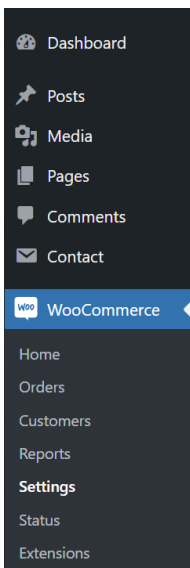


AUTOMATED VERVANTE ORDER FULFILLMENT FROM WOOCOMMERCE



To get your WooCommerce store set up to send order fulfillment emails to Vervante, first log in to your Dashboard and proceed to WooCommerce -> Settings.



Next, choose the Emails tab from the top navigation on the WooCommerce Settings screen.

Emails

General Products Shipping Payments Accounts & Privacy **Emails** Integration Advanced

New order ?

New order emails are sent to chosen recipient(s) when a new order is received.

Enable/Disable Enable this email notification

Recipient(s) **1**

Subject **2**

Email heading **3**

Additional content

Email type **4**

Plain text template

To override and edit this email template copy `woocommerce/templates/emails/plain/admin-new-order.php` to your theme folder: `your-theme-folder/woocommerce/emails/plain/admin-new-order.php`.

[Save changes](#)

On this screen, there are four key settings to set this up for Vervante's order fulfillment system:

1. The **Recipient(s)** field should include the website owner's email and orders@orders.vervante.com separated by a comma. The small gray disc with the question mark to the left of the input field also provides this instruction.
2. In the **Subject** field, the email subject line should be formatted exactly as follows, including all brackets, punctuation marks, and capitalization: `[{site_title}]: New Order: {Vervante part_number}`
3. The **Email heading** field, which will be the first words in the email notification body, should be formatted exactly as follows: `New Order: {Vervante part_number}`
4. The **Email type** field should be set to `Plain text`

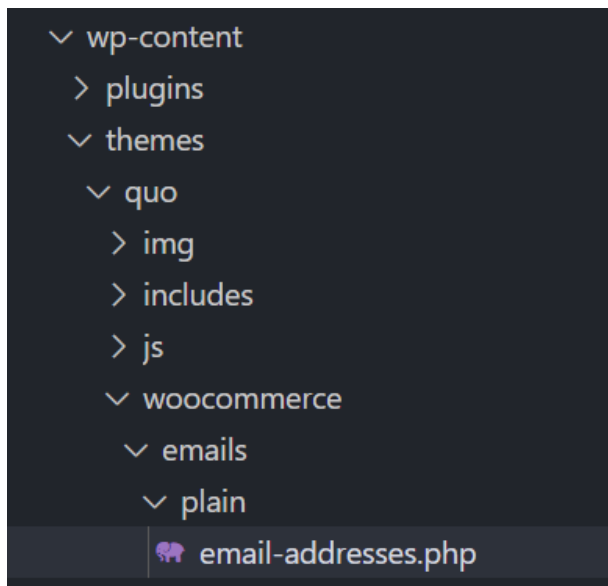
Then be sure to click **Save Changes**.

Next, navigate to your theme's folder in your WordPress installation, which from the root folder of your website will be **wp-content/themes/(your theme's folder)**

Inside of this folder, create the following structure of subfolders:

- Create **woocommerce**
- Inside of **woocommerce**, create **emails**
- Inside of **emails**, create **plain**

Now copy the PHP file called **email-addresses.php** that is attached to this walk-through, and paste it into the new folder at **wp-content/themes/(your theme's folder)/woocommerce/emails/plain**



And that's it! WooCommerce will now send Vervante plain-text emails with appropriate labels on the important lines of billing and shipping information.