

# Link up Royal Mail account in SoldEazy

??ID??: 974 | ??: ??? | ?????: Wed, Nov 8, 2023 11:06 AM

Link up Royal Mail account in SoldEazy

1. [Generate a Click & Drop API authorisation key](#)
2. [Use API authorization key in SoldEazy](#)

1. Generate a Click & Drop API authorization key  
Go to Royal Mail's "Click & Drop" platform and log in:

<https://business.parcel.royalmail.com/>

Go to Settings

The screenshot shows the Royal Mail Click & Drop dashboard. At the top, there is a navigation bar with 'Click & Drop' logo, 'Dashboard', 'Orders', 'Products', and 'Reports'. A search bar is on the right. Below the navigation bar, the user is welcomed to 'Click & Drop'. A red box highlights the settings gear icon in the top right corner, with a red arrow pointing to it. Below the welcome message, there are four numbered steps for getting started: 1. Set your shipping label format, 2. Check your return address, 3. Generate and print a shipping label, and 4. Integrate your online stores (Optional). At the bottom, there are four summary cards: 'New orders' (9), 'Orders ready for printing' (0), 'Orders ready for despatch' (0), and 'Orders despatched today' (0).


Go to "Integrations"


Click & Drop™ Dashboard Orders Products Reports


Print Assist Messages Help Settings My account Log out


Search for orders, pages, actions and help...


### Settings / Overview


**Integrations**  
Connect and manage your online stores to allow Click & Drop to automatically import your orders for you  
 [Go](#)


**Company address**  
Set up and manage your trading and return addresses  
 [Go](#)


**User management**  
Set up and manage users on your Click & Drop account  
 [Go](#)

**Trading names**  
Set up and manage trading names if you trade online using different business identities or brands  
 [Go](#)

**Shipping services**  
See details of your shipping services and configure your favourites  
 [Go](#)

**Label format**  
Choose the label and despatch note format you'd like to use for your shipping labels  
 [Go](#)

**Shipping rules**  
Set up and manage shipping rules to automatically apply postage to your orders  
 [Go](#)

**My data**  
Submit requests to erase customer data from your Click & Drop orders, or entirely delete your Click & Drop account  
 [Go](#)

**Default customs information**  
Choose default categories, a signature image, and default package contents for your customs declaration documents

**Miscellaneous**  
Set up and manage miscellaneous settings related to your Click & Drop account

Click "add a new integration"

Click & Drop™ Dashboard Orders Products Reports



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Search for orders, pages, actions and help...

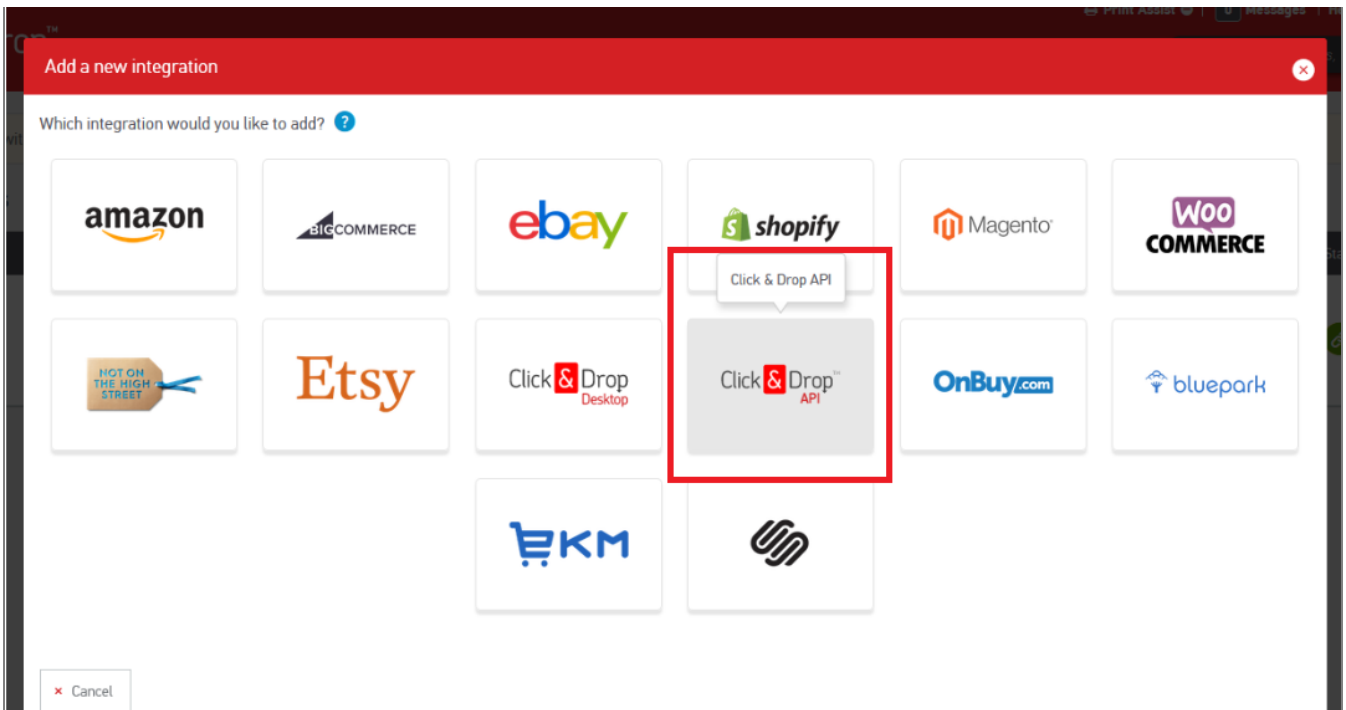
Integrate your online stores with Click & Drop by using the 'Add a new integration' button.

### Settings / Integrations

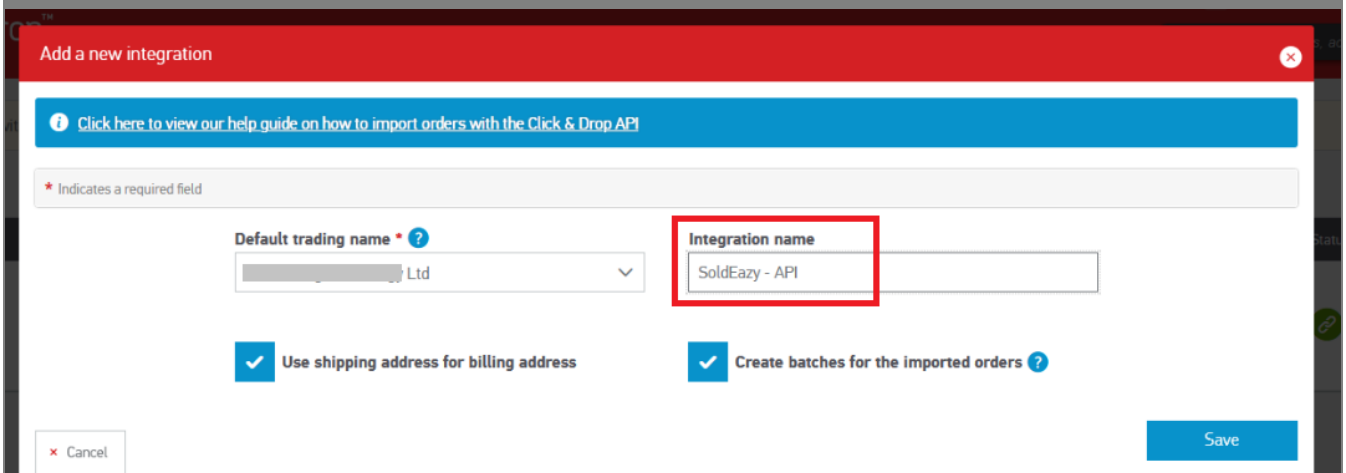
[Add a new integration](#)

Channel	Integration name	Trading name	Country	Username	Connection expires	Status
	Manual Order Entry	_____ Ltd				

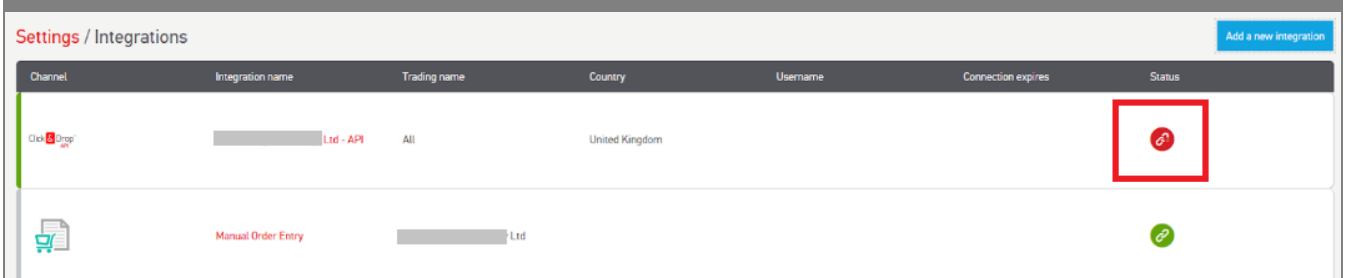
Choose "Click & Drop API"



Set up integration name and save



Go back to integration settings and click status icon on your new integration.(Red means inactive)



Update and connect your integration

Settings / Integrations Add a new integration

Click & Drop Ltd - API All United Kingdom ✕

[Click here to view our help guide on how to import orders with the Click & Drop API](#)

\* Indicates a required field

Default trading name \* ? Integration name

Ltd v SoldEazy - API

Use shipping address for billing address  Create batches for the imported orders ?

Pass this auth key in the header of every API call made to Click & Drop. API requests made without authorisation will fail. For further details, visit [How to import orders with the Click & Drop API](#).

Click & Drop API authorisation key: 046420-100-100-000-010100-57 e ✕

Cancel Update and connect Delete Update

Now your integration is active and can be used in SoldEazy.

Royal Mail Click & Drop™ Dashboard Orders Products Reports Print Assist Messages Help Settings My account Log out

Search for orders, pages, actions and help...

Settings / Integrations Add a new integration

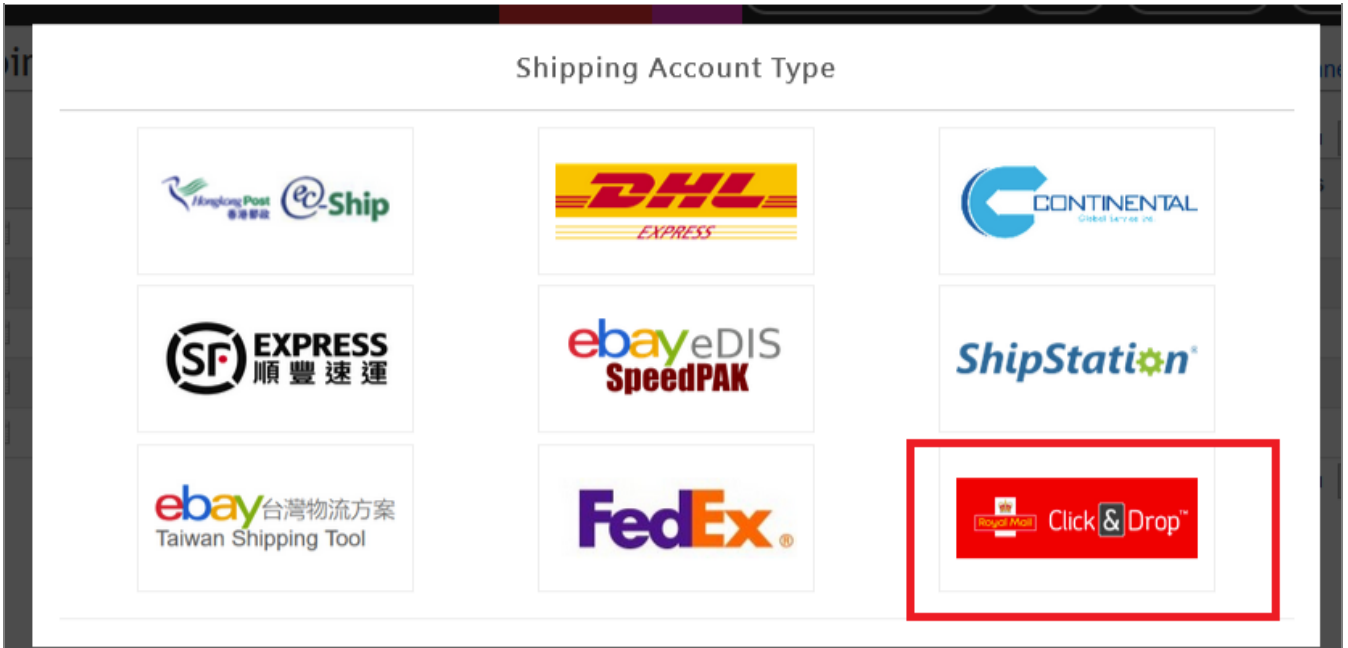
Channel	Integration name	Trading name	Country	Username	Connection expires	Status
	<span style="border: 1px solid #ccc; padding: 2px;">Ltd - API</span>	All	United Kingdom			<span style="color: green;">✔</span>
	Manual Order Entry	<span style="border: 1px solid #ccc; padding: 2px;">Ltd</span>				<span style="color: green;">✔</span>

## 2. Use API authorization key in SoldEazy

Go to Channels > Shipping Channel

- CHANNELS
- Sales Channel
  - Payment Channel
  - Shipping Channel

Click < Add a Shipping Channel >, choose Royal Mail "Click & Drop"



Input your Click & Drop account email and the API authorization key from your integration settings, save and done.

### Shipping Channel Add a Shipping Channel + | Help

Save Back

Field Name	Field Value
Shipping Channel Type	Click & Drop
Email	<input type="text"/>
Click & Drop API authorisation key	<input type="text"/>

Save Back

### Settings / Integrations Add a new integration

Click & Drop  Ltd - API All United Kingdom

[Click here to view our help guide on how to import orders with the Click & Drop API](#)

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**Default trading name** ?

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🔗URL: <https://www.soldeazy.com/support/article.php?id=974>