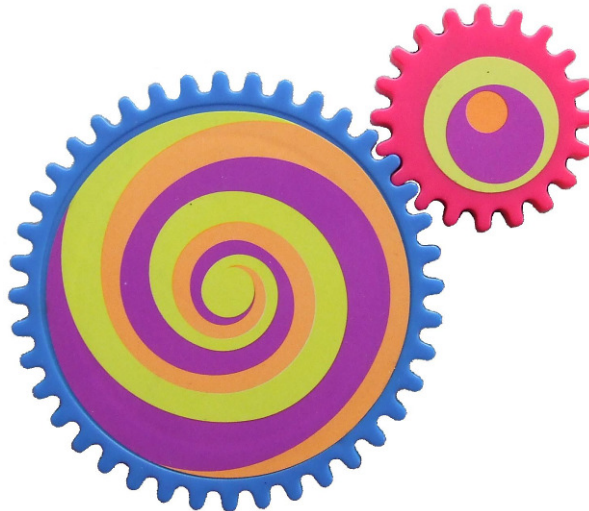


# One Stop Order Processing Macros

to use in

**Invoice, Packing Lists, Purchase Orders, Emails, Reports & Tracking Information**



One Stop Order Processing for Ebay, Amazon, XCart, eBid, SellerDeck, Shopify, Actinic, osCommerce, BigCommerce, CRE Loaded, ekmPowershop, Pinnacle Cart, Magento, RomanCart, Paypal, Mail Order and Telephone Sales

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## Introduction

One Stop Order Processing is supplied with invoices, packing lists, purchase orders, emails and tracking details that can be used to process and manage your orders. These can be amended to include additional information specific to your business. This can include additional information (such as the sales channel) or calculations to display different information for each order.

This document details all the macros, and formulae that can be used.

# Macros for Invoice, Packing Lists, Purchase Orders, Emails & Tracking Information

Macro to use	Description
[%INV_CUST_NAME%]	Invoice customer name
[%INV_COMPANY%]	Invoice customer company
[%INV_TEL_NUM%]	Invoice customer telephone number
[%INV_FAX_NUM%]	Invoice customer fax number
[%INV_EMAIL%]	Invoice email address
[%INV_ADD_LINE1%]	Invoice address line 1
[%INV_ADD_LINE2%]	Invoice address line 2
[%INV_ADD_LINE3%]	Invoice address line 3
[%INV_ADD_LINE4%]	Invoice address line 4
[%INV_COUNTY%]	Invoice County
[%INV_POSTCODE%]	Invoice Postcode
[%INV_COUNTRY%]	Invoice Country
[%INV_BUYER_ID%]	Invoice Buyer ID
[%INV_CODE%]	Invoice Customer Code
[%DEL_CUST_NAME%]	Delivery customer name
[%DEL_COMPANY%]	Delivery customer company
[%DEL_TEL_NUM%]	Delivery customer telephone number
[%DEL_FAX_NUM%]	Delivery customer fax number
[%DEL_EMAIL%]	Delivery email address
[%DEL_ADD_LINE1%]	Delivery address line 1
[%DEL_ADD_LINE2%]	Delivery address line 2
[%DEL_ADD_LINE3%]	Delivery address line 3
[%DEL_ADD_LINE4%]	Delivery address line 4
[%DEL_COUNTY%]	Delivery County
[%DEL_POSTCODE%]	Delivery Postcode
[%DEL_COUNTRY%]	Delivery Country
[%DEL_BUYER_ID%]	Delivery Buyer ID
[%DEL_CODE%]	Delivery Customer Code
[%DEL_ADD%]	Complete delivery address. Blank lines are removed and the country is displayed using the country option in the <i>Printing fields</i> options.
[%INV_ADD%]	Complete invoice address. Blank lines are removed and the country is displayed using the country option in the <i>Printing fields</i> options.
[%SALES_SOURCE%]	Source for the order (e.g. Ebay)
[%SALES_NAME%]	Named used for the Sales source (e.g. My Ebay shop)
[%ORD_NUM%]	Sale order number
[%ORD_NUM_FORMATTED%]	Sale order number in the form XXXX-XXXX-XXXX
[%ORD_TRANS_ID%]	Transaction Identifier
[%ORDER_ID%]	Order ID (maybe different from [%ORD_NUM%])
[%INVOICE_NUM%]	Invoice number
[%INVOICE_NUM_FORMATTED%]	Invoice number in the form XXXX-XXXX-XXXX
[%CHECKOUT_DATE%]	Date when the checkout was completed
[%ORD_DATE%]	Date when the order was processed by the website (normally the same as [%CHECKOUT_DATE%])
[%INV_DATE%]	Invoice date
[%PAY_DATE%]	Date when payment was taken
[%DISPATCH_DATE%]	Date when the order was shipped (sent)
[%IMPORT_DATE%]	Date when the order was imported
[%LISTED_ON%]	Sub-site item was sold on (e.g. Ebay Express)
[%PAYMENT_METHOD%]	Payment method used
[%PAYMENT_STATUS%]	Payment status
[%ORD_TOTAL_PAID%]	Total amount paid
[%PAYPAL_ID%]	Paypal ID (if appropriate)
[%VAT_NUMBER%]	Order VAT number (mainly used for other EC country sale not paying VAT)
[%INVOICE_VAT_NUMBER%]	Invoice Customer VAT number (mainly used for other EC country sale not paying VAT)
[%DELIVERY_VAT_NUMBER%]	Delivery Customer VAT number (mainly used for other EC country sale not paying VAT)
[%CURRENCY%]	Currency for the order
[%PO_NUMBER%]	Purchase order number
[%TOTAL_WEIGHT%]	Total weight of order
[%POSTAL_SERVICE%]	Postal service required for order
[%DELIVERY_INSTRUCTIONS%]	Any special delivery instructions
[%COURIER%]	Courier to use for sending the order to the customer
[%TRACKING_ID%]	Any tracking number to send to customer to be able to track order
[%TRACKING_INFO%]	Any additional information required for the order for tracking (e.g. website address to use)
[%COURIER_LABEL_IMAGE%]	<b>Courier Label (Portrait). This will display the first label for the order. For 2nd label use [%COURIER_LABEL_IMAGE-2%]</b>
[%COURIER_LABEL_IMAGE2-2%]	<b>Courier Label (Landscape). This will display the first label for the order. For 2nd label use [%COURIER_LABEL_IMAGE2%]</b>
[%COURIER_LABEL_IMAGE3%]	<b>Additional Courier Label, e.g. CN22. This will display the first label for the order. For 2nd label use [%COURIER_LABEL_IMAGE3-2%]</b>

[%FEEDBACK_LEFT%]	Feedback left for customer
[%FEEDBACK_RECEIVED%]	Feedback received from customer
[%NOTES%]	Notes for order
[%ORD_SUB_TOTAL%]	Total cost of all items ordered (not including VAT)
[%ORD_SUB_TOTAL_TAX%]	Tax on total cost of items
[%ORD_PNP%]	Total Postage and Packing (not including VAT)
[%ORD_PNP_TAX%]	Tax on Postage and Packing
[%ORD_INSURANCE%]	Insurance on order (not including VAT)
[%ORD_INSURANCE_TAX%]	Tax on Insurance
[%ORD_TOTAL_TAX%]	Total tax on order
[%ORD_TOTAL_NO_TAX%]	Total of all items, postage and insurance
[%ORD_GRAND_TOTAL%]	Total of all items, P&P, Insurance and Tax
[%TOTAL_ORDER_QTY%]	Total number of items in the order
[%TOTAL_ORDER_LINES%]	Total number of lines in the order (not including components)
[%ITEM_IDn%]	Item ID. n can be from 1 to 200.
[%ITEM_TITLEn%]	Item Title. n can be from 1 to 200.
[%ITEM_SKUn%]	Item SKU. This normally your own part number (ID). n can be from 1 to 200.
[%ITEM_QTYn%]	Quantity of item. n can be from 1 to 200.
[%ITEM_ORIG_QTYn%]	Original quantity of item. This is the value when imported or created, before any changes have been made. n can be from 1 to 200.
[%ITEM_PRICE%]	Price of item. n can be from 1 to 200.
[%ITEM_VAT_RATE%]	VAT rate applied to this item. n can be from 1 to 200.
[%ITEM_TAXn%]	Tax (VAT) on the item. n can be from 1 to 200.
[%ITEM_TOTALn%]	Total cost of item (including TAX). n can be from 1 to 200.
[%ITEM_WEIGHTn%]	Weight of item (normally in Kilos). n can be from 1 to 200.
[%ITEM_FIELD1n%]	First additional order details field.. n can be from 1 to 200.
[%ITEM_FIELD2n%]	Second additional order details field.. n can be from 1 to 200.
[%ITEM_FIELD3n%]	Third additional order details field.. n can be from 1 to 200.
[%ITEM_FIELD4n%]	Fourth additional order details field.. n can be from 1 to 200.
[%ITEM_FIELD5n%]	Fifth additional order details field.. n can be from 1 to 200.
[%ITEM_MESSAGE%]	Any order message. e.g. gift message .. n can be from 1 to 200.
[%ITEMS_ORDERED%]	All the items ordered including Postage and Packing, Insurance and Tax. Uses Item IDs
[%ITEMS_ORDERED2%]	All the items ordered including Postage and Packing, Insurance and Tax. Uses Item SKUs
[%ITEMS_ORDERED3%]	All the items ordered including Postage and Packing, Insurance and Tax. Uses Item IDs and SKUs
[%ITEMS_PACKING_LIST%]	All the items ordered. No costs shown. Uses Item IDs
[%ITEMS_PACKING_LIST2%]	All the items ordered. No costs shown. Uses Item SKUs
[%ITEMS_PACKING_LIST3%]	All the items ordered. No costs shown. Uses Item SKUs and IDs
[%CUSTOM_ENTERED1%]	Custom field 1 entered for the order
[%CUSTOM_ENTERED2%]	Custom field 2 entered for the order
[%CUSTOM_ENTERED3%]	Custom field 3 entered for the order
[%CUSTOM_ENTERED4%]	Custom field 4 entered for the order
[%CUSTOM_ENTERED5%]	Custom field 5 entered for the order
[%CUSTOM_ENTERED6%]	Custom field 6 entered for the order
[%CUSTOM_ENTERED7%]	Custom field 7 entered for the order
[%CUSTOM_ENTERED8%]	Custom field 8 entered for the order
[%CUSTOM_ENTERED9%]	Custom field 9 entered for the order
[%CUSTOM_ENTERED10%]	Custom field 10 entered for the order
[%CUSTOM_ENTERED11%]	Custom field 11 entered for the order
[%CUSTOM_ENTERED12%]	Custom field 12 entered for the order
[%CUSTOM_ENTERED13%]	Custom field 13 entered for the order
[%CUSTOM_ENTERED14%]	Custom field 14 entered for the order
[%CUSTOM_ENTERED15%]	Custom field 15 entered for the order
[%CUSTOM_ENTERED16%]	Custom field 16 entered for the order
[%CUSTOM_ENTERED17%]	Custom field 17 entered for the order
[%CUSTOM_ENTERED18%]	Custom field 18 entered for the order
[%CUSTOM_ENTERED19%]	Custom field 19 entered for the order
[%CUSTOM_ENTERED20%]	Custom field 20 entered for the order
[%CUSTOM_ENTERED21%]	Custom field 21 entered for the order
[%CUSTOM_ENTERED22%]	Custom field 22 entered for the order
[%CUSTOM_ENTERED23%]	Custom field 23 entered for the order
[%CUSTOM_ENTERED24%]	Custom field 24 entered for the order
[%CUSTOM_ENTERED25%]	Custom field 25 entered for the order
[%CUSTOM_ENTERED26%]	Custom field 26 entered for the order
[%CUSTOM_ENTERED27%]	Custom field 27 entered for the order
[%CUSTOM_ENTERED28%]	Custom field 28 entered for the order
[%CUSTOM_ENTERED29%]	Custom field 29 entered for the order
[%CUSTOM_ENTERED30%]	Custom field 30 entered for the order

[%CUSTOM_ENTERED31%]	Custom field 31 entered for the order
[%CUSTOM_ENTERED32%]	Custom field 32 entered for the order
[%CUSTOM_ENTERED33%]	Custom field 33 entered for the order
[%CUSTOM_ENTERED34%]	Custom field 34 entered for the order
[%CUSTOM_ENTERED35%]	Custom field 35 entered for the order
[%CUSTOM_ENTERED36%]	Custom field 36 entered for the order
[%CUSTOM_ENTERED37%]	Custom field 37 entered for the order
[%CUSTOM_ENTERED38%]	Custom field 38 entered for the order
[%CUSTOM_ENTERED39%]	Custom field 39 entered for the order
[%CUSTOM_ENTERED40%]	Custom field 40 entered for the order
[%CUSTOM_ENTERED41%]	Custom field 41 entered for the order
[%CUSTOM_ENTERED42%]	Custom field 42 entered for the order
[%CUSTOM_ENTERED43%]	Custom field 43 entered for the order
[%CUSTOM_ENTERED44%]	Custom field 44 entered for the order
[%CUSTOM_ENTERED45%]	Custom field 45 entered for the order
[%CUSTOM_ENTERED46%]	Custom field 46 entered for the order
[%CUSTOM_ENTERED47%]	Custom field 47 entered for the order
[%CUSTOM_ENTERED48%]	Custom field 48 entered for the order
[%CUSTOM_ENTERED49%]	Custom field 49 entered for the order
[%CUSTOM_ENTERED50%]	Custom field 50 entered for the order

[%CUSTOM\_FIXED1%] up to [%CUSTOM\_FIXED50%]. These values are defined in the Customize Current View dialog

[%PRODUCT_SKUn%]	Product SKU
[%PRODUCT_EANn%]	Product EAN
[%PRODUCT_TITLEn%]	Product Title
[%PRODUCT_DESCn%]	Product Description
[%PRODUCT_BINn%]	Product bin/location in the warehouse
[%PRODUCT_PRICE%]	Product price
[%PRODUCT_SHIP_COSTn%]	Product shipping cost
[%PRODUCT_VAT_RATE%]	Product VAT rate
[%PRODUCT_WEIGHTn%]	Product weight
[%PRODUCT_HEIGHTn%]	Height of the product. This can either be the shipment size or item size
[%PRODUCT_WIDTHn%]	Width of the product. This can either be the shipment size or item size
[%PRODUCT_DEPTHn%]	Depth of the product. This can either be the shipment size or item size
[%PRODUCT_TYPEn%]	Product type. This is the group that you have assigned the product to (e.g. Tools)
[%PRODUCT_STOCK_LEVELn%]	Product current stock level
[%PRODUCT_STOCK_REORDER_LEVELn%]	Product stock level to reorder at
[%PRODUCT_STOCK_OUT_LEVELn%]	Product stock level when is out of stock
[%PRODUCT_COST_PRICE%]	Product cost price
[%PRODUCT_COST_PRICE_SHIPPING%]	Product cost price of shipping
[%PRODUCT_CURRENCYn%]	Product currency
[%PRODUCT_NOTESn%]	Product notes (that you enter)
[%PRODUCT_ACTINIC_SKUn%]	Product SellerDeck/Actinic SKU
[%PRODUCT_AMAZON_MP_SKUn%]	Product Amazon Marketplace SKU
[%PRODUCT_AMAZON_SC_SKUn%]	Product Amazon SellerCentral SKU
[%PRODUCT_CUBE_CART_SKUn%]	Product CubeCart SKU
[%PRODUCT_EDIRECTORY_SKUn%]	Product Edirectory SKU
[%PRODUCT_INTERSPIRE_SKUn%]	Product Interspire SKU
[%PRODUCT_EBAY_SKUn%]	Product Ebay SKU
[%PRODUCT_EBID_SKUn%]	Product eBid SKU
[%PRODUCT_ONE_STOP_SKUn%]	Product OSOP SKU
[%PRODUCT_OSCOMMERCE_SKUn%]	Product osCommerce SKU
[%PRODUCT_RAKUTEN_SKUn%]	Product Rakuten/Playtrade SKU
[%PRODUCT_ROMAN_CART_SKUn%]	Product Roman Cart SKU
[%PRODUCT_XCART_SKUn%]	Product X-Cart SKU

## Product Macros used for product feeds

[%PRODUCT_ORIGINAL_PRICE%]	Product original price, used for sales
[%PRODUCT_AVAILABILITYn%]	Product availability, e.g. 3 days
[%PRODUCT_BRANDn%]	Product brand, e.g. Dolce Gusto
[%PRODUCT_CATEGORYn%]	Product category, e.g. Small appliances
[%PRODUCT_CONDITIONn%]	Product condition, e.g. new
[%PRODUCT_DURATIONn%]	Product duration of sale, e.g. 7 (for 7 days)
[%PRODUCT_IMAGE1-n%]	Product image, e.g. image1.jpg
[%PRODUCT_IMAGE2-n%]	Product image 2
[%PRODUCT_IMAGE3-n%]	Product image 3
[%PRODUCT_IMAGE4-n%]	Product image 4
[%PRODUCT_IMAGE5-n%]	Product image 5
[%PRODUCT_MANUFACTURERn%]	Product manufacturer, e.g. Nescafe
[%PRODUCT_PRODUCT_TYPEn%]	Product type, e.g. electrical
[%PRODUCT_SEARCH_TERMSn%]	Product search terms, e.g. Coffee, kitchen
[%PRODUCT_SELLING_FORMATn%]	Product selling format, e.g. GTC

[%PRODUCT_SHIPPING_DESTINATIONn%]	Product shipping destinations, e.g. UK (or 7)
[%PRODUCT_TYPEn%]	Product type. This is the type for system, e.g. for Amazon Toys & Games.
[%PRODUCT_WEBPAGEn%]	Product webpage for product. Used for websites that (also) sell item)
[%PRODUCT_CUSTOM1-n%]	Product custom value. This can be any value that you want to use. You can have up to 20 additional values for a product.
[%PRODUCT_CUSTOM2-n%]	Custom value 2
[%PRODUCT_CUSTOM3-n%]	Custom value 3
[%PRODUCT_CUSTOM4-n%]	Custom value 4
[%PRODUCT_CUSTOM5-n%]	Custom value 5
[%PRODUCT_CUSTOM6-n%]	Custom value 6
[%PRODUCT_CUSTOM7-n%]	Custom value 7
[%PRODUCT_CUSTOM8-n%]	Custom value 8
[%PRODUCT_CUSTOM9-n%]	Custom value 9
[%PRODUCT_CUSTOM10-n%]	Custom value 10
[%PRODUCT_CUSTOM11-n%]	Custom value 11
[%PRODUCT_CUSTOM12-n%]	Custom value 12
[%PRODUCT_CUSTOM13-n%]	Custom value 13
[%PRODUCT_CUSTOM14-n%]	Custom value 14
[%PRODUCT_CUSTOM15-n%]	Custom value 15
[%PRODUCT_CUSTOM16-n%]	Custom value 16
[%PRODUCT_CUSTOM17-n%]	Custom value 17
[%PRODUCT_CUSTOM18-n%]	Custom value 18
[%PRODUCT_CUSTOM19-n%]	Custom value 19
[%PRODUCT_CUSTOM20-n%]	Custom value 20
[%SUPPLIER_NAMEN-n%]	Supplier contact name
[%SUPPLIER_COMPANYN-n%]	Supplier Company
[%SUPPLIER_TEL_NUMN-n%]	Supplier telephone number
[%SUPPLIER_FAX_NUMN-n%]	Supplier fax number
[%SUPPLIER_EMAILN-n%]	Supplier email
[%SUPPLIER_ADD_LINE1N-n%]	Supplier address line 1
[%SUPPLIER_ADD_LINE2N-n%]	Supplier address line 2
[%SUPPLIER_ADD_LINE3N-n%]	Supplier address line 3
[%SUPPLIER_ADD_LINE4N-n%]	Supplier address line 4
[%SUPPLIER_COUNTYN-n%]	Supplier county
[%SUPPLIER_POSTCODEN-n%]	Supplier postcode
[%SUPPLIER_COUNTRYN-n%]	Supplier country
[%SUPPLIER_IDN-n%]	Supplier ID
[%SUPPLIER_VATN-n%]	Supplier VAT code
[%SUPPLIER_CODEN-n%]	Supplier code (your own internal code)
[%SUPPLIER_NOTESN-n%]	Supplier notes
[%SUPPLIER_ADDN-n%]	Complete supplier address. Blank lines are removed and the country is displayed using the country option in the <i>Printing fields</i> options.

## Macros to use your Company details

[%COMPANY_ID%]	Seller ID
[%COMPANY_NAME%]	Company Name
[%COMPANY_WEBSITE%]	Company Website
[%COMPANY_CONTACT%]	Contact Name
[%COMPANY_ADD1%]	Address Line 1
[%COMPANY_ADD2%]	Address Line 2
[%COMPANY_ADD3%]	Address Line 3
[%COMPANY_ADD4%]	Address Line 4
[%COMPANY_COUNTRY%]	County
[%COMPANY_COUNTRY%]	Country
[%COMPANY_TEL%]	Telephone number
[%COMPANY_REG%]	Legal Company registration number
[%COMPANY_FAX%]	Fax number (or other pertinent information)
[%COMPANY_VAT%]	TAX/VAT number
[%COMPANY_EMAIL%]	Email address

## Printing more than 1 order details on a single page

You can put up to 64 orders onto the same sheet of paper. This can be used for sheets of labels or more efficient packing lists or reports.

To use this feature you must be the macro #NX#n# somewhere on the page. Where n is the number of orders to put onto this page. For example, #NX#8# will put 8 orders on a single page.

If you are using HTML layers you must put the macro #PT# at the end of the page. This will stop more than 1 page being printed onto the same page. The supplied Avery labels use this technique.

When you have put one (or both) of these macros on the page you can use the following macros with the order number required to print onto the page. For example to display the customers name use [%INV\_CUST\_NAME#1#%], [%INV\_CUST\_NAME#2#%], [%INV\_CUST\_NAME#3#%] etc..

```

[%INV_ADD#n#%]
[%DEL_ADD#n#%]
[%ORD_NUM#n#%]
[%ORD_DATE#n#%]
[%INV_CUST_NAME#n#%]
[%INV_COMPANY#n#%]
[%DEL_CUST_NAME#n#%]
[%DEL_COMPANY#n#%]
[%INV_CUST_NAME#n#%]
[%INV_COMPANY#n#%]
[%INV_TEL_NUM#n#%]
[%INV_FAX_NUM#n#%]
[%INV_EMAIL#n#%]
[%INV_ADD_LINE1#n#%]
[%INV_ADD_LINE2#n#%]
[%INV_ADD_LINE3#n#%]
[%INV_ADD_LINE4#n#%]
[%INV_COUNTY#n#%]
[%INV_POSTCODE#n#%]
[%INV_COUNTRY#n#%]
[%INV_BUYER_ID#n#%]
[%INV_CODE#n#%]
[%DEL_CUST_NAME#n#%]
[%DEL_COMPANY#n#%]
[%DEL_TEL_NUM#n#%]
[%DEL_FAX_NUM#n#%]
[%DEL_EMAIL#n#%]
[%DEL_ADD_LINE1#n#%]
[%DEL_ADD_LINE2#n#%]
[%DEL_ADD_LINE3#n#%]
[%DEL_ADD_LINE4#n#%]
[%DEL_COUNTY#n#%]
[%DEL_POSTCODE#n#%]
[%DEL_COUNTRY#n#%]
[%DEL_BUYER_ID#n#%]
[%DEL_CODE#n#%]
[%SALES_SOURCE#n#%]
[%ORD_NUM#n#%]
[%ORD_TRANS_ID#n#%]
[%ORDER_ID#n#%]
[%INVOICE_NUM#n#%]
[%CHECKOUT_DATE#n#%]
[%ORD_DATE#n#%]
[%INV_DATE#n#%]
[%PAY_DATE#n#%]
[%DISPATCH_DATE#n#%]
[%LISTED_ON#n#%]
[%PAYMENT_METHOD#n#%]
[%POSTAL_SERVICE#n#%]
[%PAYPAL_ID#n#%]
[%VAT_NUMBER#n#%]
[%CURRENCY#n#%]
[%PO_NUMBER#n#%]
[%TOTAL_WEIGHT#n#%]
[%DELIVERY_INSTRUCTIONS#n#%]
[%FEEDBACK_LEFT#n#%]
[%FEEDBACK_RECEIVED#n#%]
[%NOTES#n#%]
[%ORD_SUB_TOTAL#n#%]
[%ORD_SUB_TOTAL_TAX#n#%]
[%ORD_PNP#n#%]
[%ORD_PNP_TAX#n#%]
[%ORD_INSURANCE#n#%]
[%ORD_INSURANCE_TAX#n#%]
[%ORD_TOTAL_TAX#n#%]
[%ORD_GRAND_TOTAL#n#%]

```

For order lines you use the order line followed by the order number. For example, the first line (item) of an order for order 3 would be [%ITEM\_ID1#3#%]. An example of this is used in the `PackingListIntLab2Orders.html` packing list (2 orders per packing list using 2 labels).



[%ITEM\_IDN#n#%]  
[%ITEM\_TITLE#n#%]  
[%ITEM\_SKUN#n#%]  
[%ITEM\_QTYN#n#%]  
[%ITEM\_ORIG\_QTYN#n#%]  
[%ITEM\_PRICEN#n#%]  
[%ITEM\_VAT\_RATE#n#%]  
[%ITEM\_TAXN#n#%]  
[%ITEM\_TOTALN#n#%]  
[%ITEM\_WEIGHTN#n#%]  
[%ITEM\_SHIPPED\_QTYN#n#%]  
[%ITEM\_PRICEN#n#%]

## Changing the printer margins

Printing is performed using Microsoft Internet Explorer. You can override the printer margins by using the #CM# makro. This allows you to have different margins for different invoices etc.. To do this use the following macro:

#CM#Top#Bottom#Left#Right#

This will replace the Top, Bottom, Left and Right margins for this invoice only. The values are in Millimetres.

An example is

#CM#19#19#5#5#

This will set the top and bottom margins to 19 mm and the left and right margins to 5 mm.

## Advanced Macros

As well as using macros that represent order, customer or product values you can use the following macros to perform calculations and conditional values. This can be useful if you want to display values that are based upon calculations (e.g. shipping costs based on grand total). You can also conditionally display different text based on other values.

The values used are defined earlier in this section, e.g. [%LISTED\_ON%]

### Including external files within printed invoices, packing list and purchase orders

You can include the contents of external files (e.g. Terms and Conditions) by using the #=# macro

For example,

```
#=#C:\TermsAndConds.html#=#
```

### Macros within printed invoices, packing list and purchase orders

You can use macros within emails by putting a #!# around the macro.

These can be used to display different values in emails depending upon other order values. To do this you must use #!# around the macro to run. For example,

```
#!# [%ORD_GRAND_TOTAL%] [<]10 [Royal Mail] [UKMail] #!#
```

- [+] The two values either side are added up
- [-] The value to the right is taken away from the value on the left.
- [/] The value on the left is divided by the value on the right.
- [\*] The two values are multiplied together.
- [<] Compares the value and if it is less than the value given show the first value otherwise show the second value.

For example, to show Parcel Force for orders less than £100 and UKMail for

orders over and including £100 use:

```
[%ORD_SUB_TOTAL%] [<] 100 [Parcel Force] [UKMail]
```

- [>] Compares the value and if it is greater than the value given show the first value otherwise show the second value.

For example, to alert someone (by adding text into a certain field) to check all orders over £200 use:

```
[%ORD_SUB_TOTAL%] [>] 200 [Check Order]
```

- [=] Compares the value and if it equals value given show the first value otherwise show the second value. This can include text as well as numeric values.

For example, to change the drop shipper depending upon a certain product use:

```
[%ITEM_SKU1%] [=] IL42 [SmartShipper][We Ship]
```

- [U] Make the field UPPERCASE. You should put the operator after the field value.

This can be useful for making certain fields more visible.

For example, to make the Delivery company name UPPERCASE use:

```
[%DEL_COMPANY%] [U]
```

- [l] Make the field lowercase. You should put the operator after the field value. This can be useful for making certain fields more readable when joined with other fields.

For example, to make the built up sentence (which is itself made up from other fields) more readable use:

```
[%CUSTOM_ENTERED1%][l]
```

- [\$] Display a portion of a field. The 2 values following the operator are the position to start in the text followed by the number of characters to use. This can be useful when values have to be a fixed length for certain export functions or using certain characters in a value as a code to another system.

For example, to use the first 3 characters of a product code as a warehouse location (or dropshipper) use the following. You

can then base other fields on tests on this field.

`[%ITEM_SKU1%][\$][1][3]`

If you put a ! before the second value you can take the portion of the string before the text given. For example, to include all the text before a space in the item title use the following:

`[%ITEM_TITLE1%] [$][1][! ]`

You can also search for certain words, not just single characters.

- [.] Take the absolute value of the number. For example, 19.21 would be shown as 19. This is very useful for any Inland Revenue figures where only the £ (GBP) number is required.

For example:

`[%ORD_GRAND_TOTAL%] [.]`

- [#] Replace a letter or word with another word. This can be useful if you wish to replace certain words (for branding) or to remove unwanted.

To replace the word Free with Additional use:

`[%ITEM_TITLE1%] [#][Free][Additional]`

To remove all commas from an address line:

`[%INV_ADD_LINE1%] [#][,][ ]`

- [D] Display the date (if a date field) in the format YYYY-MM-DD. This is useful when some export formats need the date in a different format. The formats supported are:

- 1 - yyyy-mm-dd
- 2 - dd/mm/yyyy
- 3 - dd/mm/yy
- 4 - mm/dd/yy

If you use nothing or 1 after the [D] it will use the format YYYY-MM-DD.

For example, to display the date as day/month/year use.

`[%INV_DATE%] [D]2`

- [?] Find a word within a field. If the text is found show the first value otherwise the second value. For example, to look for the word Fast in the shipping instructions use the following:

`[%DELIVERY_INSTRUCTIONS%] [?]Fast[UPS][DHL]`

This will display UPS if the word fast is used in the shipping instructions or DHL if it is not. This can be used to display order processing information based upon the order's choices.

If you want to find the location of a the value within the first text you should put ? in both the possible returned values. This can be useful if you want to extract certain text from another word. For example,

**The quick brown fox jumped over the fence[?]jumped[?][?]**

This would return

**21**

as this is the position in the text of the word jumped.

A more complex example is to use the returned value to extract the text from the sentence.

For example, if you want to only display the text after a # in the Order item's SKU you can find the location of the # and show all characters after the #.

`[%ITEM_SKU1%][\$][[%ITEM_SKU1%][?][#][?][?][+][1][15]`

This is applied to the SKU

**Door Handle#419C**

this shows

**419C**

To see how this macro works this can be broken down into several parts

- 1 The [%ITEM\_SKU1%][?][?][?] looks for a # in the SKU and returns the location of it, in the example, 12.
- 2 Then the [+1] is used, which adds 1 to the location, which then makes the value 13 (12 +1).
- 3 The 13 is then used in the [\$] macro, which is Display a portion of a string. This would then use

[%ITEM\_SKU1%][\$][13][15]

This shows up to 15 characters from the 13 position in the string. The 15 is arbitrary number, if your SKUs are longer use a higher value (e.g. 254).

<!> You can access the underlying data using SQL directly. You will need to know information about the underlying data. You can use the following values in the SQL to reference the current order being displayed:

[%ORD_ID%]	The current order's ID
[%ORD_ITEM_ID%]	The current order line's ID

For example, to show the total tax for all order lines on the main product reference only using the following SQL

```
#!#<!>Select sum(dTax) from TOrderLine where (nOrderLineSeq=[%ORD_ITEM_ID%] AND sSKU='[%SKU%]')##
```

[r] Round a number to the nearest number of decimal places. For example, if you use the

3.1415926[r]3

This will show

3.142

As the number has been rounded to the nearest whole number (in the decimal places).

[A] Remove any accents from accented characters. This is very useful when showing addresses on courier labels. For example, Royal Mail DMO or UPS.

To remove the accents from address line use the following macro:

[%DEL\_ADD\_LINE1%][A]

[I] Display the ISO country code. You can use the following macro to show this

[%DEL\_COUNTRY%][I]

the country will be shown as the country ISO code. For example, United Kingdom will be displayed as UK

# Macros for Reports

## Picking List

You can change the Picking List to change the information shown. It is a series of HTML documents. You can change them using a standard HTML editor. Each file is described below. The files are located in the Templates folder under the main installation folder (e.g. C:\OSOP\Main\Templates).

Filename	Description
PickingListHeader.html	Contains title of report
PickingListProduct.html	Table header and details for product. This is used when when the order details are also required.
PickingListProductHeader.html	Table header for product. This is used when the order details are not shown.
PickingListProductDetail.html	Table details for product. This is used when the order details are not shown.
PickingListOrderHeader.html	Table header for orders.
PickingListOrderDetail.html	Table details for orders.
PickingListFooter.html	Contains footer of report

When the product details are displayed the following macros are used. These are used in the PickingListProductDetail.html and PickingListProductDetail.html files. If you don't need this information displayed simply remove the macro (and adjust the header).

Macro to use	Description
[%ITEM_SKU%]	Item's SKU, your or supplier's code
[%ITEM_ID]	Item's ID. This is normally the website's sale item code.
[%ITEM_TITLE%]	Item's title or description
[%ITEM_BIN%]	Location of item in your warehouse, stores. This is defined in your product's inventory
[%ITEM_QTY%]	Total quantity of item ordered
[%ITEM_ORIG_QTY%]	Original total quantity of item ordered
[%ITEM_SHIPPED_QTY%]	Total of item already shipped
[%ITEM_STOCK_NEEDED%]	The number of items sold but not in stock. If shown the total number of items that need to be ordered from supplier.

You can also change the information shown for each order. The information to display is in the PickingListOrderDetail.html file.

Macro to use	Description
[%ORD_DATE%]	Date of order. If the <i>Show Time in Order Details</i> option is ticked the time is also included.
[%ORD_NUM%]	Order number
[%INVOICE_NUM%]	Invoice number. If you are using the OSOP generated invoice numbers this will be displayed using this macro.
[%ITEM_QTY%]	Quantity of this product required for this order
[%ITEM_ORIG_QTY%]	Original quantity of this product required for this order
[%ITEM_SHIPPED_QTY%]	Quantity of this product already shipped
[%DEL_CUST_NAME%]	Delivery customer name
[%DEL_COMPANY%]	Delivery customer company
[%DEL_TEL_NUM%]	Delivery telephone number
[%DEL_FAX_NUM%]	Delivery Fax number
[%DEL_EMAIL%]	Delivery email
[%DEL_ADD_LINE1%]	Delivery line 1
[%DEL_ADD_LINE2%]	Delivery line 2
[%DEL_ADD_LINE3%]	Delivery line 3
[%DEL_ADD_LINE4%]	Delivery line 4
[%DEL_COUNTY%]	Delivery County
[%DEL_POSTCODE%]	Delivery postcode
[%DEL_COUNTRY%]	Delivery Country
[%DEL_BUYER_ID%]	Delivery Buyer ID
[%DEL_CODE%]	Delivery Customer Code
[%PAYMENT_METHOD%]	Payment method
[%POSTAL_SERVICE%]	Shipping service used for order
[%DELIVERY_INSTRUCTIONS%]	Delivery instructions for order
[%NOTES%]	Any notes entered for the order
[%PO_NUMBER%]	Purchase Order number for order
[%LISTED_ON%]	Where the order was listed.
[%PRODUCT_STOCK_SUPPLIER%]	Supplier to use for the product
[%PRODUCT_STOCK_SUPPLIER2%]	2nd supplier to use for the product
[%PRODUCT_STOCK_SUPPLIER3%]	3rd supplier to use for the product
[%COURIER%]	Courier to show to customer

[%TRACKING_ID%]	Tracking ID for consignment
[%TRACKING_INFO%]	Additional tracking courier information (e.g. Next Day)
[%TOTAL_ORDER_QTY%]	Total number of items on the order
[%TOTAL_ORDER_LINES%]	Total number of order lines (not including components)
[%COURIER_SENT_WITH%]	Courier actually sent with
[%COURIER_LABEL_ID%]	Courier consignment ID (not tracking ID)
[%COURIER_SERVICE%]	Courier service sent with
[%CUSTOM_ENTERED1%] --	First 15 Custom Entered order values
[%CUSTOM_ENTERED15%]	

You can also change the information shown for the total of all products. The information to display is in the `Footer.html` file.

Macro to use	Description
[%TOTAL_SALES_PRODUCT%]	Total of all products sales (not including VAT)
[%TOTAL_SALES_PRODUCT_TAX%]	Total of all tax (VAT) paid for all products
[%TOTAL_SALES_PRODUCT_SHIPPING%]	Total of all shipping (not including VAT) for all products
[%TOTAL_SALES_PRODUCT_SHIPPING_TAX%]	Total of all tax (VAT) paid for shipping for all products
[%TOTAL_SALES_PRODUCT_TOTAL%]	Total of amount paid for all products (including shipping), but not including tax (VAT)
[%TOTAL_SALES_PRODUCT_TOTAL_TAX%]	Total of tax (VAT) paid for all products (including shipping)
[%TOTAL_SALES_PRODUCT_GRAND_TOTAL%]	Total amount paid for all products (including VAT and shipping)
[%TOTAL_LINE_ITEMS%]	Total number of order lines

**NOTE :** You can also use formulae in the Picking List. For more information see the **Advanced Macros** section.

## Sales

You can change the Sales to change the information shown. It is a series of HTML documents. You can change them using a standard HTML editor. Each file is described below. The files are located in the Templates folder under the main installation folder (e.g. C:\OSOP\Main\Templates).

Filename	Description
SalesHeader.html	Contains title of report
SalesProduct.html	Table header and details for product. This is used when when the order details are also required.
SalesOrderHeader.html	Table header for orders.
SalesOrderDetail.html	Table details for orders.
SalesFooter.html	Contains footer of report
SalesProductTotal.html	This contains the totals of the items

When the product details are displayed the following macros are used. These are used in the `SalesProduct.html` file. If you don't need this information displayed simply remove the macro (and adjust the header).

Macro to use	Description
<code>[%ITEM_SKU%]</code>	Item's SKU, your or supplier's code
<code>[%ITEM_ID]</code>	Item's ID. This is normally the website's sale item code.
<code>[%ITEM_TITLE%]</code>	Item's title or description
<code>[%ITEM_QTY%]</code>	Total quantity of item ordered
<code>[%ITEM_ORIG_QTY%]</code>	Total original quantity of item ordered
<code>[%ITEM_SHIPPED_QTY%]</code>	Total of item already shipped
<code>[%GROUP_BY%]</code>	If you are using the Grouped Sales option this macro displays the name of this field to group the sales by, e.g. Delivery Country
<code>[%GROUP_BY_VALUE%]</code>	If you are using the Group Sales option this is the value that the following total is for, e.g. Denmark.

You can also change the information shown for each order. The information to display is in the `SalesOrderDetail.html` file.

Macro to use	Description
<code>[%ORD_DATE%]</code>	Date of order. If the <i>Show Time in Order Details</i> option is ticked the time is also included.
<code>[%ORD_NUM%]</code>	Order number.
<code>[%ORD_NUM_FORMATTED%]</code>	Order number in the form XXXX-XXXX-XXXX.
<code>[%INVOICE_NUM%]</code>	Invoice number. If you are using the OSOP generated invoice numbers this will be displayed using this macro.
<code>[%INVOICE_NUM_FORMATTED%]</code>	Invoice number in the form XXXX-XXXX-XXXX. If you are using the OSOP generated invoice numbers this will be displayed using this macro.
<code>[%ITEM_QTY%]</code>	Quantity of this product required for this order
<code>[%ITEM_ORIG_QTY%]</code>	Original quantity of this product required for this order
<code>[%ITEM_SHIPPED_QTY%]</code>	Quantity of this product already shipped
<code>[%DEL_CUST_NAME%]</code>	Delivery customer name
<code>[%DEL_COMPANY%]</code>	Delivery customer company
<code>[%DEL_TEL_NUM%]</code>	Delivery telephone number
<code>[%DEL_FAX_NUM%]</code>	Delivery Fax number
<code>[%DEL_EMAIL%]</code>	Delivery email
<code>[%DEL_ADD_LINE1%]</code>	Delivery line 1
<code>[%DEL_ADD_LINE2%]</code>	Delivery line 2
<code>[%DEL_ADD_LINE3%]</code>	Delivery line 3
<code>[%DEL_ADD_LINE4%]</code>	Delivery line 4
<code>[%DEL_COUNTY%]</code>	Delivery County
<code>[%DEL_POSTCODE%]</code>	Delivery postcode
<code>[%DEL_COUNTRY%]</code>	Delivery Country
<code>[%DEL_BUYER_ID%]</code>	Delivery Buyer ID
<code>[%DEL_CODE%]</code>	Delivery Customer Code
<code>[%PAYMENT_METHOD%]</code>	Payment method
<code>[%POSTAL_SERVICE%]</code>	Shipping service used for order
<code>[%DELIVERY_INSTRUCTIONS%]</code>	Delivery instructions for order
<code>[%NOTES%]</code>	Any notes entered for the order
<code>[%PO_NUMBER%]</code>	Purchase Order number for order
<code>[%LISTED_ON%]</code>	Where the order was listed.
<code>[%PRODUCT_STOCK_SUPPLIER%]</code>	Supplier to use for the product
<code>[%PRODUCT_STOCK_SUPPLIER2%]</code>	2nd supplier to use for the product
<code>[%PRODUCT_STOCK_SUPPLIER3%]</code>	3rd supplier to use for the product
<code>[%COURIER%]</code>	Courier to show to customer
<code>[%TRACKING_ID%]</code>	Tracking ID for consignment
<code>[%TRACKING_INFO%]</code>	Additional tracking courier information (e.g. Next Day)
<code>[%TOTAL_ORDER_QTY%]</code>	Total number of items on the order
<code>[%TOTAL_ORDER_LINES%]</code>	Total number of order lines (not including components)
<code>[%COURIER_SENT_WITH%]</code>	Courier actually sent with
<code>[%COURIER_LABEL_ID%]</code>	Courier consignment ID (not tracking ID)



[%COURIER\_SERVICE%] Courier service sent with  
 [%CUSTOM\_ENTERED1%] -- First 15 Custom Entered order values  
 [%CUSTOM\_ENTERED15%]

You can also change the information shown for the totals for each product. The information to display is in the `SalesProductTotal.html` file.

Macro to use	Description
[%SALES_PRODUCT%]	Total of product sales (not including VAT)
[%SALES_PRODUCT_TAX%]	Total of all tax (VAT) paid for product
[%SALES_PRODUCT_SHIPPING%]	Total of all shipping (not including VAT) for product
[%SALES_PRODUCT_SHIPPING_TAX%]	Total of all tax (VAT) paid for shipping for this product
[%SALES_PRODUCT_TOTAL%]	Total of amount paid for product (including shipping), but not including tax (VAT)
[%SALES_PRODUCT_TOTAL_TAX%]	Total of tax (VAT) paid for product (including shipping)
[%SALES_PRODUCT_GRAND_TOTAL%]	Total amount paid for product (including VAT and shipping)

You can also change the information shown for the total of all products. The information to display is in the `Footer.html` file.

Macro to use	Description
[%TOTAL_SALES_PRODUCT%]	Total of all products sales (not including VAT)
[%TOTAL_SALES_PRODUCT_TAX%]	Total of all tax (VAT) paid for all products
[%TOTAL_SALES_PRODUCT_SHIPPING%]	Total of all shipping (not including VAT) for all products
[%TOTAL_SALES_PRODUCT_SHIPPING_TAX%]	Total of all tax (VAT) paid for shipping for all products
[%TOTAL_SALES_PRODUCT_TOTAL%]	Total of amount paid for all products (including shipping), but not including tax (VAT)
[%TOTAL_SALES_PRODUCT_TOTAL_TAX%]	Total of tax (VAT) paid for all products (including shipping)
[%TOTAL_SALES_PRODUCT_GRAND_TOTAL%]	Total amount paid for all products (including VAT and shipping)
[%TOTAL_LINE_ITEMS%]	Total number of order lines

**NOTE :** You can also use formulae in the Sales Report. For more information see the **Advanced Macros section**.

## Stock

You can change the Sales to change the information shown. It is a series of HTML documents. You can change them using a standard HTML editor. Each file is described below. The files are located in the Templates folder under the main installation folder (e.g. C:\OSOP\Main\Templates).

Filename	Description
OutOfStockReportHeader.html	Out of Stock heading and table definition
OutOfStockReportProduct.html	Out of Stock main details for each product
OutOfStockReportFooter.html	Out of Stock totals and footer information
ReorderStockReportHeader.html	Reorder Stock heading and table definition
ReorderStockReportProduct.html	Reorder Stock main details for each product
ReorderStockReportFooter.html	Reorder Stock totals and footer information
StockReportHeader.html	Stock Listing heading and table definition
StockReportProduct.html	Stock Listing main details for each product
StockReportFooter.html	Stock Listing totals and footer information
StockValuationReportHeader.html	Stock valuation heading and table definition
StockValuationReportProduct.html	Stock valuation main details for each product
StockValuationReportFooter.html	Stock valuation totals and footer information

Within the files the following macros can be used:

Macro to use	Product Details Description
[%PRODUCT_SKU%]	SKU
[%PRODUCT_EAN%]	EAN/ISBN
[%PRODUCT_TITLE%]	Title of product
[%PRODUCT_DESC%]	Main description
[%PRODUCT_BIN%]	Location of product in warehouse
[%PRODUCT_PRICE%]	Selling price
[%PRODUCT_SHIP_COST%]	Shipping cost
[%PRODUCT_VAT_RATE%]	VAT rate for product
[%PRODUCT_WEIGHT%]	Weight for product
[%PRODUCT_HEIGHT%]	Height for product
[%PRODUCT_WIDTH%]	Width for product
[%PRODUCT_DEPTH%]	Depth for product
[%PRODUCT_TYPE%]	Type of product (a value that you assign as a product group)
[%PRODUCT_COST_PRICE%]	Cost price of product
[%PRODUCT_STOCK_LEVEL%]	Current stock level
[%PRODUCT_STOCK_REORDER_LEVEL%]	What order level has to be reached for you to order some more
[%PRODUCT_STOCK_OUT_LEVEL%]	What stock means out of stock (can be 0, but generally is more)
[%PRODUCT_STOCK_SUPPLIER%]	Who supplies this product
[%PRODUCT_CURRENCY%]	The product's currency
[%PRODUCT_NOTES%]	Product's Notes
[%PRODUCT_CUSTOM1%] ... [%PRODUCT_CUSTOM20%]	The custom product values. You can use display all 20 values by using the numbers 1 to 20 in the macro name.
[%SUPPLIER_NAME1%]	Name of supplier (your name given to the supplier). You can use the 2nd and 3rd supplier's details by using 2 or 3 at the end of the supplier values (rather than the 1 shown here).
[%SUPPLIER_COMPANY1%]	Supplier company name
[%SUPPLIER_TEL_NUM1%]	Supplier telephone number
[%SUPPLIER_FAX_NUM1%]	Supplier fax number
[%SUPPLIER_EMAIL1%]	Supplier's email address
[%SUPPLIER_ADD_LINE11%]	Supplier's address line 1
[%SUPPLIER_ADD_LINE21%]	Supplier's address line 2
[%SUPPLIER_ADD_LINE31%]	Supplier's address line 3
[%SUPPLIER_ADD_LINE41%]	Supplier's address line 4
[%SUPPLIER_COUNTY1%]	Supplier's county
[%SUPPLIER_POSTCODE1%]	Supplier's postcode
[%SUPPLIER_COUNTRY1%]	Supplier's country
[%SUPPLIER_ID1%]	Supplier's internal ID.
[%SUPPLIER_VAT1%]	Supplier's VAT number
[%SUPPLIER_CODE1%]	Supplier's code
[%SUPPLIER_NOTES1%]	Supplier's notes
[%SUPPLIER_ADD1%]	Supplier's address (as a single address block).

**NOTE:** For supplier information replace the last number with 2 or 3 to use the other suppliers details setup.

**NOTE :** You can also use formulae in the Stock Reports. For more information see the **Advanced Macros section**.

## Profit

You can change the Sales to change the information shown. It is a series of HTML documents. You can change them using a standard HTML editor. Each file is described below. The files are located in the Templates folder under the main installation folder (e.g. C:\OSOP\Main\Templates).

Filename	Description
ProfitHeader.html	Profit header
ProfitProductHeader.html	Profit table headings
ProfitProductTotal.html	Profit Product details
ProfitFooter.html	Profit totals and footer information

Within the files the following macros can be used:

Macro to use	Product Details Description
[%SALES_PRODUCT%]	Sales of this product
[%COSTS_PRODUCT%]	Costs for this product
[%PROFITS_PRODUCT%]	Profit on this product
[%QTY_PRODUCTS%]	Quantity of this product sold
[%QTY_ORIG_PRODUCTS%]	Original quantity of this product sold (before any mapping)
[%ITEM_SKU%]	SKU of the product
[%ITEM_TITLE%]	Title of the product
[%TOTAL_SALES_PRODUCT%]	Total sales of all products
[%TOTAL_COSTS_PRODUCT%]	Total cost of all products
[%TOTAL_PROFITS_PRODUCT%]	Profit on all products
[%TOTAL_QTY_PRODUCTS%]	Total number of products ordered.

**NOTE** : You can also use formulae in the Profit Report. For more information see the **Advanced Macros** section.

## One Stop Order Processing fields that can use Macros

Within One Stop Order Processing certain fields can use macro to change the information to display, print or email. These macros can include fields listed in the **Macros for Invoice, Packing Lists, Purchase Orders, Emails & Tracking Information** section, including any formulae.

This can be very useful if you want to use different values for different situations. For example, if you want to have a different Export Type for certain countries (the Export Type field) or add the SKUs of products sold to a RoyalMail label (Notes field)

### Courier Fields

The following values can use macros in the Courier Setup (Click on *Setup Couriers* in the *Courier Options*).

#### Royal Mail

Cost Centre  
Notes  
Confirmation Email  
POD Email  
Export Type  
Description of Goods  
Reference  
Delivery Instructions  
Non Del. Instructions  
Default weight field  
Width  
Height  
Depth

#### Royal Mail International Defaults

Cost Centre  
Notes  
Confirmation Email  
POD Email  
Description of Goods  
Reference  
Delivery Instructions  
Default weight field

#### Yodel

Cost Centre  
Collect + ID  
Confirmation Email  
POD Email  
Description of Goods  
Reference  
Delivery Instructions  
Default weight field

#### Yodel International

Cost Centre  
Confirmation Email  
POD Email  
Description of Goods  
Reference  
Delivery Instructions  
Default weight field

## Email Templates

When you create an Email Template (Click on New or Edit in the Email page in Options) you can add macros to certain fields, shown below.

Message text  
Subject  
CC (recipients)  
BCC (recipients)  
Comment added to order memo when sent

## Shipping (Shipping Tab in Options)

When information is sent to the couriers (e.g. Royal Mail) you can use macros to send different values based on the order details, countries etc.. The following fields can use Macros.

Courier  
Service Info.  
Default Tracking No.