

Reference Guide

Adding a Sears Marketplace Store



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

Still Need Help

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.

S :: Seller Porta	al - Home ::	×		at here					3
sea	rs [.]					Business Name:	Clayton Test ShipWorks	~	^
🔭 Home	Products	Inventory	Orders	Seller Tools		Seller ID: Vendor #/DUNS:			
Seller I	Dashbo	ard		🎁 Manage Prod	ucts 📠 Ma	Account Info Billing Info	>		
API Autho	orization	Key							
			G	enerate New I	Key				

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.)



API Authorization Key			
Authorization Key:	aUeh4/Y0357E0eY8PdfabjFJ0URVBP32pc6Fp0llkus=		
	Your access key has been generated successfully. This is the last time this unique security key will be shown. Please make sure to copy and store it in secure location to be used for APIs communication with Seller Portal. You can recreate the unique key at any time. Newly generated key will invalidate the previous version.		
	Generate New Key		

Adding Sears to ShipWorks

1. Log into ShipWorks, then click Manage, click Stores, and then click the Add Store button.

ShyWorks - tspak Home Output Parago Ver Heb Wer Heb Wer Stree Ver Heb Wer Stree Ver Heb Wer Stree Ver Heb Windows Frewal Setings Options Aud to Download Log Configuration Badup Restore Windows Frewal Setings Stree Name Store Type Last Download Stree Stree Store Name Store Type Last Download Store Name Store Type Last Download Store Name Store Type Last Download Store Name Store Store Store Name Store Store Store Store Store Store Store Store St						
Home Output Manage View Help Etores User Email Image Im	🔏 🔮 • 🖉 🍇 •) =			ShipW	orks - tspark	
Store User Store	Home Output	Manage View Help				
Configuration History Database 22 Days remaining in trial for Orders Manage Stores X Image Store Name Store Type Last Download Image Store Store Store Type Last Download Image Store Store Store Totobics Store Totobics Image Store Store Store Totobics Store Totobics Image Store Store Scient Today 1:10 PM Image Store Image Store Store Scient Today 1:10 PM Image Store Image Store Store Scient Today 1:10 PM Image Store Image Store Store Scient Today 1:10 PM Image Store Image Store Store Scient Today 1:10 PM Image Store Image Store Store Scient Today 1:11 PM Image Store Image Store X A 11071 1 Custom 3:5 Button UPS - Ground Image Store X A 11072 1 Custom 3:5 Button UPS - Ground	Stores Users Emai Accounts	rs Templates Actions Shipping Options Settings	Audit Download Log	Configuration Backup	Change SQL Login Restore	
22 Days remaining in bial for Manage Stores X Orders Store Name Store Type Last Download Edit B All (36) Store Type Last Download Edit e Star B Contract Today 1:10 PM Manage Store e Star Contract Solutions E-Commerce Web Ste Today 1:10 PM Manage Store Add Manage Store Add Store Manage Store Close Store Store X A_11071 1 Custom 3.5*Button UPS - Ground UPS - Ground US	C	onfiguration	History		Jatabase	
Orders Store Name Store Type Last Download Edit e Store Image: Store Name Store Type Last Download Image: Store Name Edit me Image: Store Name Store Thottrikes Shopfy Today 1:10 PM Me Rename ped Image: Store Name Selef-Spress Today 1:10 PM Me Rename ped Image: Store Name Selef-Spress Today 1:11 PM Me Rename ped Image: Store Name Store Name Store Name Today 1:11 PM Me Rename ped Image: Store Name Store Name Store Name Store Name Store Name Name Image: Store Name X A_ 11071 Locistom 3.5 Buttion UPS - Ground US Shoped	22 Days remaining in trial for	Manage Stores				×
Image: Construction of the second	Orders				r da	
Cose Source Source Source Source Today 1:10 PM Code Source Code Source Code		Store Name	Store Type	Last Download	Edit	a Cha
Joanie Loves Tołotzkies Shopfy Today 1:10 PM Kevin Reves Seletrzypes Today 1:11 PM Delete ped Add Add Store Do an in the twork Solutions Cose ped Solution Second Solutions Cose ped Solution Second Solution Soluti		3D Cart Store	3DCart	Today 1:10 PM	Edit	e sta
Close Close Close Close Close Close Clo		🗿 Joanie Loves Tchotchkes	Shopify	Today 1:10 PM	ARC Rename	1
Close Star Store X,A_11071 Custom 3.5*Button UP5 - Ground US 5*Button UP5 - Ground US 5*Button UP5 - Ground US 5*Bupped Lise bidd		Kevin Reeves	SellerExpress	Today 1:11 PM		ped
Add Add Store No No No No No No No No No No		Network Solutions E-Commerce Web Site	Network Solutions	Today 1:11 PM	💥 Delete	ped
Add Store P Rome						ped
Close ped 30 Cert Store X, A, 11071 1 Custom 3.5"Buttom UPS - Ground US Shipped 30 Cert Store X, A, 11072 1 Custom 3.5"Buttom UPS - Ground US Shipped					Add	<u> </u>
Close ped 					Add Store) ng
0 79 19 esin 00 10 00					13	ng
Close ped a ped						ng
30 Cart Store X.A. 11071 1 Custom 3.5"Button UPS - Ground US Shipped 30 Cart Store X.A. 11071 1 Custom 3.5"Button UPS - Ground US Shipped 3.5 Cart Store X.A. 11072 1 Custom 3.5"Button UPS - Ground US Shipped						ng
Close ped ped 30 Cart Store X_A_11071 1 Custom 3.5" Button UPS - Ground US Shipped 3.5 Cart Store X_A_11072 1 Custom 3.5" Button UPS - Ground US Shipped						ig
Cose So Cart Store X_A_11071 Custom 3.5"Button UPS - Ground UPS - Ground UPS - Shoped Shoped So Cart Store X_A_11072 Custom 2.5 Shoped So Cart Store X_A_11072 So Cart Store X_A_11072 So Cart Store X_A_11072 So Cart Store Shoped S						essin
30 Cart Store X_A_11071 1 Custom 3.5"Button UPS - Ground UPS - Hold					Close	ped
30 Cart Store X A 1107 1 Custom Car 2 Frae Shoring IS Hold		Cart Store	X A 11071 1	Custom 2 E [*] Putton	UDE Cround	Chingod
		a 3D Cart Store	X A 11072 1	Custom Can 2	Free Shinning	Hold

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**.

ShipWorks Setup	X
Store Setup Enter the fol	lowing information about your online store.
Please enter the e	mail, seller ID, and secret key associated with your Sears store:
Email:	email@example.com
Seller ID:	10000001
Secret Key:	ł/Y0357E0eY8PdfqbjFJ0URVBP32pc6Fp0lIkus=
	For help getting this information, <u>dick here.</u>
Next >	Cancel

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

Store Inform Enter the r	nation name and physical address of your online store.
Name	
Store name:	My Sears Marketplace Store
	(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 👻

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



Note: This information is optional.

ShipW	orks Setup	ter-list ter-list	
Co	Enter the c	rmation ontact information for your store.	
C	ontact Info	rmation	
	Website:	www.widgetmethis.com	
	Email:		
	Phone:		
	Next >	Cancel	

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.

Store Setup

Configure how ShipWorks will work with your store.	
ShipWorks will download orders starting from: Your first order (Edit)	
ShipWorks will download orders starting from: Order # 0 Download all of my orders.	

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**.

9	When a shipment is processed:
	☑ Upload the shipment tracking number
	✓ Set the online order status to: Please select an order status.
	Next > Cancel



8. Click Finish.



Your Sears marketplace orders will begin to download automatically.

Still Need Help?

Please feel free to <u>reach out to one of our awesome Customer Care representatives in St. Louis</u>. We are happy to assist you.

