

Order 2 Suppliers

Manual for your Lightspeed eCom webshop



dyvelopment



Dyvelopment creates beautiful websites,
webshops and custom solutions.

We make people find you online.

Preface

What does the app do exactly?

With the Order 2 Suppliers app for your Lightspeed eCom webshop, paid customer orders will be forwarded directly to you suppliers by email. Ideal for when you are a dropshipper and want to save time and money on sending orders manually to your suppliers. When a customer orders multiple products from multiple suppliers, the app will only send a list of the corresponding products to the corresponding supplier. If you want you can also configure a minimum stock level threshold if you also have your own supply, but first want to use your own stock, before forwarding the order to you suppliers.

The only thing you have to do is add a supplier to your product in the Lightspeed backoffice, and create a forwarder in our Apps Control Panel. Your orders will now be automatically forwarderd to the supplier!

Support

If you have any questions or issues please contact our support at support@dyvelopment.com. If you need some specific customization for this app or for your store in general, please don't hesitate to contact us to see what we can do for you!

Fore more (general) information

W: <http://www.dyvelopment.com>

E: support@dyvelopment.com



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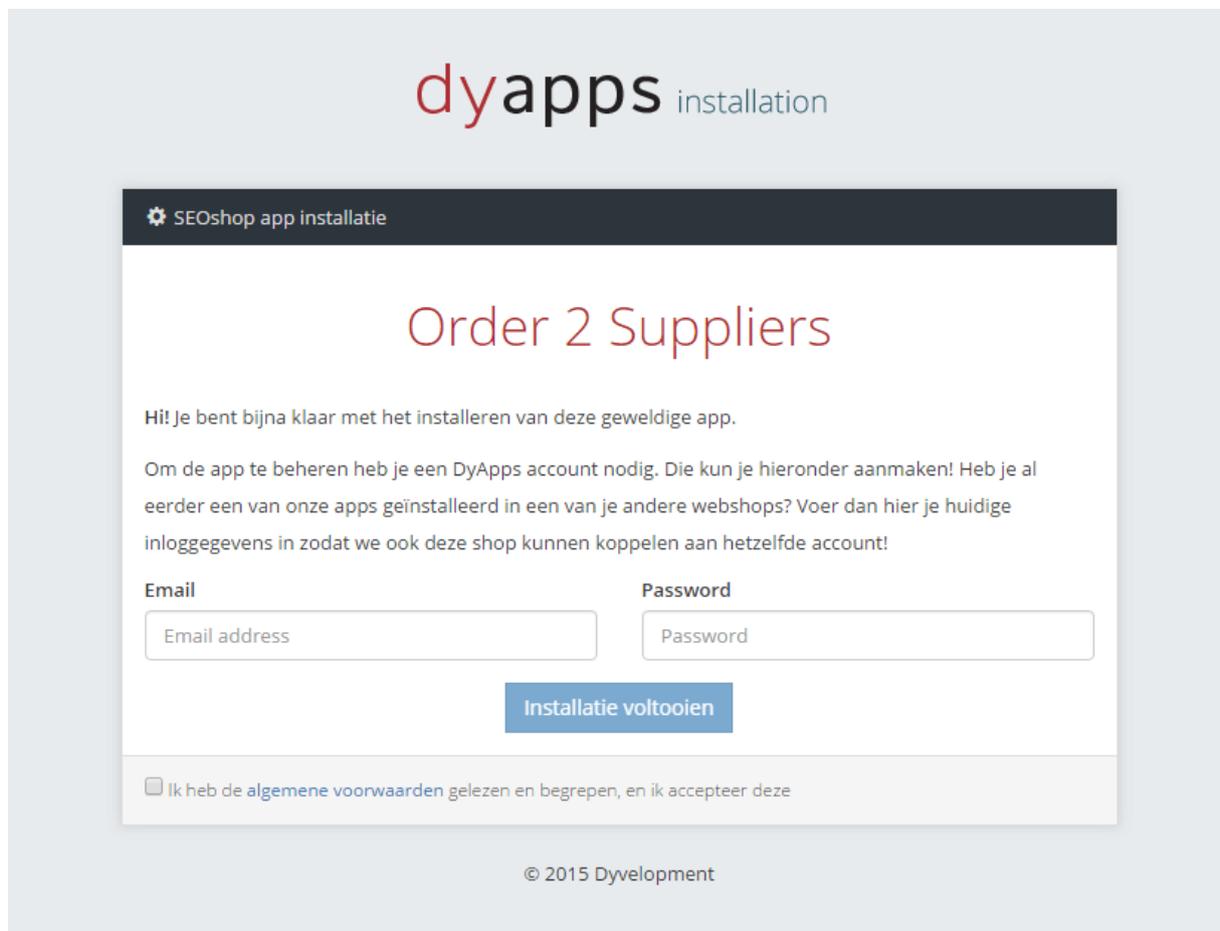
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1. Installation

Not quite unimportant.

Installing this app is fairly easy and is done through the Lightspeed App Store from your backoffice. If you have not installed an app from Dyvelopment before, you'll need to create a DyApps account during the installation process. Do you already have a DyApps account because you've installed one of our other apps on another shop? Then please enter your current credentials so this app will be connected to your current account.

Have you already installed one of our apps on your current store? That's easy, because if you did, you don't need to enter any information. Just click "complete installation" and this app is automatically connected to your account



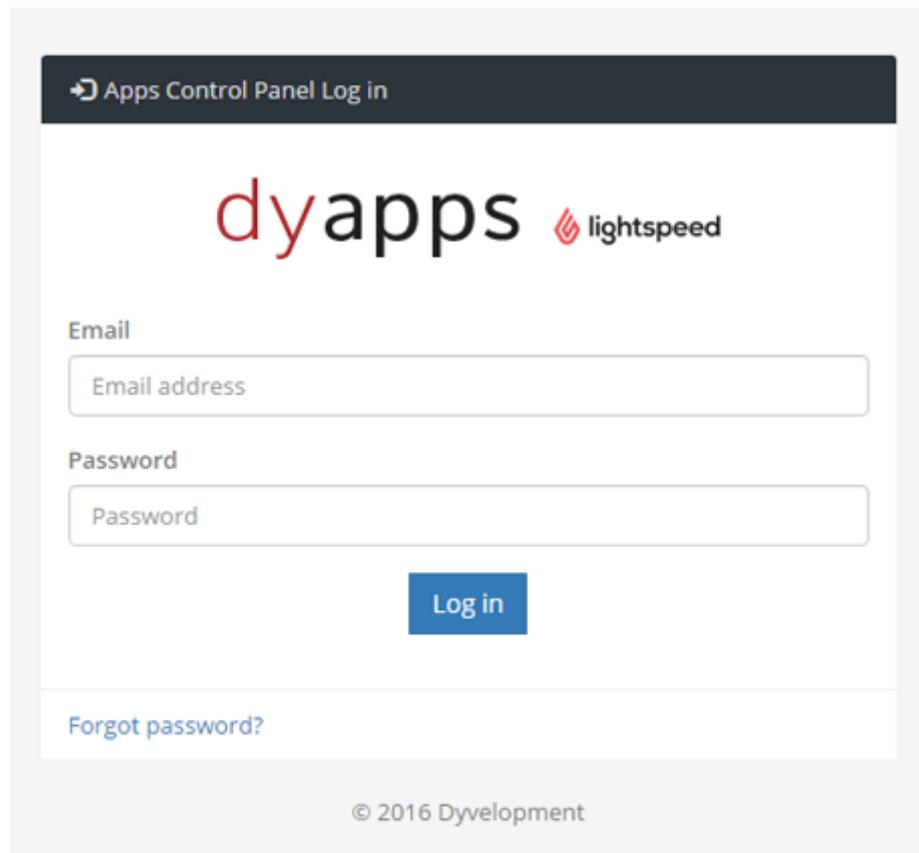
The screenshot shows a web interface for the 'dyapps installation' of the 'SEOshop app'. The title is 'Order 2 Suppliers'. The text reads: 'Hi! Je bent bijna klaar met het installeren van deze geweldige app. Om de app te beheren heb je een DyApps account nodig. Die kun je hieronder aanmaken! Heb je al eerder een van onze apps geïnstalleerd in een van je andere webshops? Voer dan hier je huidige inloggegevens in zodat we ook deze shop kunnen koppelen aan hetzelfde account!'. There are two input fields: 'Email' (with placeholder 'Email address') and 'Password' (with placeholder 'Password'). A blue button labeled 'Installatie voltooien' is below the fields. At the bottom, there is a checkbox for 'Ik heb de algemene voorwaarden gelezen en begrepen, en ik accepteer deze'. The footer says '© 2015 Dyvelopment'.

After the installation you'll be redirected to the Apps Control Panel. That's the place where you can manage your Dyvelopment Apps (DyApps) apps and it's settings.

2. Apps Control Panel

All our apps at one single place.

The Apps Control Panel is the place where you can manage your Dyvelopment apps. Often you can find here your app's statistics, or your app's settings. You can log in to the Apps Control Panel at <http://apps.dyvelopment.nl/>.



The screenshot shows the login interface for the Apps Control Panel. At the top, there is a dark header with a back arrow icon and the text "Apps Control Panel Log in". Below the header, the "dyapps" logo is displayed in red, followed by the "lightspeed" logo in black. The form contains two input fields: "Email" with a placeholder "Email address" and "Password" with a placeholder "Password". A blue "Log in" button is positioned below the password field. At the bottom left of the form, there is a link for "Forgot password?". The footer of the page reads "© 2016 Dyvelopment".

Here you can log in with the username and password from your DyApps account. These are the credentials you've entered during the installation. You've also received these per email.

2.1. Dashboard

The screenshot displays the DyApps control panel dashboard. At the top, the header includes the 'dyapps control panel' logo, a language selector (Dutch), a shop selector (Dyvelopment), and a user profile (info@dyvelopment.nl). The left sidebar contains a navigation menu with 'Dashboard' selected. The main content area is titled 'Dashboard' and features a welcome message: 'Welkom in je Apps Control Panel. Hier kun je al je aangeschafte Dyvelopment apps voor SEOshop beheren. Hieronder vind je een kort overzicht van je apps en eventuele statistieken. Aan de rechterzijde vind je een nieuwsoverzicht om je op de hoogte te houden over ontwikkelingen van ons DyApps platform, en aan de linkerzijde vind je de navigatie.' Below this is a green notification bar: 'Bedankt! Je app is zojuist succesvol geïnstalleerd.' Two app status cards are shown: 'Conversion Popups' and 'Order 2 Suppliers', both with a green checkmark and the text 'Deze app is actief'. The 'Order 2 Suppliers' card also displays 'App statistics: Forwarded 0 / 50 orders this month'. On the right, a 'DyApps Nieuws' section contains three news items: 'Apps Control Panel meertalig!', 'Nieuw design!', and 'Conversion Popups instellingen'. The footer contains copyright information: '© 2015 Dyvelopment | Algemene voorwaarden zijn van toepassing op al onze diensten. Door gebruik te maken van onze diensten ga je akkoord met onze algemene voorwaarden, en erken je deze te begrijpen.'

The dashboard is the central place where you'll be when you've logged in to the Apps Control Panel. Here you can find a summary of your installed Dyvelopment apps. On the right side you'll see a small newsfeed. On the left side you'll find the navigation for your installed apps. At the top you can change your language, switch between multiple shops if you have them connected to your DyApps account, and log out.

3. How does it work?

For the app to be able to forward your orders to your suppliers, it needs to know which supplier belongs to a product. You can of course have multiple suppliers for multiple products in a single order, but the app knows exactly which product belongs to which supplier, when forwarding your orders. This way the app only sends a list of products to the supplier that actually belong to the supplier.

As soon as an order is set to **paid**, the order is forwarded to the supplier(s). Orders that have already been processed by the app will not be processed again.

3.1. Set a supplier for your products in your backoffice

In the Lightspeed eCom backoffice, you set the supplier for every product that actually has a supplier. This way the app knows which products in an order belong to which supplier. But you've probably already done this :-).

The screenshot shows the product edit interface for 'Black and brown backpack'. At the top right, there are navigation buttons: '< Back to Products', 'Duplicate', 'Previous', 'Next', and a green 'Save' button. Below these are language selection options for Spanish, German, and English. The main content area is divided into several sections:

- Title:** A dropdown menu containing 'Black and brown backpack'.
- Full title:** A text input field containing 'Black and brown backpack'.
- Description:** A text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum elementum, risus ac lacinia ultrices, est urna dignissim velit, vitae fringilla enim velit nec dolor.'
- Visible:** A dropdown menu set to 'Always visible'.
- Brand:** A dropdown menu with the text 'Select or enter a brand'.
- Supplier:** A dropdown menu containing 'Johnson Electronics', which is highlighted with a red rectangular box.
- Delivery time:** A dropdown menu with the text 'Select a delivery time'.

At the bottom left, there is a 'product description' section with a rich text editor toolbar containing icons for bold, italic, list, link, unlink, table, unlink table, image, and code.

3.2. Create a 'forwarder' in the Apps Control Panel



Under “suppliers” in the menu at the Apps Control Panel, you select the supplier whom you want to forward orders for by mail. After you’ve selected the right supplier, create “Add forwarder”

3.3. Enter the email address

Enter the email address of the supplier where the orders must be emailed to. Make sure you edit the mail template on the right with your own company info at the bottom. You can edit text and style to your liking.

When you have a premium or gold subscription you can also set a minimum stock level threshold. Orders will only be forwarded if your product's stock level drops below that threshold. This may come in handy when for example you also have your own supply, and first want to use your own supply instead of directly forward the order.

3.4. Done!

As soon as you make a forwarder, the orders are being forwarded to that supplier. There's no start or stop button. Just delete the forwarder when you don't want to forward the orders to that supplier anymore. In the overview menu you can see which orders are forwarded and to which supplier.

3.5. Testing?

Of course you want to test and check how the email will look like. This is not a problem, you can test this app very easy. Just make a temporary/test supplier and forwarder in your backoffice and connect a temporary/test product to that supplier. Make sure you enter your own email address in the forwarder ;-).

After this, you can place a test order in your webshop for that product. After the order is set as paid, you'll receive the order in your mailbox in minutes.

3.6. Sender address

By default the emails that are sent to your suppliers will be sent from 'no-reply@dyvelopment.nl' with the name 'DyApps – Order 2 Suppliers'.

It's also possible to use your own email address as the sender. We highly advise you to do so. Under the 'settings' menu you can set your own email server details. The details you need are the same as when you'd add the email account on your phone. When you don't know these settings please contact your email server administrator for the details. Of course your settings are stored encrypted in our database.