

# **eMAG Marketplace Plugin**

## **User Guide**

v1.1.0

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## 1. General Description

The eMAG Marketplace module helps you integrate your WooCommerce store with the eMAG Marketplace vendor platform. This will allow your store to:

- Automatically send product documentation (titles, descriptions, images, etc.), product price info and product stock info, to the eMAG Marketplace platform.
- Automatically send new products and any updates for previously sent products.
- Automatically receive orders from the eMAG Marketplace platform and import them in your WooCommerce store.
- Automatically send order updates to the eMAG Marketplace platform.

## 2. Prerequisites

The plugin is compatible with version 3 of WooCommerce and version 4.7 of Wordpress. It requires PHP 5.6 minimum and to have the cURL extension enabled.

Before using the plugin you need to whitelist your site's IP address in the eMAG Marketplace platform. If you need help with this step please contact eMAG Marketplace team.

To automatically import new orders placed on eMAG Marketplace, it is required to communicate a callback url to the eMAG Marketplace team, used by eMAG to notify your website of new orders placed.

This url has the format: **<website url>/index.php?type=emkp\_new\_order&order\_id=123**

Replace **<website url>** with your website url.

***Note:** If this url is not set by the eMAG team, you can not receive and import new orders from eMAG Marketplace.*

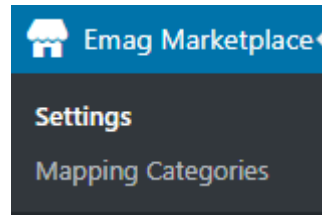
## 3. Installation

- 1) Install the plugin from the official Wordpress marketplace
- 2) Enable plugin
- 3) Configure the settings as described bellow

## 4. Main Configuration

Navigate on *Settings* submenu page from the *eMAG Marketplace* menu.

This is the settings page for the entire eMAG Marketplace Plugin.



On the first tab („API”) you will need to fill in API URL, Username and Password (provided to you by the eMAG Marketplace representative) and chose the locale and the currency of your store.

*Note: Don't forget to click Save Changes on each tab before navigating to another page or tab, otherwise the changes will NOT be saved.*

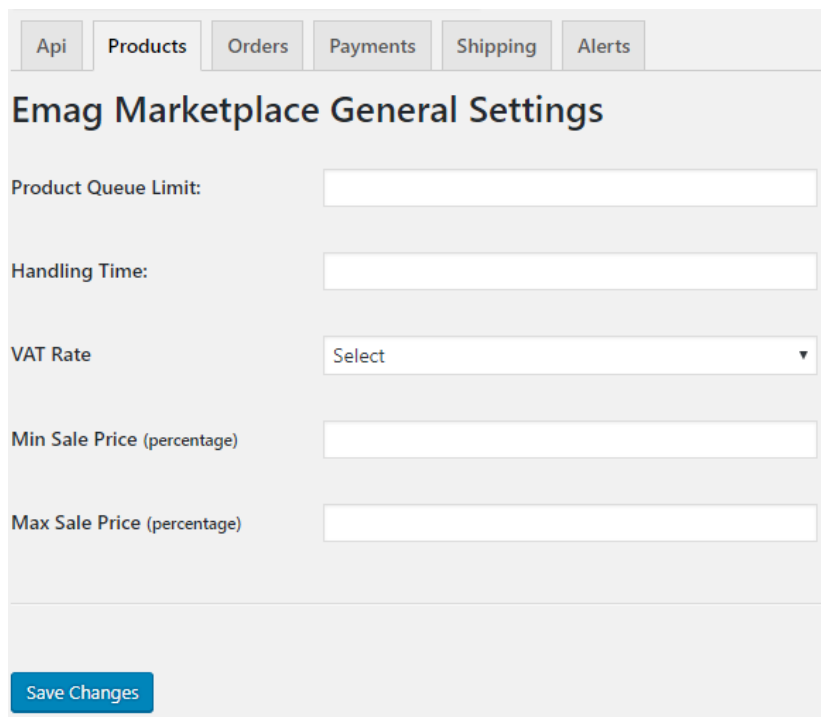
On the tab „Products” you need to fill in information related to products.

*Products Queue Limit* represents the number of products sent to eMAG Marketplace on each CRON run.

*Handling Time* represents the handling time, in number of days counted from the day the order was received. If handling time = 0 the order will be shipped the same day it is received.

*Min Sale Price* and *Max Sale Price* represent the percentage that will be subtracted, respectively added to each product's price in order to be validated by eMAG Marketplace. An offer published in eMAG Marketplace will not be validated or sold with a price value smaller than the initial publish price minus the Min Sale Price percentage of that initial price, or a price value higher than the initial publish price plus the Max Sale Price percentage of that initial price (For an initial product price of 100 , Min Sale Price set at 40 , and Max Sale Price set at 50, the product will not be sold with a value less than 60 , or higher than 150).

*NOTE: Allowed values for "Handling Time" field are set for each seller individually and can be one of the following values: 0, 1, 2, 6, 9.*



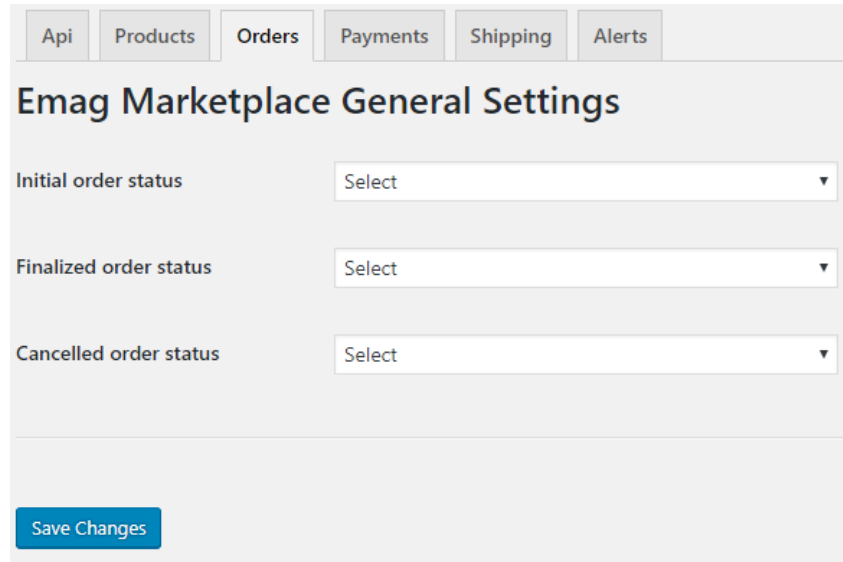
The screenshot shows a web interface for 'Emag Marketplace General Settings'. At the top, there is a navigation bar with tabs: 'Api', 'Products', 'Orders', 'Payments', 'Shipping', and 'Alerts'. The 'Products' tab is currently selected. Below the navigation bar, the title 'Emag Marketplace General Settings' is displayed. The form contains several input fields and a dropdown menu:

- Product Queue Limit:** A text input field.
- Handling Time:** A text input field.
- VAT Rate:** A dropdown menu with 'Select' as the current value.
- Min Sale Price (percentage):** A text input field.
- Max Sale Price (percentage):** A text input field.

At the bottom left of the form, there is a blue button labeled 'Save Changes'.

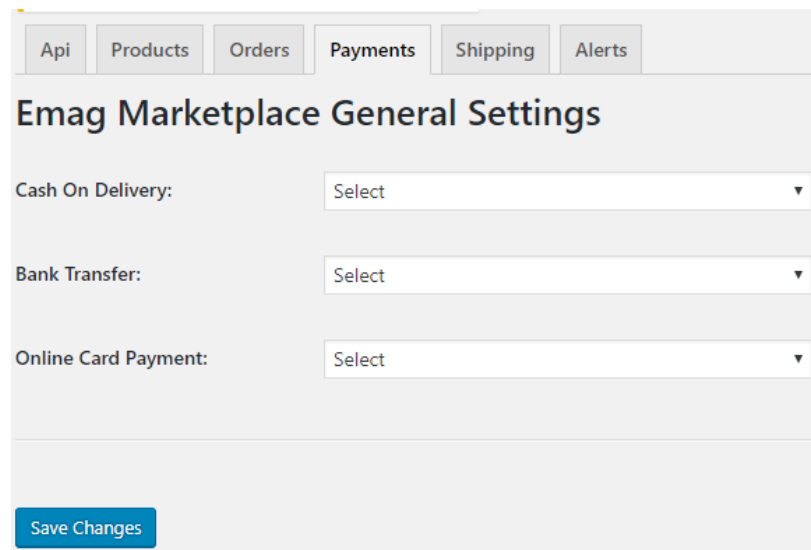
*Delivery Option* represents the shipping method for eMAG Marketplace orders. For *Initial*, *Finalized* and *Cancelled* status order the value will be selected according to the requirements. It is recommended to use WooCommerce Order Complete status for Finalized order status, and Cancelled for Cancelled order status.

*Note: You will not be able to change order status if the change is not allowed in eMAG.*



The screenshot shows the 'Orders' tab selected in the top navigation bar. The main heading is 'Emag Marketplace General Settings'. Below it, there are three dropdown menus: 'Initial order status', 'Finalized order status', and 'Cancelled order status', each with a 'Select' option. At the bottom left, there is a blue 'Save Changes' button.

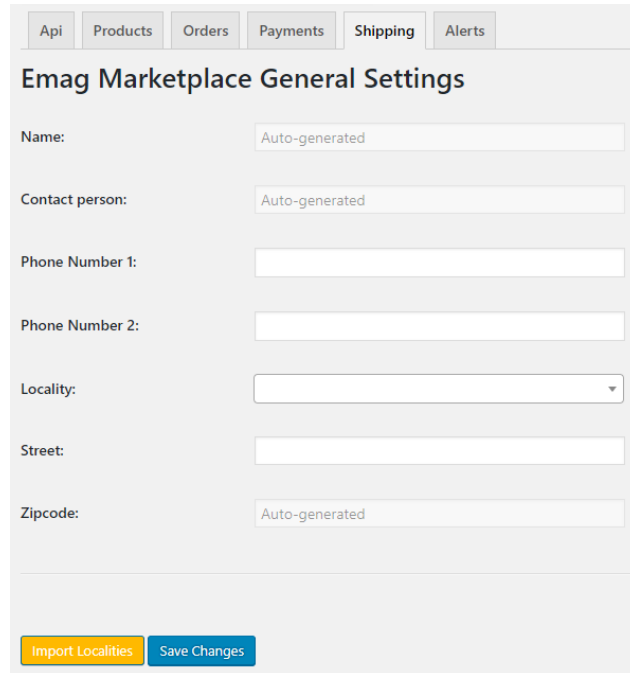
On the „Payments” tab you will need to map each eMAG payment method with the corresponding WooCommerce payment method.



The screenshot shows the 'Payments' tab selected in the top navigation bar. The main heading is 'Emag Marketplace General Settings'. Below it, there are three dropdown menus: 'Cash On Delivery:', 'Bank Transfer:', and 'Online Card Payment:', each with a 'Select' option. At the bottom left, there is a blue 'Save Changes' button.

On the “Shipping” tab you will need to provide informations used to generate the AWBs and to import the localities list from eMAG.

**It is very important to import the localities list. AWBs can not be generated without localities.**

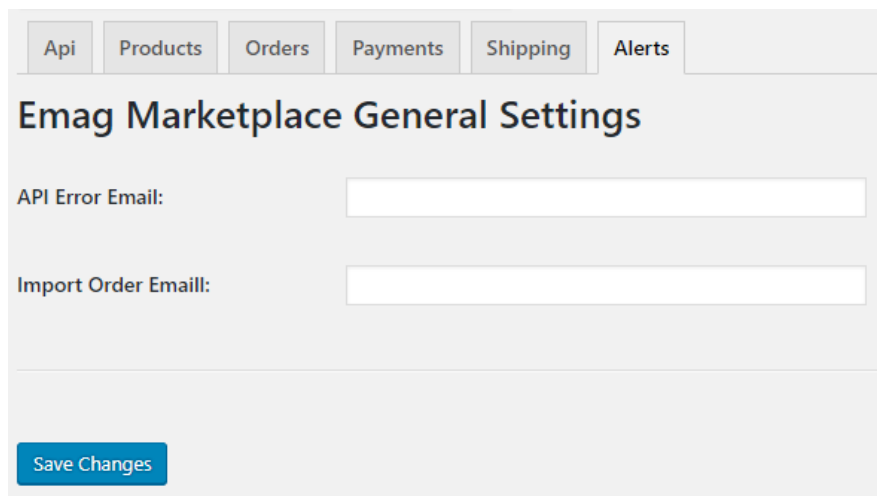


The screenshot shows the 'Shipping' tab selected in the 'Emag Marketplace General Settings' form. The form contains the following fields:

- Name: Auto-generated
- Contact person: Auto-generated
- Phone Number 1: (empty text input)
- Phone Number 2: (empty text input)
- Locality: (dropdown menu)
- Street: (empty text input)
- Zipcode: Auto-generated

At the bottom of the form, there are two buttons: 'Import Localities' (yellow) and 'Save Changes' (blue).

The last tab is „Alerts” where you need to provide one or more email addresses (separated by coma) for each notification type.



The screenshot shows the 'Alerts' tab selected in the 'Emag Marketplace General Settings' form. The form contains the following fields:

- API Error Email: (empty text input)
- Import Order Email: (empty text input)

At the bottom of the form, there is a 'Save Changes' button (blue).

## 5. CRON Jobs

The plugin uses the Wordpress Scheduled Events (Wordpress CRON Jobs) and adds three scheduled tasks:

- Publish and update offers. Runs every 10 minutes.

- Import and synchronise orders received from eMAG Marketplace. Runs every 10 minutes.
- Delete invoices uploaded for eMAG Marketplace older than one month. Runs once a day.

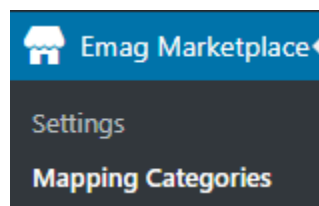
*Note: Wordpress CRON Jobs can be deactivated. For the plugin to work, it is required that this system is active.*

Wordpress CRON Jobs depends on your website being accessed, and to insure the scheduled tasks run on a regular basis, we recommend setting a CRON that will access your website, and can be set using the following example:

The command for the CRON job are:

- \* \* \* \* \* wget **<website url>**/wp-cron.php
- \* **<website url>** must be replaced with your website's url.

## 6. Category Mapping



Navigate on *Mapping Categories* submenu and then the mapping page will appear.



Mapping Categories  
Import or synchronize categories, categories characteristics, family types and family types characteristics

Import Emag Data

Emag Category	WooCommerce Category	Actions
No items found.		
Emag Category	WooCommerce Category	Actions

Add new mapping
Save

Before you can create a new mapping, you must import categories from eMAG. To do that, just click Import eMAG Data, then click Add new mapping.

By clicking Add new mapping, new rows will appear.

Choose an eMAG Category and your WooCommerce category. Before leaving the page, click Save button, otherwise the category mapping will not be saved.

You can map multiple WooCommerce categories to the same eMAG category.

Emag Category	WooCommerce Category	Actions
Choose Emag Category	Choose WooCommerce Category	Delete
Choose Emag Category	Choose WooCommerce Category	Delete
Choose Emag Category	Choose WooCommerce Category	Delete
Emag Category	WooCommerce Category	Actions

## 7. Characteristics Mapping

To edit the characteristics click the *Edit Characteristics* button.

Emag Category	WooCommerce Category	Actions
Laptop / Notebook	Laptops	Edit characteristics Delete
Emag Category	WooCommerce Category	Actions

This is where you map your product features and attributes to the eMAG characteristics of the categories you have mapped.

A list of all eMAG characteristics is shown, along with the eMAG category that they belong to.

For each of the eMAG required characteristics, select the appropriate feature and attribute from your store and click the Save button.

Depending on each characteristic, the values you set for it's associated attribute can allow new values, or must be set from an existing list of values. If you need help with this step please contact eMAG Marketplace team.

Emag Characteristics	WooCommerce Attributes
Culoare: ***	Choose an attribute ▼
Diagonala: ***	Choose an attribute ▼
Timp de raspuns: ***	Choose an attribute ▼
Tip rezolutie:	Choose an attribute ▼
Tip suprafata display:	Choose an attribute ▼
Unghi maxim vizibilitate orizontala/verticala:	Choose an attribute ▼
Emag Characteristics	WooCommerce Attributes

[Save](#)

The required characteristics from eMAG have red color, and they are mandatory.

## 8. Publishing Products To eMAG Marketplace

The products you wish to publish to eMAG Marketplace must fulfill the following requirements:

- have a *Regular Price*
- have an *SKU*
- have *Manage stock?* option checked
- have a positive numeric value for the field *Stock quantity*
- have the category mapped to an eMAG Category
- have all required characteristics from product category added in the *Attributes* tab
- have the checkbox *Visible to marketplace* checked
- the field *eMAG Brand* must contain a value consistent with the eMAG brands

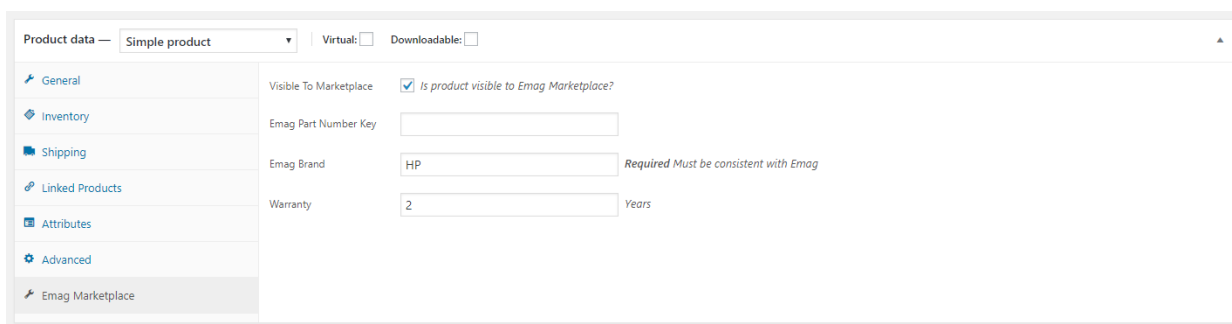
- have at least one image

The last two fields can be found on the *eMAG Marketplace* tab.

Alongside the Visible to marketplace and *eMAG Brand* fields from the *eMAG Marketplace* tab you will find the *Warranty* and the *eMAG Part Number Key* (PNK) fields.

The *Warranty* field represents the product warranty in years and it's optional; if it's empty *eMAG* considers that the product has no warranty.

The *eMAG Part Number Key* is used to associate a WooCommerce product with an existing *eMAG* product and it's also optional; NOTE: you can't delete the association a product after you but you can change it, respectively associate it with another product.




The screenshot shows the 'eMAG Marketplace' tab selected in a sidebar. The main area contains the following fields:

- Product data**: Simple product (dropdown), Virtual: ☐, Downloadable: ☐
- General**: Visible To Marketplace ☒ *Is product visible to Emag Marketplace?*
- Inventory**: Emag Part Number Key (text input)
- Shipping**: Emag Brand (text input with value 'HP') *Required Must be consistent with Emag*
- Linked Products**: Warranty (text input with value '2') *Years*
- Attributes**
- Advanced**
- eMAG Marketplace** (selected tab)

Variable products require the same steps and fields to be completed but also have some differences.

The *SKU*, *Regular price*, *Stock status*, *Manage Stock*, *Stock Quantity*, *Visible To Marketplace* and *eMAG Part Number Key* must be set for each variation.

*NOTE: The variations must also be enabled in order to be sent to eMAG Marketplace.*



SKU ?

☒ Enabled:
 ☐ Downloadable:
 ☐ Virtual:
 ☒ Manage stock?

Regular price (lei)

Variation price (required)

Sale price (lei) [Schedule](#)

Stock quantity ?

Allow backorders? ?

Do not allow

Stock status ?

In stock

Weight (kg) ?

Dimensions (L×W×H) (cm) ?

Length

Width

Height

Shipping class

Same as parent

Tax class ?

Standard

Description ?

☐ Visible To Marketplace *Is variation visible to Emag Marketplace?*

Emag Part Number Key

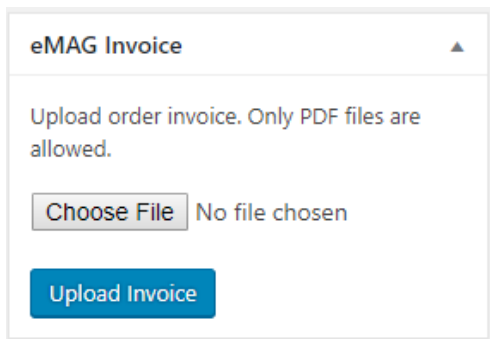
## 9. Processing And Updating Orders From eMAG Marketplace

The orders will be received automatically from eMAG Marketplace. For example, if a new order is created in the eMAG Marketplace, then the order will appear in WooCommerce Orders Admin View after import.

Orders <a href="#">Add order</a>					
All (132)   Pending payment (13)   Processing (27)   On hold (66)   Completed (9)   Cancelled (16)   Refunded (1)					
Bulk Actions <span>▼</span> Apply <span>▼</span> All dates <span>▼</span> Search for a customer... <span>▼</span> Filter					
<input type="checkbox"/>	Order	Ship to	Date	Total	Actions
<input type="checkbox"/>	#493456920 by Customer Name	Address	2017-07-21	400.00 lei	<span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456919 by Customer Name	Address	2017-07-21	500.00 lei	<span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456918 by Customer Name	Address	2017-07-21	400.00 lei	<span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456917 by Customer Name	Address	2017-07-21	500.00 lei	<span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456916 by Customer Name	Address	2017-07-21	400.00 lei	<span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456915 by Customer Name	Address	2017-07-21	500.00 lei	<span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456912 by Customer Name	Address	2017-07-20	447.44 lei	<span>⋮</span> <span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456911 by Customer Name	Address	2017-07-20	119.00 lei	<span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456910 by Customer Name	Address	2017-07-20	476.00 lei	<span>⋮</span> <span>▼</span> <span>✖</span>
<input type="checkbox"/>	#493456909 by Customer Name	Address Via Shipping	2017-07-20	474.85 lei	<span>⋮</span> <span>▼</span> <span>✖</span>

## 10. Uploading Invoices

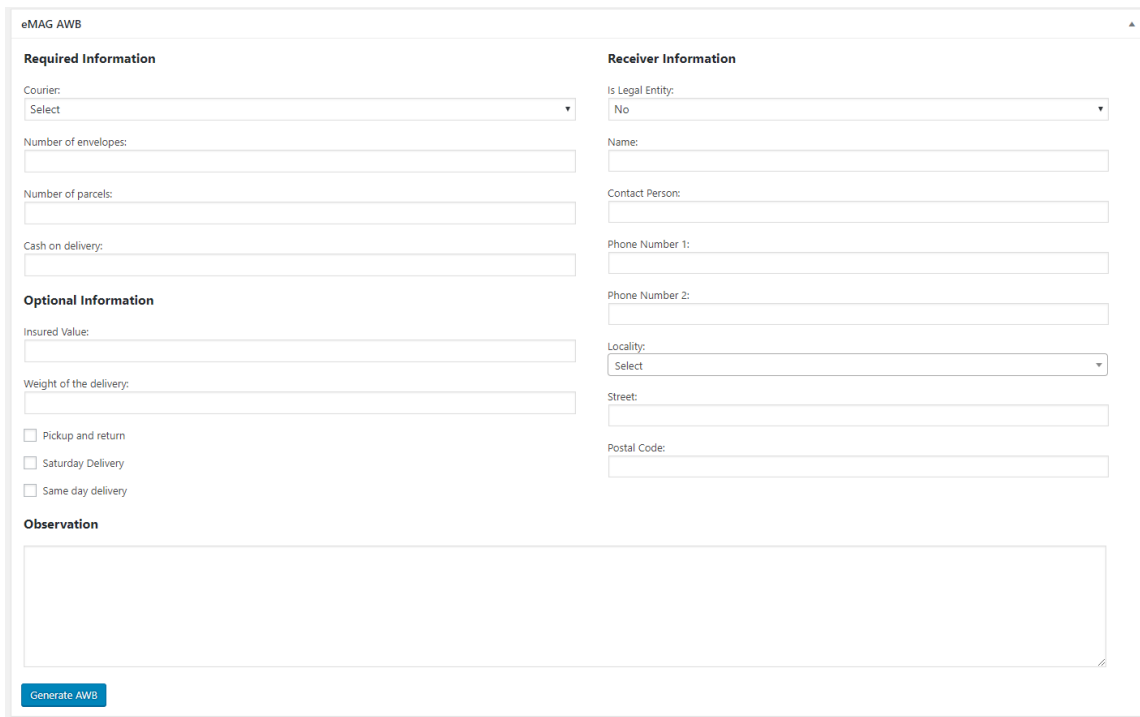
To upload an invoice for an order you need to navigate to order edit page. On the right side of the page you will find a box like the one below. Click on “Choose file”, select the PDF file of the invoice then click on “Upload Invoice” button. This will upload the order on your server and will send the link to eMAG.



The image shows a modal window titled "eMAG Invoice". Inside, it says "Upload order invoice. Only PDF files are allowed." Below this text is a button labeled "Choose File" followed by the text "No file chosen". At the bottom of the modal is a blue button labeled "Upload Invoice".

## 11. Generating AWBs

In order to generate an AWB for an order you need to navigate to order edit page. On the bottom side of the page you will find an area like the one in the image below. Chose a courier, fill in the asked informations and click on the “Generate AWB” button. You can generate as many AWBs as you need for an order.



The image shows a form titled "eMAG AWB" with two main columns: "Required Information" and "Receiver Information".

**Required Information:**

- Courier: (Dropdown menu with "Select" option)
- Number of envelopes: (Text input field)
- Number of parcels: (Text input field)
- Cash on delivery: (Text input field)
- Optional Information:**
  - Insured Value: (Text input field)
  - Weight of the delivery: (Text input field)
  - ☐ Pickup and return
  - ☐ Saturday Delivery
  - ☐ Same day delivery
- Observation:** (Large text area)

**Receiver Information:**

- Is Legal Entity: (Dropdown menu with "No" option)
- Name: (Text input field)
- Contact Person: (Text input field)
- Phone Number 1: (Text input field)
- Phone Number 2: (Text input field)
- Locality: (Dropdown menu with "Select" option)
- Street: (Text input field)
- Postal Code: (Text input field)

At the bottom left of the form is a blue button labeled "Generate AWB".

## 12. Downloading AWBs

You can download an AWB by selecting the format you need and clicking on “Download AWB” button. The AWB will be downloaded in PDF format.

eMAG AWB			
AWB Number	Courier Name	Created At	Download
TEST110G	Demo	2017-09-28 12:31:50	<div>Select Format</div> <div>Download AWB</div>
AWB Number	Courier Name	Created At	Download

## 13. Important Notes

### a. VAT

If the option *Enable taxes and tax calculations* of WooCommerce is enabled and you have taxes set you must sync it with the value of *VAT Rate* from *eMAG Marketplace* -> *Settings* -> *Products* tab.

### Emag Marketplace General Settings

Product Queue Limit

10

Handling Time

10



VAT rate

19% (default)

### b. Same Product

When editing an order WooCommerce allows you to add the same product on multiple lines but this is NOT recommended. If you add the same product more times, then only the last product line will be sent to eMAG Marketplace for order update.

You should modify the quantity for that product if you need to increase or decrease the quantity of that product.

Item	Cost	Qty	Total
 <a href="#">Samsung Galaxy S7</a> SKU: your-sku	your-price	× 1	your-price
 <a href="#">Samsung Galaxy S7</a> SKU: your-sku	your-price	× 1	your-price
			● Discount: 0,00 lei
			● Shipping: 0,00 lei
			Order total: total
<div> Add product(s) Add fee Add shipping cost Cancel Save </div>			

### c. Trash/Delete/Restore Order

Don't delete orders from eMAG! If you delete an eMAG order from WooCommerce you can't restore it and all the following changes on that order must be made from the eMAG Marketplace interface.

### d. Status Order

For initial status order, finalized and cancelled status order the value will be selected according to the requirements.

### e. Discount Order

Do not apply a discount to an order product line (pre-discount total is edited to be higher than total of that product) in WooCommerce, because only the final price can be sent to eMAG, and the discount will be removed when the order is synchronized after edit. This can lead to differences between total price from eMAG and WooCommerce.

### f. Editing Order Without Discount Voucher

If an order contains a discount voucher, and the order is edited, eMAG can recalculate the total discount. This order is flagged to be resynchronized, when the import CRON job runs. The discount value of the order in WooCommerce may be modified when the order is resynchronized with the eMAG order.

Any order, when it is updated/edited will be flagged for resynchronizing.