

# TEXT ONLY EMAIL FORMAT FOR AUTOMATIC ORDER PROCESSING

This document outlines how an email should be formatted for automatic submittal to Vervante's order system.

This is basic information that **MUST BE CORRECT** for automatic order processing into the system. Without this basic information the email will be rejected. This email must be **TEXT ONLY**, no HTML.

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**SEND To:** [orders@orders.vervante.com](mailto:orders@orders.vervante.com)

**SUBJECT:** (MUST include one of these in the subject line)

new order  
new order for  
new order from  
new order has arrived  
new order was placed

**Body of email** **MUST** contain at least one of the following:

ORDER INFORMATION  
SHIPPING TO  
Bill To Name  
Shipping address  
CLICKBANK  
DELIVERED BY INFUSION SOFTWARE  
DELIVERED BY INFUSIONSOFT  
<IC\_BLOCK>  
order status.\*accepted

**Example email TEXT ONLY format:**

**Vervante Part Number:** (V408XXXXXXXX) x 1

(part number assigned by Vervante followed by UPPER CASE X followed by quantity)

fname: John

lname: Smith

address1: 123 Main Street

address2:

city: Los Angeles

state: CA (prefer 2 letter code)

zip: 12345 (or postal code)

country: US (prefer 2 letter code)

email: [jsmith@gmail.com](mailto:jsmith@gmail.com)

*shipmode:* (if you want to force a specific ship mode, use the codes on the following page, otherwise the order will ship per the default shipping method in your account)

If you want to force a specific ship mode, the body of the email should look like this:

fname: John

lname: Smith

address1: 123 Main Street

address2:

city: Los Angeles

state: CA (prefer 2 letter code)

zip: 12345 (or postal code)

country: US (prefer 2 letter code)

email: [jsmith@gmail.com](mailto:jsmith@gmail.com)

shipmode: priority (codes for shipmode on the following page)

## SHIPMODE

## SHIPPING METHOD

## DOMESTIC UPS

upsg	UPS Ground
ups3	UPS 3 Day Select
upsb	UPS 2nd Day Air
upsr	UPS Next Day Air
upsrs	UPS Next Day Air Saver

## DOMESTIC USPS

sc_pm	USPS Priority Mail Signature Confirmation
priority	USPS Priority Mail
dc_mmb	USPS Media Mail Delivery Confirmation
dc_first_class	USPS First Class Package Delivery Confirmation
mmb	USPS Media Mail
sc_first_class	USPS First Class Package Signature Confirmation
first_class_package	USPS First Class Mail Package

## INTERNATIONAL UPS

XPR	UPS Worldwide Express
XPD	UPS Worldwide Expedited

## INTERNATIONAL USPS

fcmi_lg_env	USPS First Class Mail International Large Envelope
letter_post	USPS First Class Mail International Pkg
air_pp	USPS Priority Mail International
emi_usps	USPS Priority Mail Express International