

# AUTOMATED VERVANTE ORDER FULFILLMENT FROM SHOPIFY



There are two options described below for setting up your Shopify account to automatically notify Vervante of new orders for fulfillment.

## STEP 1: SET UP NOTIFICATION

First, set your account up to email Vervante when an order is "fulfilled". Once this setup has been completed, you have 2 options.

1. Manually trigger the email
2. Automatically trigger the email

Shopify instructions link:

<https://help.shopify.com/en/manual/shipping/fulfillment-services/custom>

1. Setup fulfillment service "Vervante"
  - a. Settings > Shipping and Delivery
  - b. Accounts and Integrations
  - c. Manage Integrations
  - d. Add custom fulfillment service:
    - i. Name > Vervante
    - ii. Email address: [orders@orders.vervante.com](mailto:orders@orders.vervante.com)
2. Assign each Vervante item to above service
  - a. Products tab > click on product to setup
  - b. Scroll down to Inventory > "Inventory managed by" dropdown
  - c. Choose Vervante.
  - d. Make certain that your Vervante product has a Vervante issued sku in the SKU (Stock Keeping Unit) field.. If not, your order will NOT get processed.
3. Next modify the email template that will be used / sent when order is placed.
  - a. Settings > Notifications
  - b. Shipping ... Fulfillment request
  - c. Copy / Paste code for Email subject:
    - i. New order for {{ shop\_name }}
  - d. Copy / Paste code for Email body:
    - i. 

```
<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>
```

## STEP 2: SET UP MANUAL OR AUTOMATIC ORDER NOTIFICATION

### MANUAL OPTION:

When an order is placed, you will need to:

1. Manually click on the "Request Fulfillment" button on the order
2. Manually click on the "Send fulfillment request"

That will create a properly formatted email, that will be sent to "[orders@orders.vervante.com](mailto:orders@orders.vervante.com)"

### AUTOMATIC OPTION:

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

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

1. From your Shopify admin, go to Settings > Checkout.
2. Find the Order processing section.
3. Under the heading *After an order has been paid*, select Automatically fulfill the order's line items. You can also select Notify customers of their shipment via email if you want an email to be sent when the order is automatically fulfilled.
4. Click Save

Every new order that comes into your store is now fulfilled automatically.

*Make sure you read and understand the instructions for setting up your orders to be automatically processed. This will process ALL orders automatically ... which may not be what you want. However, only orders with Vervante SKUs will be processed by Vervante.*