Fyndiq WooCommerce Plugin

User Guide
Version 1.0.0

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Introduction

This document is intended for you as a merchant to quickly get started with the Fyndiq WooCommerce Module. It contains step by step instructions for setting up the module and how to use it.

To continue with the steps described below, it is required to have the Fyndiq WooCommerce Module installed on your WordPress platform. Instructions on how to install the module can be found in a separate document delivered with the module and should be carried out by the Technical Administrator of your WordPress installation.

Fyndiq Merchant Support

For any questions, problems or suggestions regarding your Merchant Account or the Fyndiq WooCommerce Module, please contact our team as follows:

- Support for Sweden:
  E-Mail: handlare@fyndiq.se
  Phone (Monday - Friday, 10-16): +46 771 70 70 10
- Support for Germany:
  E-Mail: haendler@fyndiq.de
  Phone (Monday - Friday, 10-16): +49 800 396 34 79 (free call)

Basic Configuration

Required Credentials

To use the Fyndiq WooCommerce Module, you must register a free merchant account with Fyndiq, which can be done on the following URLs:

- For the Swedish market:
  https://fyndiq.se/merchant/create_account/
- For the German market:
  https://fyndiq.de/merchant/create_account/

Since the module is still in Public Beta, your Fyndiq Merchant Account has to be manually activated to support it. To do this, please contact Merchant Support stating the account name you would like to use with the WooCommerce Module.

Please note: Your account will stay in test mode until your first product upload has been completed. Please contact Merchant Support again as soon as your first products are uploaded correctly and you are ready to start selling or whenever questions or problems come up.

As soon as your account is activated for use with the module, please continue by logging into the merchant pages on Fyndiq, going to *Settings -> API* and clicking the *Generate API v2 Token* button.

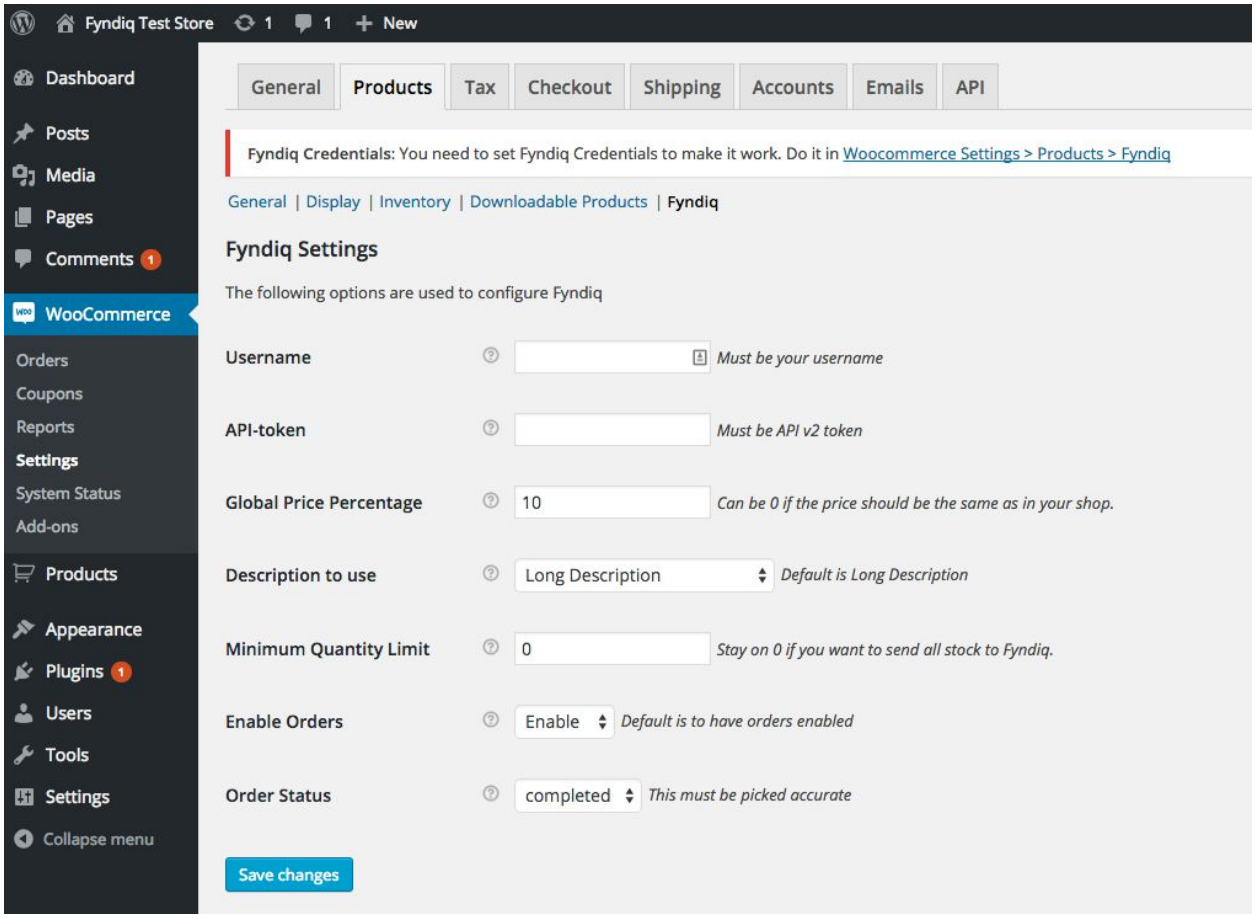
To use the Fyndiq WooCommerce Module, you will need:

- **the Username**, which is the same username as on your Fyndiq Merchant Account.
- **the API Token**, which is the long random text shown under **Current API Tokens.**

Note: Make sure that you are using *API Token (Version 2).*

Connecting the Module

Before you can start using the Fyndiq WooCommerce Module, it has to be connected to the Fyndiq API with your Username and API Token as described above. This only has to be done once and the settings will be automatically saved for later use.



To connect the module, please log in to your WordPress Admin pages and go to: *WooCommerce -> Settings -> Products -> Fyndiq (*you find the *Fyndiq* section in the small submenu on the *Products*' page*)*.

On the *Fyndiq Settings* page, please enter the following data:

- *Username* - the username of your Fyndiq Merchant Account.
- *API-Token* - the API v2 Token generated in your Fyndiq Merchant Account.
- *Global Price Percentage* - the discount set on all products by default. This can also be individually set on the product later on.

- *Description to use* - determine which WooCommerce description field will be used for product descriptions on Fyndiq. This can be different depending on how your are using your WooCommerce system. You can choose between *Long Description*, *Short Description* and *Short and Long Description*.
- *Minimum Quantity Limit* - you can set a minimum stock value here in order to avoid oversales.
- *Enable Orders* - decide if you want to receive orders from Fyndiq (*enabled*) or not (*disabled*). If orders are disabled, you will still get an order notification by e-mail and can view your orders listed in your Fyndiq Merchant Account.
- *Order Status* - the desired status value for imported and completed orders. Please adjust those values for your specific workflows if needed. You can choose between *completed*, *processing*, *pending* and *on-hold*.

To continue, please click **Save Changes**.

Configuring Products

General Requirements

The following requirements must be met for your WooCommerce products to be exported to Fyndiq:

- Product must be either Variable product or Simple product
- Product must have a unique SKU
- Product must have a valid tax class
- Product must have a valid base image of at least 200x200 pixels
- Product inventory must be set **IN STOCK**
- Product must not be disabled
- Product must be assigned to a category
- Product must have a description which is at least ten characters in length
- Product must have a name which is at least five characters in length

Setting up Images

To assign a proper base image to a product, please open that product in your WooCommerce Admin, then go to the *Product Image* box in the right side menu and select *Set product image*. There you can upload your desired product image. Please note that the minimum size of an image must be at least 200 x 200 pixels.

Setting up Inventory

To configure proper stock values for a product, please open that product in your WooCommerce Admin, then go to the *Inventory* item in the *Product Data* menu and make the following settings:

- *Manage stock?*: Manage your stock at product level if your product is a Simple Product. If your product is a Variable Product, you can also manage stock by clicking on each variation in the *Variations* menu item.
- *Stock Qty* (Quantity): this needs to be a value larger than zero.
- *Stock status*: please set this value to *In stock.*

Setting up Categories

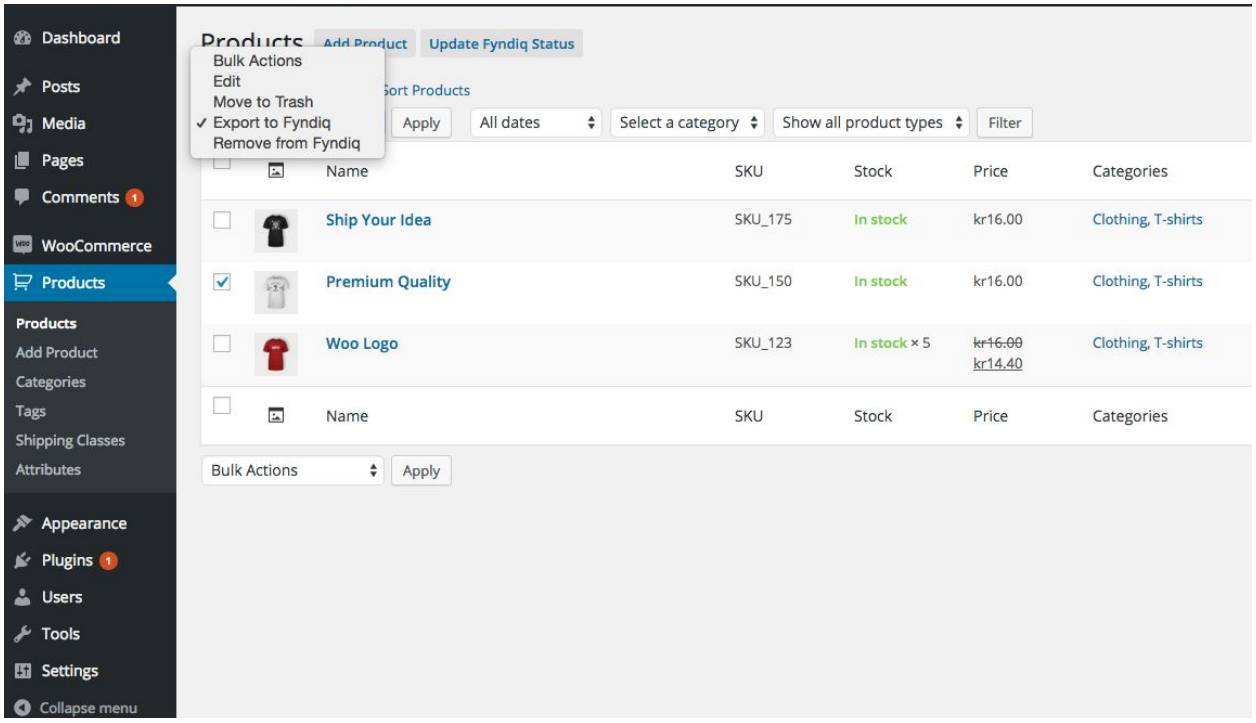
To configure product categories, please go to the *Product Categories* box in the right side menu and choose the suitable category. Each product has to have a category assigned. Depending on where in the category structure the product should belong, click the checkboxes.

Working with the Fyndiq Module

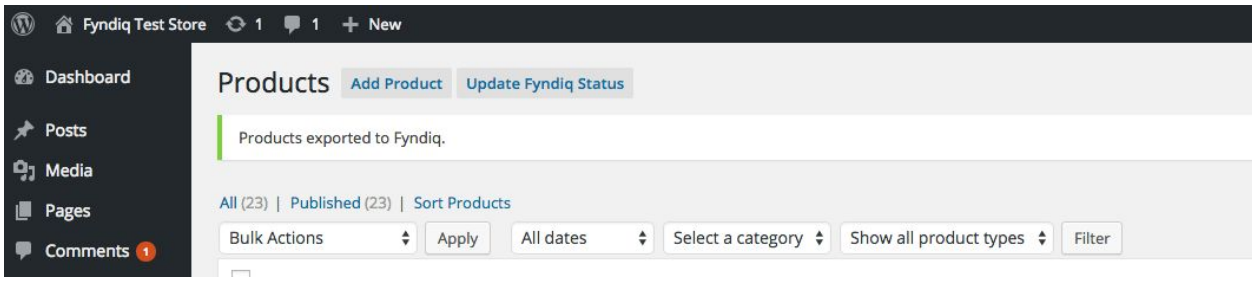
Exporting Products to Fyndiq

To start uploading products to Fyndiq, please go to *Products* in your WooCommerce Admin.

You should now see a list of your WooCommerce products. Click the checkboxes of the products you want to send to Fyndiq or click the checkbox in the product list header to select all at once. Select *Export to Fyndiq* in the *Bulk Actions* menu in the header or footer of your product list.



Your products are now ready to be sent to Fyndiq. Your product export will be confirmed by the “Products exported to Fyndiq” status message above your product list.



Please note:

- As described above, only products meeting the requirements can be exported to Fyndiq.
- To remove products from Fyndiq simply select *Remove from Fyndiq* in the *Bulk Actions* menu in the header or footer of your product list.

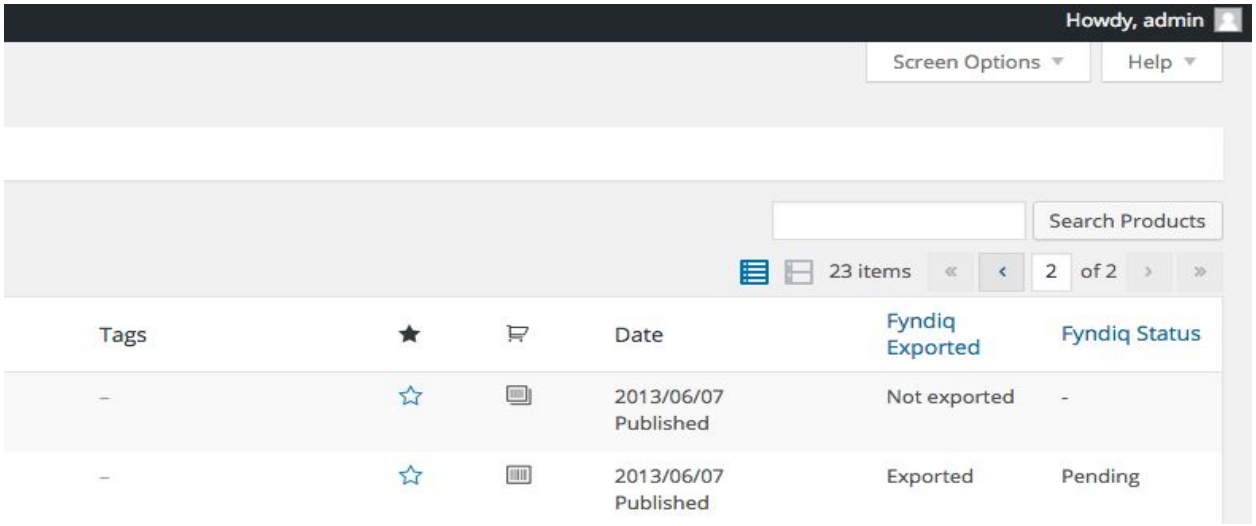
Your product upload will be processed by Fyndiq at least once per hour, so it may take some time until the products are available in your Merchant Account. After the upload, your products

will be checked by the Fyndiq Product Quality Assurance (PQA) team before they go out for sale. This will cause a short delay and is done to ensure quality of all products on Fyndiq.

You can see the current status for each of your products in the *Fyndiq Status* column to the very right of your product list:

- *For Sale*: the product is currently available for sale on Fyndiq.
- *Pending*: the product is currently either waiting for upload/approval to or removal from Fyndiq, or it is currently sold out.

Moreover, the *Fyndiq Exported* column tells you if your product is already *Exported* to Fyndiq, if it is *Not Exported* or if it *Can't be exported*.



You can update the status for all products by pressing the *Update Fyndiq Status* button at the top of the *Products*' page.

Please remember: Your account will stay in test mode until your first product upload has been completed and you have checked your initial upload. Please contact Merchant Support as soon as your first products are uploaded correctly, you are ready to start selling or whenever questions or problems come up.

Importing Orders from Fyndiq

Orders you receive on Fyndiq are by default automatically imported into your WooCommerce system. They will then be shown in your default WooCommerce orders list (*WooCommerce -> Orders*).

You can also force an order import by clicking the *Import From Fyndiq* button at the top of the *Orders*' page.

Note: Orders can neither be imported automatically nor manually when orders have been disabled in the *Fyndiq Settings.*

To mark orders that you have processed simply click the checkboxes of the orders or click the checkbox in the order list header to select all at once. Select *Mark complete* in the *Bulk Actions* menu in the header or footer of your product list.

The same holds for *Get Fyndiq Delivery Note* in the *Bulk Actions* menu. Select the individual orders or select all to show the delivery notes that need to be printed.

Clicking on the order ID opens the WooCommerce order details view.