

# **Module DropShipping**

## **User manual**

### **Version 1.5**

## Summary

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## Note

« Drop shipping » is a module extension of **ERP**, you cannot use it without this last.

## Introduction

« Drop shipping » is designed to drop ship the goodies from your supplier to your customer. You can also download a supplier stock file to refresh the quantity of store's products regarding to the supplier. This module also allow you to communicate with your supplier by writing and sending an email for each drop ship request.

Here the list of main feature :

- Complet integration of the Magento backoffice
- Configuration of the options of notification, email address sender, order status, etc...)
- Configuration of the FTP account for the supplier stock import file
- Choice of the warehouse for the actual stocks regarding supplier

## Installation

### Magento preparation

To prepare the module « DropShipping », please follow this step :

Enable Magento **cache**s in **System > Cache Management** then **tick all check boxes**, choose option « **refresh** » or « **enable** » and click on « **submit** ».

### uploading files

unzip and upload the contain on your remote website via your FTP client (folder : /app must be uploaded).

To finish the installation, **refresh** the Magento **cache**s in **System > Cache Management** then **tick all check boxes**, choose option « **refresh** » and click on « **submit** ».

Déconnectez puis reconnectez vous de l'interface d'administration afin de réinitialiser les permissions (cliquez sur logout, pour vous déconnectez).

## Module configuration

Go to **Système** > **Configuration** > **ERP** > « **DropShipping** »

**Notice** : if you get the message " Access Denied " when attempting to reach the menu, you must logout / login to apply the permission rights.

### Drop ship email

Drop ship Email	
Email Sender	<input type="text" value="General Contact"/> [STORE VIEW]
Email Template	<input type="text" value="Supplier Drop ship email (Default Template from L"/> [STORE VIEW]
Copy To	<input type="text"/> [STORE VIEW]

Parameter	Description
Email sender	Choose the template d'email pour l'émetteur lors de l'envoi d'email pour le client
Email Template	Select the email template
Copy to	Type the email address for the eamil copy

### Drop ship demande email

Drop ship Request Email	
Email Sender	<input type="text" value="General Contact"/> [STORE VIEW]
Email Template	<input type="text" value="Supplier Drop ship Request email (Default Templa"/> [STORE VIEW]
Copy To	<input type="text"/> [STORE VIEW]

Parameter	Description
Email Sender	Choose the template d'email pour l'émetteur lors de l'envoi d'email pour le client
Template d'email	Select the email template
Copier à	Type the email address for the eamil copy

## Divers

Miscellaneous	
Notify customer	<input type="text" value="Yes"/> [WEBSITE] ▲ Send the shipment email to customer when order is drop shipped
Attach PDF to supplier email	<input type="text" value="Yes"/> [WEBSITE]
Display orders with stock	<input type="text" value="Yes"/> [WEBSITE] ▲ If enable, you'll be able to drop ship order even if you have the product in stock
Check supplier stock	<input type="text" value="No"/> [WEBSITE] ▲ If enable, you'll be able to drop ship only product having "stock" greater than zero in product / supplier association
Require drop shippable	<input type="text" value="Yes"/> [WEBSITE] ▲ If enable, you'll be able to drop ship only product having "drop ship" enable in product / supplier association

Parameter	Description
Notify customer	Yes / no (notify the customer during the drop ship process)
Attach PDF to supplier email	Yes / no
Display order with stock	Yes / no
Check supplier stock	Yes / no (join products which supplier stock level is greater than zero)
Require drop shippable	Yes / no (to send only the products with « dropship » option enabled)

## Dropshipping file import settings

Drop Shipping File import settings	
Allowed file extensions	<input type="text" value="csv,txt,doc"/> [STORE VIEW] ▲ must be separated by comma : csv,txt,doc
Prune logs delay	<input type="text" value="1"/> [STORE VIEW] ▲ Choose the delay in month to automatically prune old logs

Parameter	Description
Allowed file extensions	Choose the extension file allowed for the downloadable supplier import stock
Prune logs delay	Choisissez le délai d'effacement des logs en jours. L'ors de votre prochain import, une comparaison s'effectuera pour effacer les anciens logs dont la date dépasse le délai imposé.

## Drop shippable orders

Drop shippable orders

Display Order With Status	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li>Canceled</li> <li>Closed</li> <li>Complete</li> <li>Suspected Fraud</li> <li>On Hold</li> <li>Payment Review</li> <li style="background-color: #0070c0; color: white;">Pending</li> <li style="background-color: #0070c0; color: white;">Pending Payment</li> <li style="background-color: #0070c0; color: white;">Pending PayPal</li> <li style="background-color: #0070c0; color: white;">Processing</li> </ul> </div>	[STORE VIEW]
Automatically Send Purchase Order	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Yes"/> </div> <p style="font-size: small; margin-top: 5px;">▲ Send purchase order each hour</p>	[WEBSITE]
Error email report	<div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"> <input type="text"/> </div> <p style="font-size: small; margin-top: 5px;">▲ leave empty in order to disable this feature</p>	[STORE VIEW]

Parameter	Description
Display order with status	Choose the status of the orders to display in drop shippable tab
Automatically send purchase order	Yes / no
Error email report	Type an address email to get dropship errors import

## Supplier account configuration

Go to dans : **Purchase** > **Supplier** you will get the recorded supplier list you can create a new supplier by clicking on « New » button.

Select a supplier, in tab « summary » fill the field that define your supplier like « email », « address », « postal », « telephone »...

## Supplier FTP account configuration

Once the module configured, to import the stock level of the supplier you mus configure the supplier FTP account to download a file that contain the sku and the quantity of each products.

The supplier provide you the import file, it must contain at least twice column the sku and quantity for the product. Other information are not required for the importation and thz actualization of your warehouse.

Example : « stock level at 26-09-12.csv »

Sku ; qty

sn54\_0 ; 13

tee\_fashion\_red\_m ; 63

To configure the supplier FTP account go tos : **ERP** > **Purchasing** > **Suppliers** : slect your supplier, then click on the tab **FTP account**.

You will get this page :

### Import

Import	
Only this extensions are accepted csv,txt,doc, docx, odt	<input type="button" value="Import"/>

This table sum up the allowed extension to import a file. Click on the button « **import** » to process to the importation once the FTP account is saved (fill the fields and click on the « save » button).

### FTP account



FTP Account	
Host	<input type="text" value="ftp.theSuppliersite.net"/>
Port	<input type="text" value="21"/>
Login	<input type="text" value="the_loggin"/>
Password	<input type="text" value="the_password"/>
File Path	<input type="text" value="/www/magento/var/stock level at 26-09-12.csv"/>
Enabled	<input type="button" value="Enable"/>

This table is for the creation or configuration of FTP account :

Parameter	Description
Host	Type the IP address or host of the supplier server
Port	Enter the port number
Loggin	Type the loggin
Password	The same for password
File path	Attention you must fill the <b>extact</b> path until the file name like ( example : <b>/home/usr/Stock level.csv</b> )
Enable	Yes / no: enable or not the importatation when clicking on import button.

## File settings

File Settings	
Field Separator	<input type="text" value=":"/>
Field Delimiter	<input type="text" value="\n"/>
Skip First Line	<input type="button" value="Yes"/>
SKU Column Number	<input type="text" value="3"/>
Quantity Column Number	<input type="text" value="4"/>

Specify the column separator and the field delimiter for the import file to be able to retrieve the sku and the quantity. Here the list :

Parameter	Description
Field separator	Type the field separator most of time for CSV its ;
Field delimiter	The same for the field delimiter



Skip the first line	yes / no : to skip the first line which contain commentary
Sku column	Type the number of the column that will contain the product's sku ( example : if the second column contain the sku, you will type « 2 »)
Qty column	The same with qty

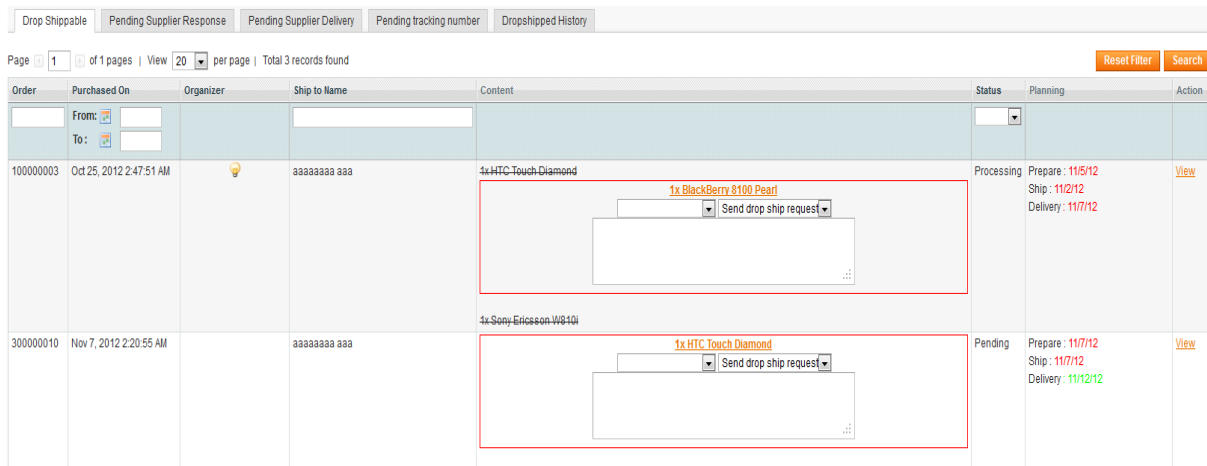
## Miscellaneous

Choose the target warehouse which will be updated for the products list in the supplier file.

## Use

### How to use drop ship

Rendez vous in **ERP > Prurchase > Drop Shipping**, you will get a page that sum mup the orders which the products are « dropshippable » and which the status are allowed by the configuration module.



Order	Purchased On	Organizer	Ship to Name	Content	Status	Planning	Action
100000003	Oct 25, 2012 2:47:51 AM		aaaaaaaa aaa	4x HTC-Touch-Diamond 1x BlackBerry 8100 Pearl Send drop ship request	Processing	Prepare : 11/5/12 Ship : 11/2/12 Delivery : 11/7/12	<a href="#">View</a>
300000010	Nov 7, 2012 2:20:55 AM		aaaaaaaa aaa	4x Sony-Ericsson-W840i 1x HTC Touch Diamond Send drop ship request	Pending	Prepare : 11/7/12 Ship : 11/7/12 Delivery : 11/12/12	<a href="#">View</a>

### Tab : Drop shippable

This tab sum mup the orders which the products are « dropshippable » and which the status are allowed to process to the order drop shipment, choose a supplier in the left list then the action to realise. There are 3 possible actions :

- Dropship request : this action send an email to the supplier with the products list that will be drop shipped, once the supplier has validated the request you can process to the creation of the purchase order and the drop shipment.

- Drop ship : allow the creation of the purchase order plus the supplier notification to allow him to process to the dropshipment. Its the default action to process to a dropShip.
- Create purchase order allow the creation of the purchase order in the case which the supplier dont have the needed qty, this action allow you to trace the status order with will move to « waiting for delivery ».

### **Tab : waiting supplier response**

This tab sum up the drop ship request that are waiting for response. Once the response getting (by email) you can confirm or reject the drop ship request by modify the status and clicking on the button « process ».

### **Tab: waiting supplier delivery**

This tab is used for the order which contain waiting for delivery poducts, choose the action « create purchase order ». You must create the delivery in the purchase ordfer after receiving the marchandises to modify this status (click on save button after having create the delivery).

### **Tab: waiting for tracking number**

This tab sum up the order which contain pending tracking number. To fill the tracking click on the link « display » then go to the tab « delivery » select the delivery, in the table « Shipping and Tracking Information » type a title and the tracking number. Click on « add » to apply.

### **Onglet : historique des drop ship**

This tab is used to see the complete drop ship. The log grid display the name of the suppliers, if you click on this you will be redirected on the supplier page this is the same way for order id, purchase order id.

## How to use import stock file

Go to **ERP > Purchasing > Suppliers** select the supplier and click on the tab **FTP account**.

Once the configuration saved, click on the button « import » to execute the process.

If the import has been successfully performed you will see in the log tab the message with the description of import and the execution time of it. Don't close the page while performing the import, or you will lose the import.

Note :

- for 125 products the module spends 20 seconds, if you get a white page ERROR max execution time exceeded, this means that your import file is bigger, you must cut it in different parts (of each 125 products for example).

- I get the error : **Bad extension, only txt, csv, doc are accepted! /home/usr/stock.docx is deprecated.**

This means that the import file does not contain the allowed extension in the configuration : **system > configuration > ERP > dropshipping > Drop ship File import settings** . Add the allowed extension separated by a comma.

- I get the error : **error when trying to create the directory : /home/user/var/supplier\_files/9** .This means that the FTP account does not have the enough rights to create a folder for importation. Contact your supplier fournisseur to get another account or the given right.
- I get the error : **Error when trying to download the file: stockk.csv at /home/usr/media/stockk.csv** .This means that the name of the import file or/and the path are wrong. You must fix this in the FTP configuration.
- If you have foreign sku in the import file, you will not get errors but you can view how unknown products have been found in the log of the import.