



#### **Connect to The Market**

This guide will walk you through the steps needed to connect your The Market account to Logicbroker.

See the link below for general information, how it works, requirements, troubleshooting, connector updates and more.

**The Market** 

#### 1. Create a The Market seller account

Register to become a seller on The Market.

**Sell on The Market** 

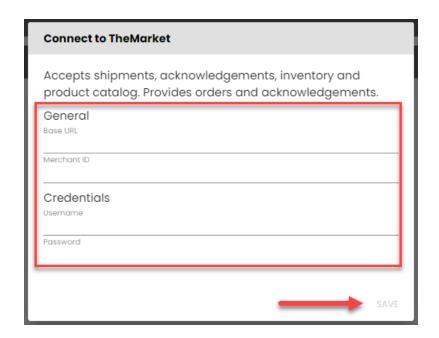
# 2. Log into The Market through the portal

In this step you will make the connection between The Market and Logicbroker using your marketplace credentials to log in through our portal. It is recommended to begin this process in the Logicbroker stage portal first to verify your data is processing properly.





- 1. In the Logicbroker portal, navigate to **Settings** > **Connections**
- 2. Click on Connect to a New System and search for The Market
- Under General > Base URL, select the URL you wish to connect to \*select the staging one if you are testing and the other if you are working in production
- 4. Enter in your **Merchant ID** and the **credentials** you use to log into you're
  The Merchant account
- 5. **Save**



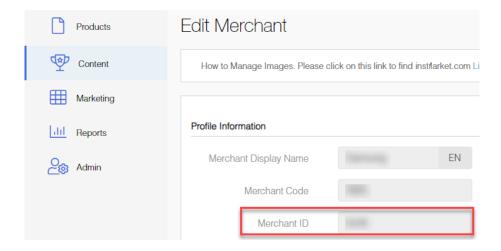






#### **Merchant ID**

Your Merchant ID is located in you're The Market account by going to Content > My Merchant Profile.



## Set up complete



Congrats! You have successfully connected your Logicbroker account to The Market. Read on to see your connection in action.





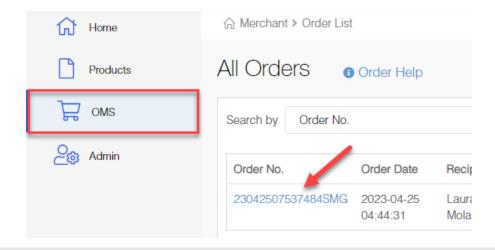
#### See it in action

Once you have completed the steps above, you are able to start processing The Market orders. See the steps below to see your connection in action and confirm the process works between Logicbroker and The Market. For more details on each transaction or document review the following link:

**The Market** 

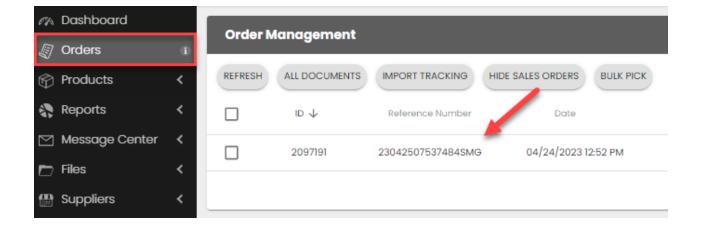
#### **Orders**

- In The Market's portal, navigate to OMS > Orders > note the Order No. of the order you want to see in Logicbroker
- In the Logicbroker portal, navigate to Orders > locate the order with the same Reference Number \*Orders are sent from The Market to Logicbroker within 15 minutes



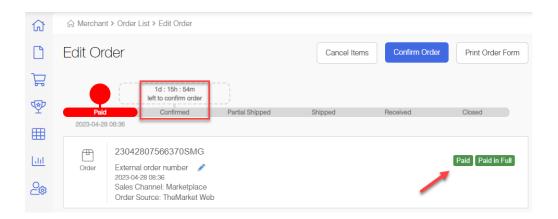






### **Acceptances**

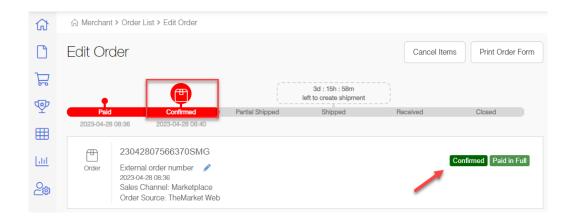
- In The Market's portal, navigate to OMS > Orders > click on the order you are working with
- 2. You will see it has not yet been **Confirmed** and the order is in a **Paid** status







- 3. In the Logicbroker portal, navigate to **Orders** > locate the order you are using the **Order No.** (**Reference Number** in Logicbroker)
- 4. Click on Actions > Accept/Reject (you can also do this in bulk for multiple orders)
- 5. Fill out the Acknowledgment document accepting the order
- 6. Submit
- 7. Once the acknowledgement moves to **Complete**, go to The Market's portal > **OMS** > **Orders** > locate the order
- 8. Click into the order and you will see it will be marked as **Confirmed** and the status will change from **Paid** to **Confirmed**



## **Shipments**

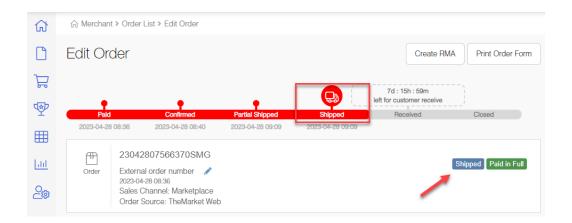
- In The Market's portal, navigate to OMS > Orders > click on the order you are working with
- 2. You will see it has not yet been **Shipped** and the order is in a **Confirmed** status







- 3. In the Logicbroker portal, navigate to **Orders** > locate the order you are using the **Order No.** (**Reference Number** in Logicbroker)
- 4. Click on **Actions** > **Ship** (you can also do this in bulk for multiple orders)
- 5. Fill out the **Shipment** document **shipping** the order
- 6. Submit
- 7. Once the shipment moves to Complete, go to The Market's portal > OMS> Orders > locate the order
- Click into the order and you will see it will be marked as Shipped or Partial Shipped and the status will change from Confirmed to Shipped or Partial Shipped

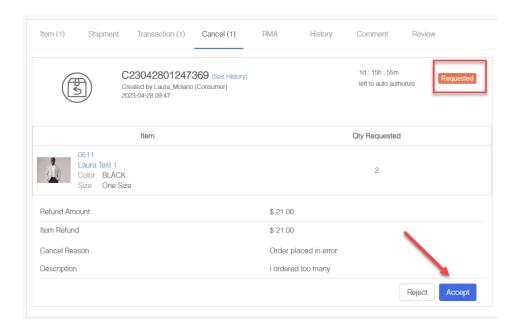






## **Customer/Retailer Cancellations**

- In The Market's portal, navigate to OMS > Orders > click on the order you are working with
- 2. You will see all cancellations from the order in the Cancel (1) section
- 3. To accept from The Market's portal, click on Accept



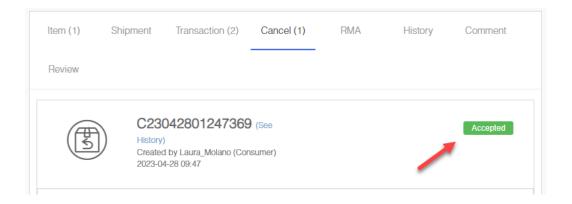
- 4. To accept from Logicbroker's portal, look for the order you are working with > View > scroll down to Related Documents > click on View on the acknowledgement \*Cancellations are sent to Logicbroker once an hour at 40 minutes past the hour
- 5. In the top right, click on Accept







6. In The Market's portal, you will see the cancellation status will change from **Requested** to **Accepted** 





#### Orders status in Logicbroker

The order status in Logicbroker will change from Ready to

Acknowledge/Ready Ship to Cancelled automatically once we pull in the cancellation request. You must still accept the cancellation request acknowledgment in the portal for the order to be updated in The Market's portal from cancellation Requested to Accepted.





#### **Need more information?**

Visit our <u>Knowledge Base</u> or log into <u>Learn Logicbroker</u> for more details on how to optimize your Logicbroker experience.

## **Helpful Links**

**The Market** 

**The Market Support** 



**Support** 

Reach out to <a href="mailto:support@logicbroker.com">support@logicbroker.com</a>