



TEXT ONLY EMAIL FORMAT FOR AUTOMATIC ORDER PROCESSING FROM ANY SHOPPING CART

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

This is basic information that HAS TO BE CORRECT for automatic order processing into the system. Without this basic information the email will be rejected:

Emails should be addressed to:

To: orders@vervante.com

The subject of the email must contain either "new order was placed" (ie 1ShoppingCart.com) or "merchant email rec" (ie authnet format).

Example:

Subject: New order was placed by Some Company

or

Subject: Merchant Email Receipt

Somewhere the body must contain either "order status ? accepted" where the question mark is some character such as ":" (ie 1SC) or "order information" (as in authnet stuff). This is best if it is on its own line.

Example:

Order status: accepted

or

Order Information

A Vervante part number is assigned to each product. This should be in parenthesis followed by "X" and a number. The number following the "X" is the quantity.

For Example:

(V4081305483) X 1

valid sku, surrounded by parenthesis, followed by uppercase "X" followed by a digit(s) representing quantity "1"

.....EMAIL FORMAT 1.....

From: You@gmail.com
To: orders@vervante.com
Subject: A **New Order was placed** by some company

Order Information

(v4080000000) X 1

fname: John
lname: Smith
address1: 123 Fourth Street
address2:
city: Los Angeles
state: CA (prefer 2 letter code)
zip: 12345
country: US

b_fname:
b_lname:
b_address1:
b_address2:
b_city:
b_state:
b_zip:
b_country:
phone_day:
phone_night:

Customer billing information is not required

email:
fax:
company:
shipmode:

*Note - **shipmode is not required.** If you leave this blank, the order will be shipped the most cost effective method.

If you want to FORCE a shipping method and override the default to the least expensive ship mode, the shipmode **MUST** contain a Vervante recognized code.

The **domestic codes** we currently recognize are:

upsg	UPS Ground
ups3	UPS 3 Day Select
upsb	UPS 2 Day
upsrs	UPS Next Day Saver
upsr	UPS Next Day Air
priority	USPS Priority Mail
dc_pm	USPS Priority Mail Delivery Confirmation
sc_pm	USPS Priority Mail Signature Confirmation
expressmail	USPS Priority Mail Express
mubr	Media Mail Book Rate
dc_mubr	Media Mail USPS Delivery Confirmation
first_class	USPS First Class
dc_first_class	USPS First Class Package Delivery Confirmation
sc_first_class	USPS First Class Package Signature Confirmation
pm_frb_lg	USPS Priority Mail Flat Rate Box Lg
pm_frb_med	USPS Priority Mail Flat Rate Box Medium
pm_frb_sm	USPS Priority Mail Flat Rate Box Small
pm_fre	USPS Priority Mail Flat Rate Envelope

International methods:

XPR	UPS Worldwide Express
XPD	UPS Worldwide Expedited
letter_post	First Class Airmail International
air_pp	Priority Airmail International
emi_usps	USPS Priority Mail Express International
pmi_frb_lg	USPS Priority Mail International Flat Rate Box Lg
pmi_frb_med	USPS Priority Mail International Flat Rate Box Medium
pmi_frb_sm	USPS Priority Mail International Flat Rate Box Small
pmi_fre	USPS Priority Mail International Flat Rate Envelope

If you cannot or do not use this convention, then the next best setup would be to use the existing Authorize.net format, which lays out 2 separate areas in this manner:

==== CUSTOMER BILLING INFORMATION ====

Customer ID :

First Name : John

Last Name : Doe

Company :

Address : 4115 Pinapple Lane

City : Some City

State/Province : TX

Zip/Postal Code : 77459

Country : United States

Phone : 888-999-9999

Fax :

E-Mail : johnny@doe.com

==== CUSTOMER SHIPPING INFORMATION ====

First Name : John

Last Name : Doe

Company :

Address : 4115 Pinapple Lane

City : Some City

State/Province : TX

Zip/Postal Code : 77459

Country : United States

Note the leading lines:

==== CUSTOMER BILLING INFORMATION ====

==== CUSTOMER SHIPPING INFORMATION ====

.....EMAIL FORMAT 2.....

To: orders@vervante.com
Subject: **New order was placed** by Some Company
Body:

Order Information

(V4081305483) X 1

fname: John
lname: Smith
address1: 123 Fourth Street
address2:
city: Los Angeles
state: CA (prefer 2 letter code)
zip: 12345
country: USA

b_fname: Jane
b_lname: Smith
b_address1: PO Box 45
b_address2:
b_city: Seattle
b_state: WA
b_zip: 88338
b_country: USA
phone_day
phone_night
email
fax
company

Customer billing information is not required