

# Shopify instructions

How to set up your Shopify Store to use a fulfillment service like Vervante.

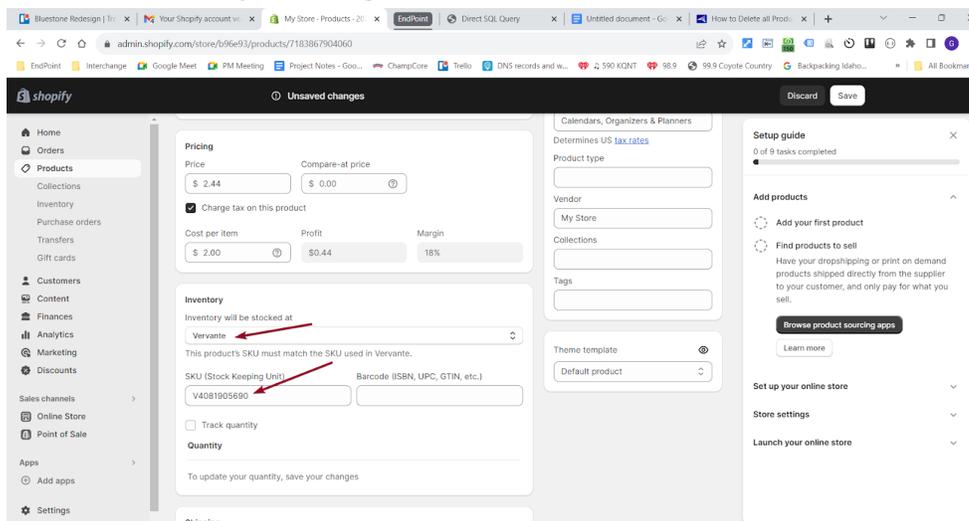
## First, add a Fulfillment Service (Vervante)

1. From your Shopify admin, go to Settings > [Shipping and delivery](#).
2. In the Custom order fulfillment section, click “Add fulfillment service”.
3. In the form, enter:
  - the title of your custom fulfillment provider: “**Vervante**”
  - the email address of your custom fulfillment provider: “[orders@orders.vervante.com](mailto:orders@orders.vervante.com)”
  - Now, when you [mark an item or complete order as fulfilled](#) in your Shopify admin, the fulfillment service is sent an *\*email* with all the order information so that they can fulfill it for you.
4. Click Save.

*\*email* - see how to modify the fulfillment email template so that Vervante’s order fulfillment service will be able to read it below.

## Next, set your products to be fulfilled by your new custom fulfillment service

1. From your store's [Products page](#), select the product to be fulfilled by the custom service.
2. In the Inventory section, select the fulfillment service that you want to use from the “Inventory will be stocked at” drop-down menu. You will select “Vervante” here. If you do not see “Vervante” as a choice, please go back to the previous step and check your work. Make sure there is a valid Vervante sku in the sku field. If not, check your products file.
3. Click Save to save your changes.



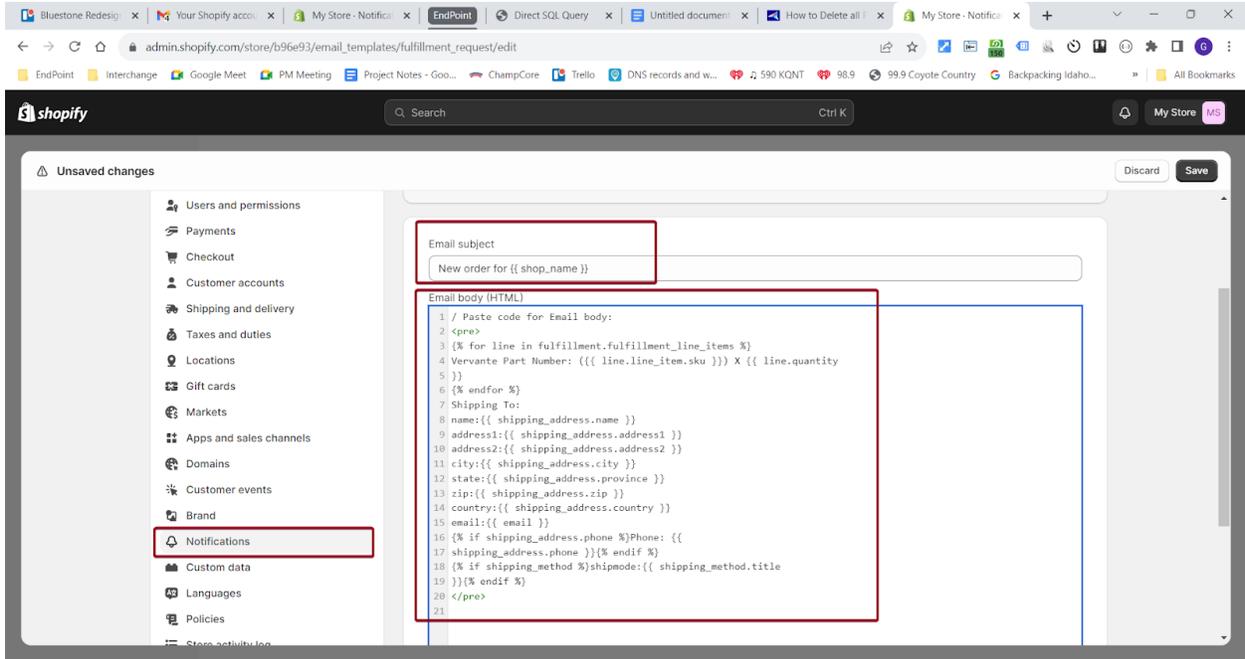
Now modify the fulfillment email template for Vervante:

1. Go to Settings > Notifications
2. Then select Shipping > Fulfillment request
3. Copy / Paste the following code for the email subject:

New order for {{ shop\_name }}

4. Copy / Paste the following code for email body:

```
<pre>
{% for line in fulfillment.fulfillment_line_items %}
Vervante Part Number: ({{ line.line_item.sku }}) X {{ line.quantity}}
{% endfor %}
Shipping To:
name:{{ shipping_address.name }}
address1:{{ shipping_address.address1 }}
address2:{{ shipping_address.address2 }}
city:{{ shipping_address.city }}
state:{{ shipping_address.province }}
zip:{{ shipping_address.zip }}
country:{{ shipping_address.country }}
email:{{ email }}
{% if shipping_address.phone %}Phone: {{
shipping_address.phone }}{% endif %}
{% if shipping_method %}shipmode:{{ shipping_method.title
}}{% endif %}
</pre>
```



## Send a fulfillment request to your custom fulfillment service (Vervante)

### Manual

When you're ready for your customer fulfillment service to ship an order, [mark the order as fulfilled](#) from your Shopify admin, and that will trigger the fulfillment email to be sent to Vervante.

### Automatic

If you want to automate this process, you can do so by reading here:

<https://help.shopify.com/en/manual/checkout-settings/order-processing#configureyour-order-fulfillment-settings>

Or start at Settings > Checkout in your admin for more information.

Disclaimer: These instructions are on an "as is" basis with no guarantees of completeness, accuracy, usefulness or timeliness. They are assembled using information posted on the Shopify.com website, but have not been verified. Please contact Shopify for current information and / or assistance.