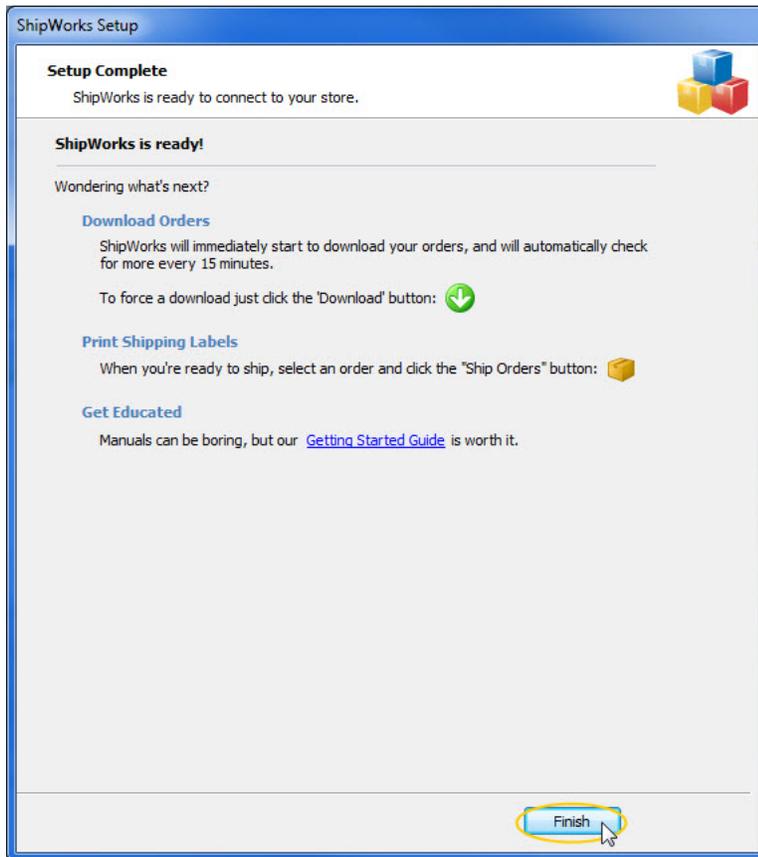
Your Sears marketplace orders will begin to download automatically.

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.