


# Click and Collect - Email Delivery

Can't access this feature?

 **Contact To Enable**

*This feature needs to be switched on for your site by Commerce Vision.*

## Overview

Individual products such as gift cards and digital products can be flagged for electronic delivery. Your website may offer some products that are 'delivery by email' even though the customer nominates the 'pickup' option at Checkout. Now individual products can be flagged to default to electronic delivery. Perfect for gift cards and digital products!

The feature is enabled in three steps:

1. Contact [Commerce Vision](#) to set up and switch on the option for your site. Minimum version applies.
2. Set up email delivery address for communications.
3. Toggle on 'email delivery' for specific products.

## 1. Contact Commerce Vision

This feature must be configured and set up by Commerce Vision. To turn this feature on, [contact us](#) to enable it for your site.

## 2. Add 'Email Delivery' Address to relevant Email templates



This step will be configured for your site when Commerce Vision turns on Email Delivery for your site. However, you can always add and edit the 'Email Delivery Address Widget' in email templates.

'Email delivery' is treated as a delivery option and is added to the following templates using an Email Order Address widget:

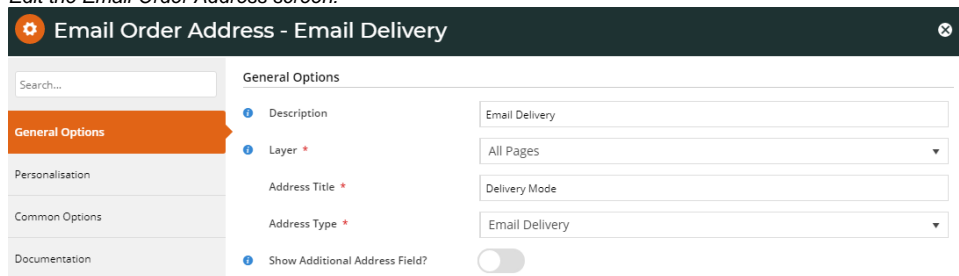
- Order Placed Email
- Order Confirmation Email.

This ensures that a product can be marked as delivered by email (and not by pickup or physically delivered) in emails sent by the system to the customer about their order.

Each template must have its own Email Order Address widget selected for 'email delivery'. Complete the following steps for each template.

1. Navigate to **Content Emails**.
2. Find the template 'Order Placed Email' (**Note** - this procedure must be done for 'Order Confirmation Email' template as well).
3. Click **Edit**.
4. Find the zone where delivery address options ('Email Order Address' widget) have been inserted.
5. Click **Add Widget**.
6. Search for the 'Email Order Address' widget and click **Add Widget**.

7. *Edit the Email Order Address screen:*



**Description:** enter a description of the delivery mode, e.g., 'Email Delivery'

**Layer:** select whether this will apply to all pages or to a particular layer

**Address Title:** enter the text to describe the delivery mode that will appear in the email

**Address Type:** select **Email Delivery**

**Show Additional Address Field?** toggle this on if you need another address line

8. To save your changes, click **Save**.

9. If the Page Preview feature is enabled, click **Publish** for the changes to show on your website.

### 3. Enable 'Email Delivery' for a Product



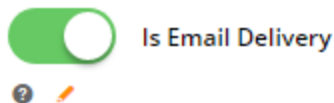
#### Not seeing Product Information?

If this section does not appear in a product's Product Maintenance page, it's likely that it has not been enabled in 'Feature Settings'. See [Product Maintenance](#) help.

Once the 'Email Delivery' option is active, a product can be flagged as 'delivered by email'. To do this,

1. Go to the **Product Maintenance** page for the product.

2. In the Product Information page, scroll down to 'Is Email Delivery' and toggle it on.



3. **Save** the change.

### Test Email Delivery settings

Test the changes made for email delivery on your website. In order placed and confirmation emails, the customer will be informed that the product will be delivered by email. **Note** - If an order has multiple items and not all are to be sent by email, the customer's address (for delivery) or store address (for pickup) will appear in place of the 'email delivery message'. In the 'Product Details', 'Shopping Cart' and 'Confirmation' pages, the product will be marked as 'Delivered via Email'. In the Checkout page, delivery cost will be flagged as 'no charge'.

#### Product Detail page

## Sight Words Flash Cards

Sight Words Flash Cards - digital version (CV186)



RRP \$7.50

**\$7.50** inc GST

✓ Delivered via Email

1

Add to cart

### Technical Specifications

Ages 6 - 8 years

### Warranty Information

Download

Need to know more about this product? [Get in touch!](#)

### In the Shopping Cart

Commerce Vision BPD

## Order Confirmation #46766

### Order Summary

Item	Qty	Price (inc GST)	Unit	Discount	Total (inc GST)
Sight Words Flash Cards Code: CV186	1	\$7.50	SET	0.00%	\$7.50
Subtotal (inc GST)					\$7.50
Freight					No Charge
Total (inc GST)					\$7.50
Including GST					\$9.68

**Delivery Mode**  
This order will be delivered via email.

**Billing Address**  
Sarah  
30 Lisburn Street  
EAST BRISBANE QLD 4169  
Australia

### At Checkout

Freight Options

☒ Email Delivery (No Charge)

Order Summary

[Quick View](#) [Edit](#)

Subtotal (inc GST)	\$7.50
Total (inc GST)	\$7.50
Including GST	\$9.68

## Additional Information

Purchases of flagged products will trigger the email fulfilment process set up.

Minimum Version Requirements	4.20
Prerequisites	Commerce Vision enabled.
Self Configurable	No
Business Function	Freight & Delivery
B2B/B2C/Both	Both

Third Party Costs	n/a
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Related Resources

- [Click and Collect - Email Delivery](#)