



This setup automates the process of sending correctly formatted emails to Vervante for order fulfillment. WooCommerce will include the necessary order details and handle multiple line items within a single email.

**1. Login to Your WooCommerce Dashboard:**

- Go to your WordPress admin panel and navigate to **WooCommerce -> Settings**.

**2. Email Settings:**

- In the WooCommerce settings, click on the **Emails** tab at the top. This section controls all the email notifications from your store.

**3. Configure New Order Emails:**

- Locate the **New Order** email notification in the list. This is the email WooCommerce sends to store admins or fulfillment services when a new order is placed.
- Click **Manage** (or **Configure**), then:
  - **Enable the email** if it isn't already.
  - In the **Recipient(s)** field, enter the email address:  
[orders@orders@vervante.com](mailto:orders@orders@vervante.com)

**4. Customize the Subject:**

- In the **Subject** field, enter the following:  
New Order

**5. Customize the Email Body:**

- Scroll down to the **Email Body** section (also called the **Additional content** field).
- Insert the following format for Vervante to process the orders:

```
css Copy code  
  
ORDER INFORMATION  
Vervante Part Number: (V408XXXXXXX) X {{line_items.quantity}}  
(Repeat for each line item)  
  
fname: {{billing_first_name}}  
lname: {{billing_last_name}}  
address1: {{billing_address_1}}  
address2: {{billing_address_2}}  
city: {{billing_city}}  
state: {{billing_state}} (prefer 2-letter code)  
zip: {{billing_postcode}}  
country: {{billing_country}} (prefer 2-letter code)  
email: {{billing_email}}
```

#### 6. Explanation:

- {{line\_items.quantity}}: This dynamically inserts the quantity of each product.
- {{billing\_first\_name}} and other tags will dynamically populate the buyer's shipping information.
- This format ensures that each order contains the **Vervante Part Number**, item quantity, and all necessary customer details.

#### 7. Email Format:

- Set the **Email type** to **Plain text**

#### 8. Save Changes:

- Once you've added the format and details, click **Save changes** at the bottom of the screen.

#### Testing the Setup:

To ensure everything is working correctly:

- Place a test order on your WooCommerce store.
- Log into your Vervante account and click on >View Orders. If the order isn't displayed in your account within 10 minutes there is an issue with the setup. Please contact [customerservice@vervante.com](mailto:customerservice@vervante.com) for further troubleshooting.