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

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

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Revel Mon Click & Drop Dashboard Ord	lers 🗡 Products 🌱 Reports 🌱		Search for orders, pages, actions and help		
left welcome to Click & Drop™			iii 💀 🛓 🛋 💠		
O Let's get started OB Advanced introduction			小		
I New to Click & Drop? Get started in no time by	following these steps:				
	2		4		
Set your shipping label format	Check your return address	Generate and print a shipping label	Integrate your online stores (Optional)		
Help Go 🥥	Heip Go 🥥	Help Go 🧿	Help Go 🥥		
			Getting started O		
9 New orders	Orders ready for printing	Orders ready for despatch	O Orders despatched today		
Go to "Integrations"					

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Regented Click Urop Dashboard Orde	ers 🌱 Products 🐃 Reports 🐃		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 F	Company address Set up and manage your trading and return addresses	User management Set up and manage users on your Click & Drop account	Trading names Set up and manage trading names if you trade online using different business identities or brands				
Shipping services See details of your shipping services and configure your favourites	Label format Choose the label and despatch note format you'd like to use for your shipping labels	Shipping rules Set up and manage shipping rules to automatically apply postage to your orders	My data Submit requests to erase customer data from your Click & Drop orders, or entirely delete your Click & Drop account				
G ₀ →	Go 😔	G ₀	60 €				
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 integratio	n"						
Biget Moil Click Drop Dashboard Orde	rs 🗸 Products 🗸 Reports 🗸	e Print.	Assist © © Messages Help Settings Hy account Log out Search for orders, pages, actions and help Q				
$\ensuremath{\mathbb{Q}}$ 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		0				

Choose "Click & Drop API"

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Add a new integration					8
Which integration would you li	ike to add?				
amazon	<u>_∃IC</u> COMMERCE	ebay	S shopify Click & Drop API	Magento ⁻	COMMERCE
	Etsy	Click & Drop Desktop	Click & Drop"	OnBuy.com	🕆 bluepark
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× Cancel					

Set up integration name and save

Add a new integratio	n		8
Click here to view	our help guide on how to import orders with the Click & Drop API		
* Indicates a required field			
	Default trading name * 😮	SoldEazy - API	
	✓ Use shipping address for billing address	Create batches for the imported orders (?)	
× Cancel			Save

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

	Settings / Integrations							Add a new integration
	Channel	Integration name	Trading name	Country	Username	Connection expires	Status	
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Settings / Integrations				Add a new integ	ration
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Click here to view our help guide on how to import Indicates a remained field	orders with the Click & Drop API				
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	✓ Use shipping address for billing address	55	Create batches for the imported orders ?		
	Pass this auth key in the header of every API call For further details, visit How to import orders w Click & Drop API authorisation key. 0{04400-ed	Il made to Click & with the Click & Dro	Drop. API requests made without authorisation will fail. op API anautroniste 🔹	<u> </u>	
× Cancel				Update and connect Delete Update	

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

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Settings / Integrations						Add a new integration
Channel	Integration name	Trading name	Country	Username	Connection expires	Status
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2. Use API authorization key in SoldEazy

Go to Channels > Shipping Channel

CHANNELS
Sales Channel
Payment Channel
Shipping 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			
Click & Drop API authorisation key			
			Save Back
Settings / Integrations			Add a new integration
Cick here to view our help guide on how to import on	- API ALI United Kingdom		6
* Indicates a required field			
	Default trading name * 😧	Integration name SoldEazy - API	
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× Cancel			

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