



WooCommerce vatmate PLUGIN Installation Guide

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1. INTRODUCTION

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2. BACKGROUND

The WooCommerce vatmate Plugin enables the integration of WooCommerce and **vatmate®** platforms. This Guide explains how to install & configure the Plugin.

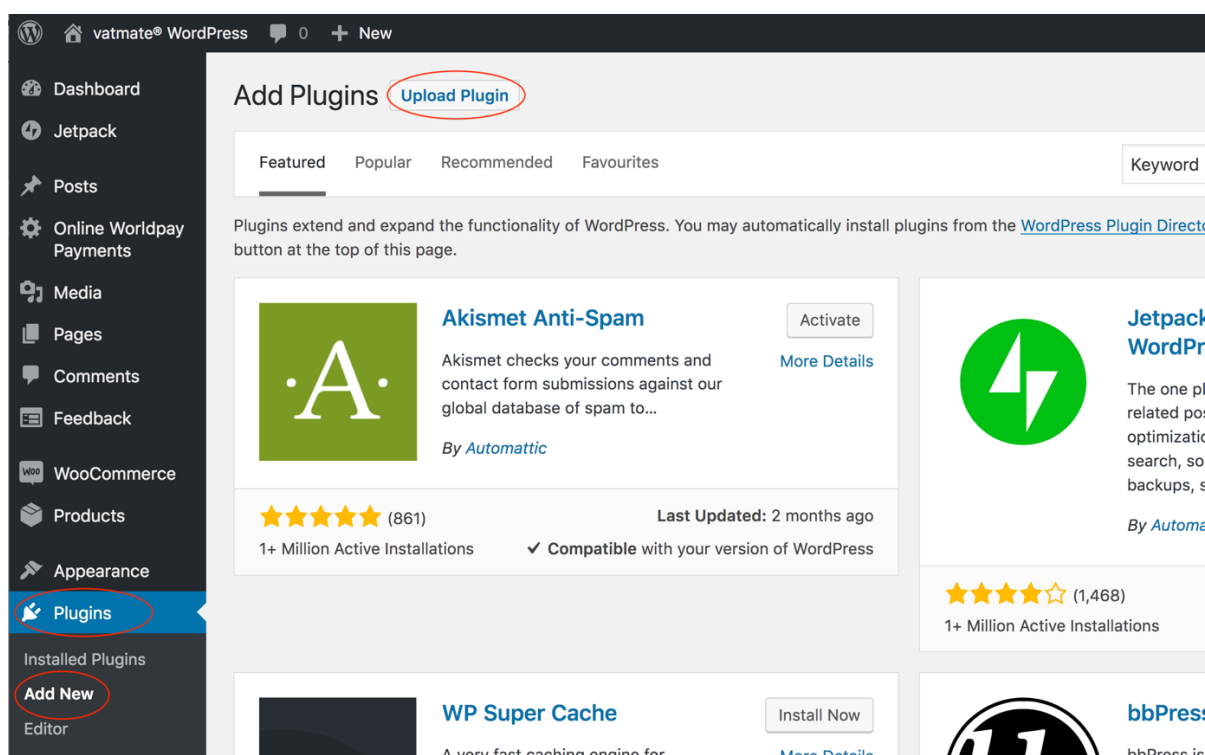
3. INSTALLATION

3.1. Before you start

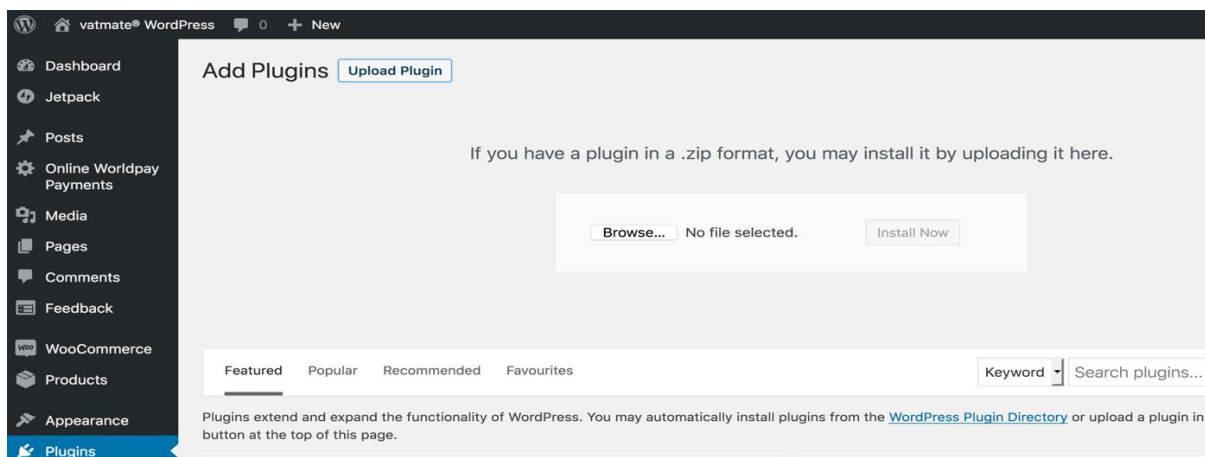
In order for the Plugin to be installed, the latest versions of WordPress and WooCommerce should be installed and configured. The latest version of the Plugin (in zip file format) also needs to have been downloaded to a local folder from <https://www.vatmate.com/download.html>.

3.2. Log in to WordPress Admin.

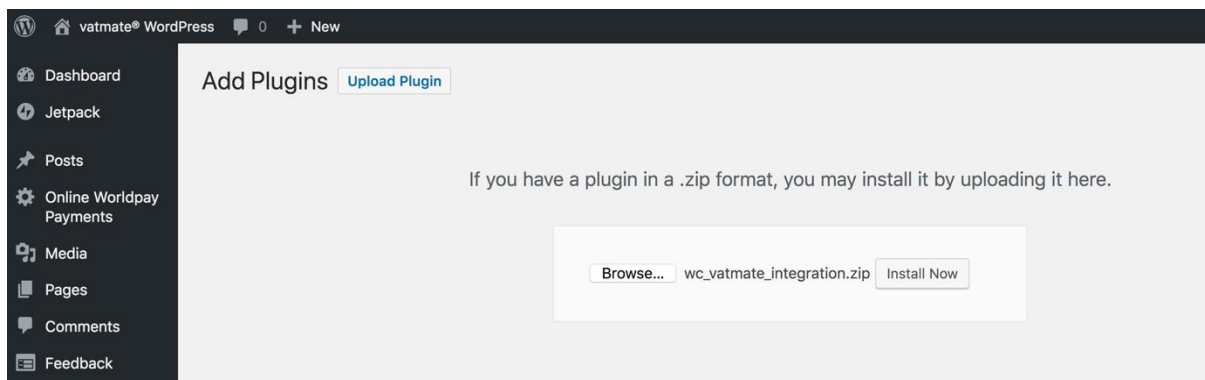
Once you are logged in, select 'Plugins' then 'Add New' and then 'Upload Plugin' as shown:



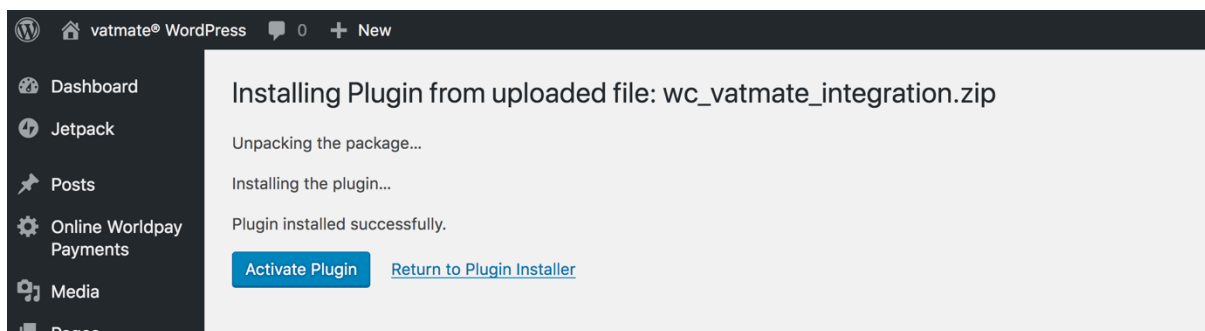
the following screen appears:



Click 'Browse...' and navigate to, and select, the file `wc_vatmate_integration.zip` from the folder you saved the WooCommerce vatmate integration in. Click 'Install Now':



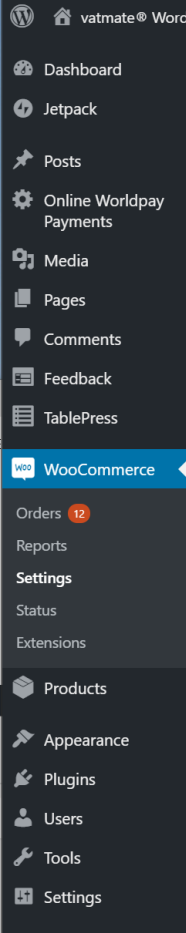
Activate the Plugin - click the 'Activate Plugin' button.



Your **vatmate®** Plugin has now been installed.

3.3. Configuration

Navigate to the WordPress Admin main menu, select 'WooCommerce' and then 'Settings' as below:



vatmate® WordPress 0 + New

- Dashboard
- Jetpack
- Posts
- Online Worldpay Payments
- Media
- Pages
- Comments
- Feedback
- TablePress
- WooCommerce**
 - Orders 12
 - Reports
 - Settings**
 - Status
 - Extensions
- Products
- Appearance
- Plugins
- Users
- Tools
- Settings

General Products Shipping Payments Accounts & Privacy Emails Advanced

Looking for the store notice setting? It can now be found [in the Customiser](#).

Store Address

This is where your business is located. Tax rates and shipping rates will use this address.

Address line 1

Address line 2

City

Country / State

Postcode / ZIP

General options

Selling location(s)

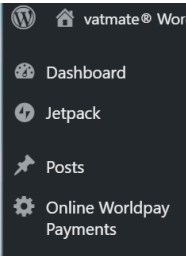
Shipping location(s)

Default customer location

Enable taxes ☐ Enable tax rates and calculations

Note: Ensure that the 'Enable taxes and tax calculations' box IS NOT CHECKED.

Select the 'Payments' Tab:



vatmate® WordPress 0 + New

- Dashboard
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- Feedback
- TablePress
- WooCommerce**
 - Orders 12
 - Reports
 - Settings**
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General Products Shipping **Payments** Accounts & Privacy Emails Advanced

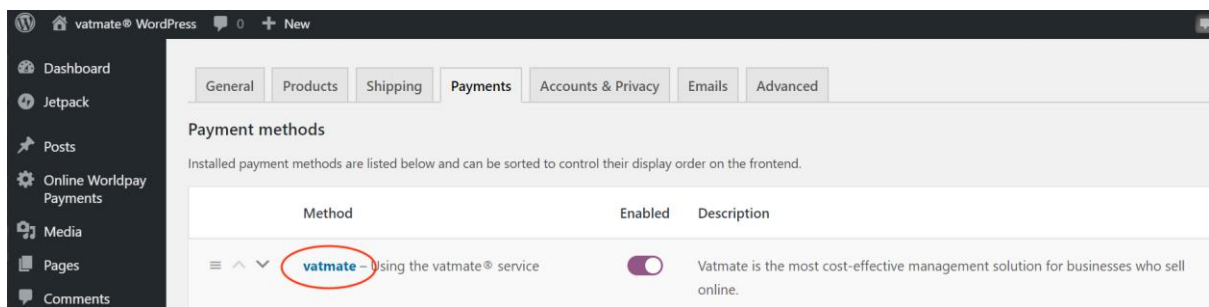
Payment methods

Installed payment methods are listed below and can be sorted to control their display order on the frontend.

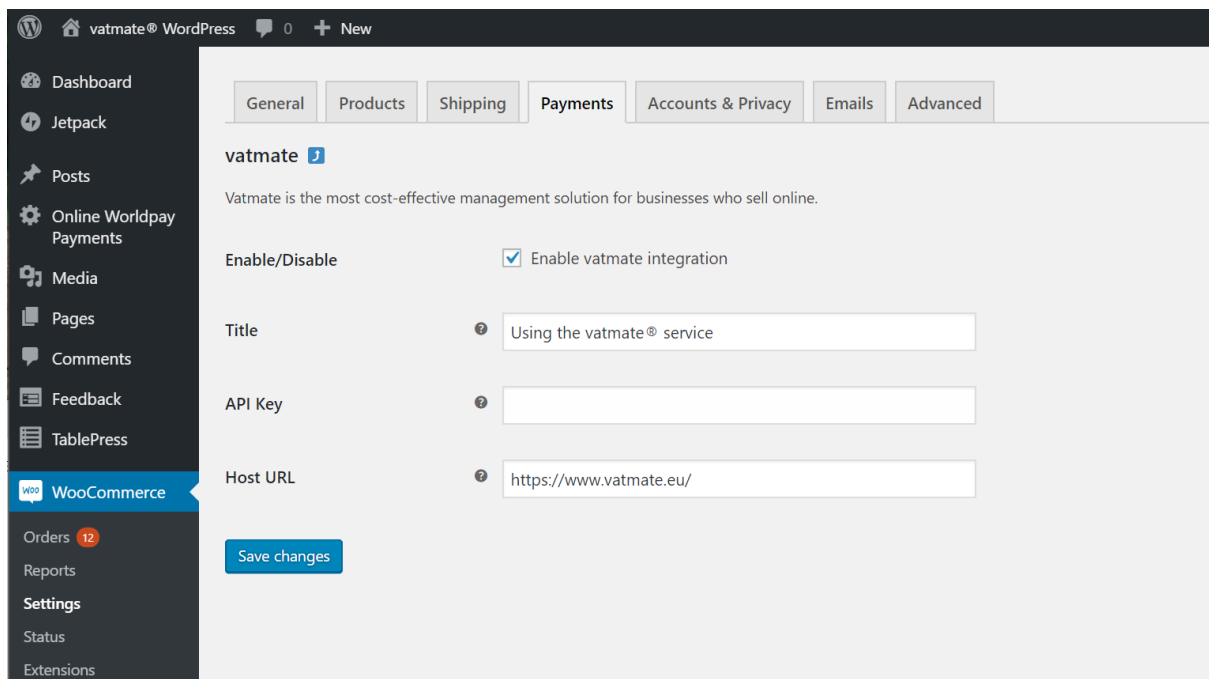
Method	Enabled	Description
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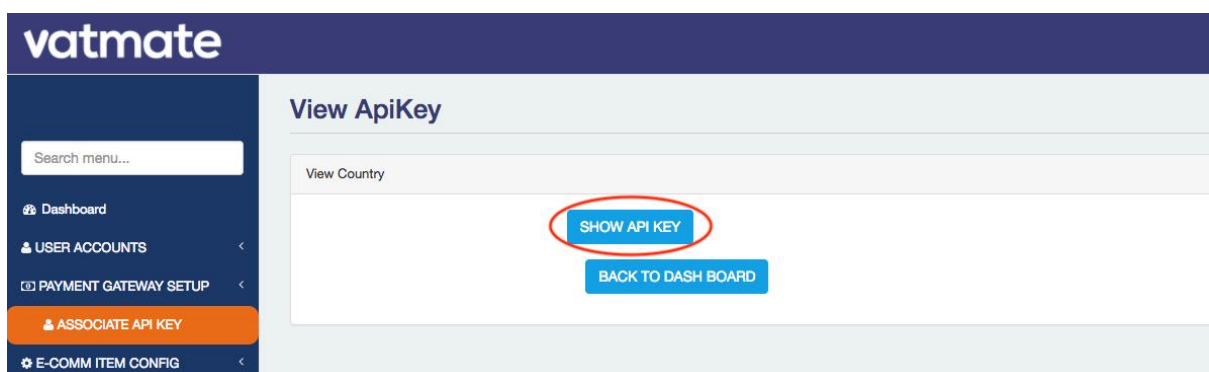
Click on 'vatmate' in Payments options:

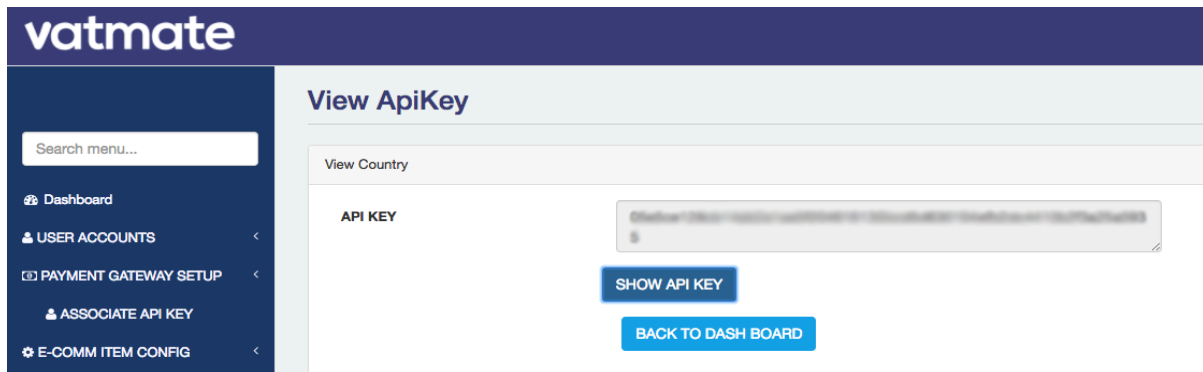


Ensure that "Enable vatmate integration" box is ticked.

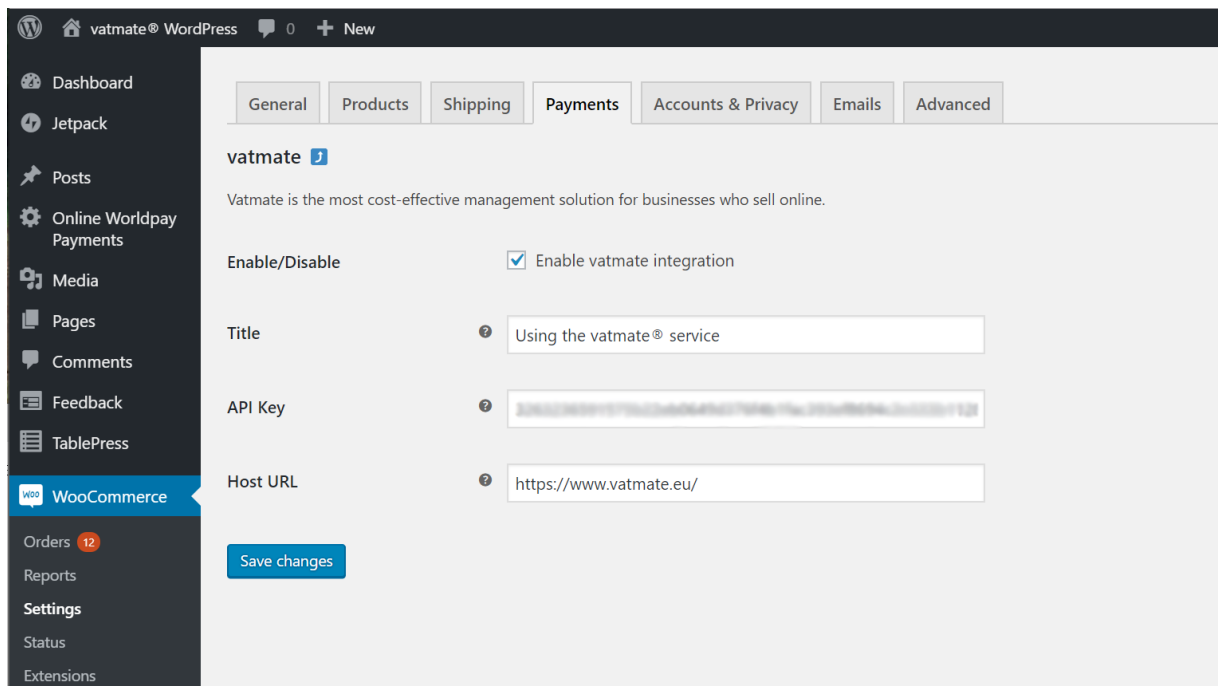


Go to your vatmate® Dashboard and copy your API Key to your Clipboard:





Return to WooCommerce. Paste the Key into the 'API Key' box:

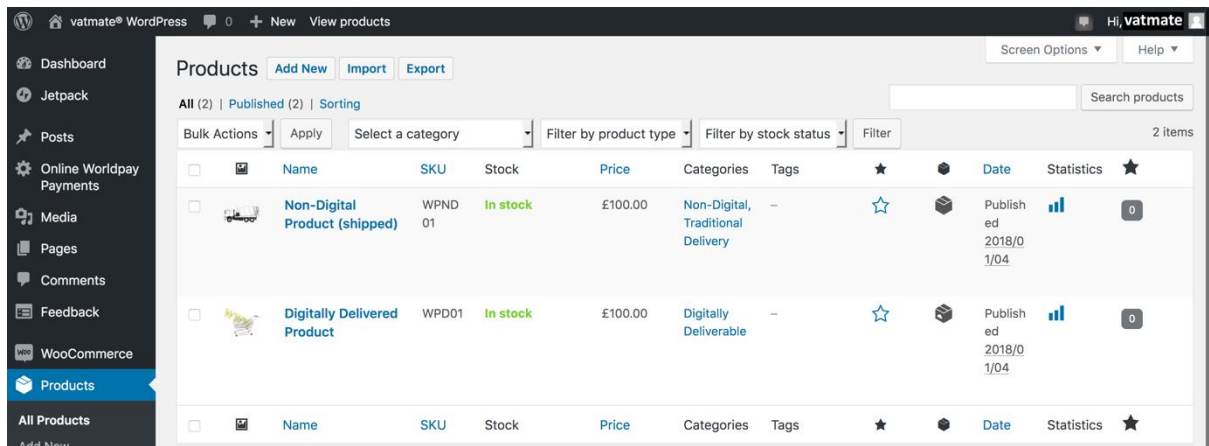


Click 'Save changes'.

Your **vatmate®** Plugin is now configured and ready for use.

3.4. Check Product Settings

Refer to the **vatmate®** Associate User Manual (Section 8.3) to check that the WooCommerce Product Settings are correctly configured:



CRITICAL: The WooCommerce SKU must be entered into the 'Item Code' field in the **vatmate®** E-COMM ITEM CONFIG for correct operation:

