

### Step 1: Sign up or log in to Zapier

1. Go to [zapier.com](https://zapier.com) and create an account or log in.
2. Once logged in, click on "**Create Zap**" in the upper-left corner.

### Step 2: Set Up Etsy Trigger

1. Search for **Etsy** in the app search bar.
2. Select **Etsy** as the trigger app.
3. Choose the trigger event as **New Order** (this triggers every time a new order is placed in the Etsy shop).
4. Connect your Etsy account to Zapier by clicking **Sign in to Etsy** and following the prompts to authorize Zapier.
5. Once connected, click **Test Trigger** to ensure Zapier is receiving order data from Etsy.

### Step 3: Add Action to Send Email

1. After setting up the trigger, click on "+" to add an action.
2. Search for **Email by Zapier** in the app search bar (Zapier's built-in email service for sending simple text emails).
3. Select **Email by Zapier** and choose **Send Outbound Email** as the action event.

### Step 4: Customize the Email

1. In the **To** field, enter `orders@orders.vervante.com`
2. **Subject:** Enter "New Order for: [Your Company Nam] to help identify the order quickly.
3. **Body: Must include "ORDER INFORMATION"** followed by the following order information

```
Vervante Part Number: (V408XXXXXXX) X 1
fname: {{first_name}}
lname: {{last_name}}
address1: {{street_address_1}}
address2: {{street_address_2}} (leave blank if none)
city: {{city}}
state: {{state_code}} (use 2-letter code)
zip: {{zip_code}}
country: {{country_code}} (use 2-letter code)
email: {{customer_email}}
```

4. Once the email is customized, click **Continue**.

## Step 5: Test & Activate

1. Click **Test & Review** to send a test email to verify the order data is pulling correctly.
2. If the test is successful, click **Turn on Zap** to activate the automation.

### Email Format for Multiple Line Item Orders:

```
css Copy code  
  
Vervante Part Number: (V408XXXXXX) X 1  
Vervante Part Number: (V408YYYYYY) X 2  
Vervante Part Number: (V408ZZZZZZ) X 3  
fname: {{first_name}}  
lname: {{last_name}}  
address1: {{street_address_1}}  
address2: {{street_address_2}} (leave blank if none)  
city: {{city}}  
state: {{state_code}} (use 2-letter code)  
zip: {{zip_code}}  
country: {{country_code}} (use 2-letter code)  
email: {{customer_email}}
```

### How to Handle Multiple Line Items in Zapier:

1. **Insert Repeating Items:** In Zapier, when setting up the **Email by Zapier** action, you can pull in multiple line items by using the appropriate field for each product. Etsy typically provides a "line items" section that contains product details like part numbers, quantity, and descriptions.
2. **Add a Loop:** Zapier can loop through the items in an order if there are multiple products purchased in one order. To do this, insert the dynamic field for each line item, ensuring the part number and quantity are mapped correctly.

### Example Setup for Multiple Products:

1. **Vervante Part Number:** Use the Vervante Part Number for each line item.
2. **Quantity:** Use the quantity field provided by Etsy for each item.

You can add a dynamic line item format such as:

```
mathematica Copy code  
  
Vervante Part Number: {{line_items.sku}} X {{line_items.quantity}}
```

This will repeat for each product in the order.