



## 1SHOPPINGCART.COM ADVANCED ORDER SUBMISSION

If you prefer to only send us copies of the order confirmation emails for the products we ship, below are the steps to send a copy for a specific product:

1. You must have your product associated with an Auto-responder. In 1SC, the path is: Optional Values >> Upsell >> Autoresponder
2. Create a message in the Auto-responder to send an email to Vervante. The configuration is:
  - a. Days Delay = 0
  - b. Alternate Destination = [orders@vervante.com](mailto:orders@vervante.com)
  - c. Subject Line = Vervante Part Number & Product Name

Sample:

Alternate Destination: [[orders@vervante.com](mailto:orders@vervante.com)]

Subject: NEW ORDER SKU#[[Vervante Part Number](#)] for fulfillment ((**PRODUCT NAME HERE**))

Message Body:

Purchase Details:

Product: [**YOUR PRODUCT NAME GOES HERE**]  
SKU #: [[Vervante Part Number](#)]

Purchaser:

\$\$\$name\$\$\$  
\$\$\$company\$\$\$  
\$\$\$address1\$\$\$  
\$\$\$address2\$\$\$  
\$\$\$city\$\$\$ , \$\$\$state\$\$\$ \$\$\$zip\$\$\$  
\$\$\$country\$\$\$  
\$\$\$phone\$\$\$  
\$\$\$email\$\$\$

Purchased From:

\$\$\$merchantname\$\$\$  
\$\$\$merchantcompany\$\$\$  
\$\$\$merchanturl\$\$\$  
\$\$\$merchantemail\$\$\$  
\$\$\$merchantworkphone\$\$\$