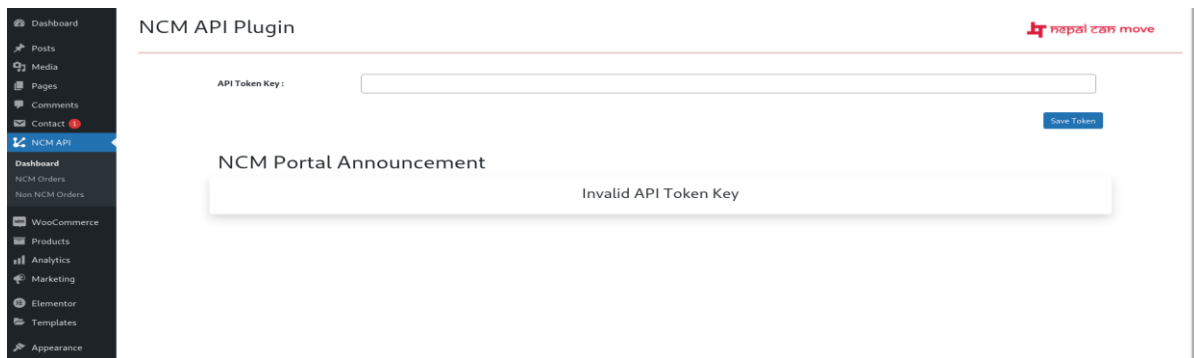


## Plugin Setup

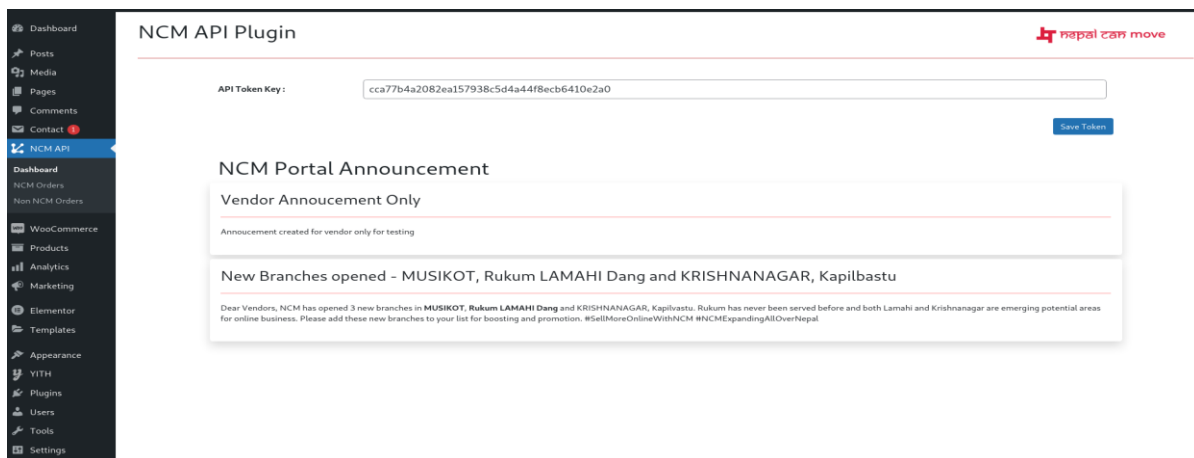
- Search the plugin “NCM API Plugin” and install it.
- Activate the Plugin.

### Plugin Set Up Part:

Add the Token Provided by NCM to link your WordPress site to the Vendor Portal of NCM. If you don't have it request it with the IT department of NCM. Email: it@



We should add the API token in above input field.



We can see the Announcement as soon as the API Token has been placed and ‘Save Token’ Button is pressed.

### Order Creation in NCM Portal through plugin:

Go to “Non NCM Order” submenu to see all the orders that have been placed on your WordPress site.

Dashboard
Posts
Media
Pages
Comments
Contact
**NCM API**
Dashboard
NCM Orders
Non NCM Orders
WooCommerce
Products
Analytics
Marketing
Elementor
Templates
Appearance
YITH
Plugins
Users
Tools

## Non - NCM Order List

Show 10 entries
Search:

Order	Receiver	Status	Total	Date	View	Sent to NCM
268	Klayada Rivas	Processing	RS. 899.00	2021-10-27		
269	Klayada Rivas	Processing	RS. 19.00	2021-10-27		

Showing 1 to 2 of 2 entries
Previous 1 Next

There are two different ways of sending your order to NCM Portal using this plugin

- By Clicking on the button placed in SEND to NCM we get a pop-up that ask us for the name of NCM branch where the order has to be taken. After selecting the branch Name we can press the submit button to place it on NCM Portal.

Dashboard
Posts
Media
Pages
Comments
Contact
**NCM API**
Dashboard
NCM Orders
Non NCM Orders
WooCommerce
Products
Analytics
Marketing
Elementor
Templates

## NON-NCM Order List

Show 10 entries
Search:

Order	Receiver	Status	Total	Date	View	Sent to NCM
244	Klayada Rivas	Processing	RS. 1798.00	2021-10-25		

Showing 1 to 1 of 1 entries
Previous 1 Next

Please Select Branch
Branch Name:
TINKUNE
Submit

- By Clicking on the button placed in View we go to the WooCommerce edit order page, here we find a heading saying "Upload Order To NCM Portal" below the "shipping" heading. Pressing on the edit button we get a form with two fields one asking if it is to be sent to NCM on the Radio Button and the other one asking the Branch Name of NCM where the order has to be taken. After clicking on "Yes" and selecting the branch we press on the update button to send the order to NCM Vendor Portal

### Order #102 details

Payment via ngenius. Customer IP: ::1

#### General

Date created: 2020-05-10 @ 11:55

Status: Cancelled

Customer: ostore (#1 - suvam0101@gmail.com)

Add Comment to Portal

#### Billing

DANILO DAYAO  
Defense St. Al Whada Corner  
ABU DHABI  
Bagmati  
Nepal

Email address: suvam0101@gmail.com

Phone: 0545769490

#### Shipping

First name Last name

Company

Address line 1 Address line 2

City Postcode / ZIP

Country / Region State / County

United Arab Emirates

Customer provided note:

Customer notes about the order

#### Upload Order To NCM Portal

Send Via NCM?

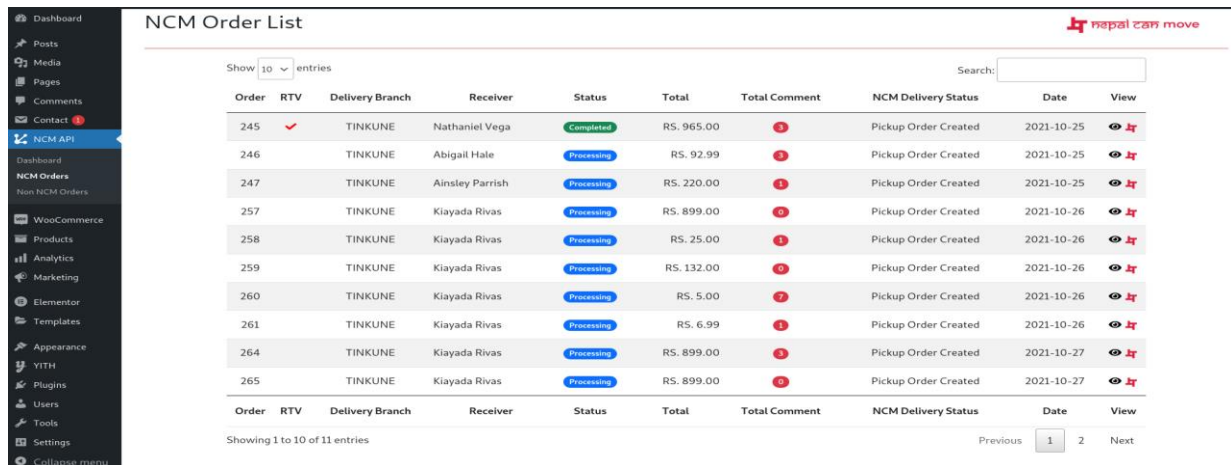
☒ No ☐ Yes

Delivery Branch Name

Select a Branch

## View the order created in NCM Portal using Plugin

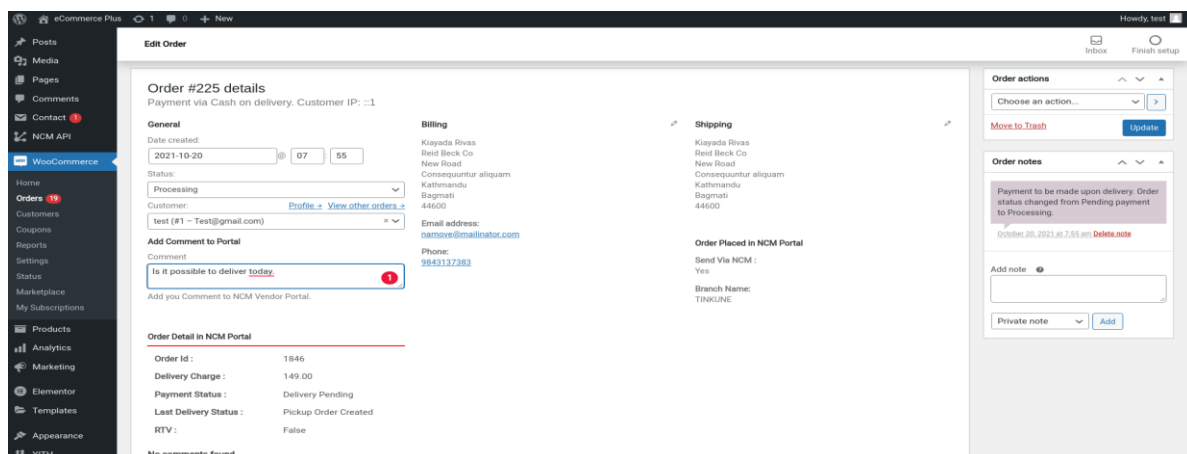
We can view all the order given to NCM through the sub-menu “NCM Orders”. By clicking on view, we will be sent to Edit order page of WooCommerce where we can view the order details and comments from NCM Portal



Order	RTV	Delivery Branch	Receiver	Status	Total	Total Comment	NCM Delivery Status	Date	View
245	✓	TINKUNE	Nathaniel Vega	Completed	RS. 965.00	3	Pickup Order Created	2021-10-25	
246		TINKUNE	Abigail Hale	Processing	RS. 92.99	3	Pickup Order Created	2021-10-25	
247		TINKUNE	Ainsley Parrish	Processing	RS. 220.00	1	Pickup Order Created	2021-10-25	
257		TINKUNE	Kladya Rivas	Processing	RS. 899.00	0	Pickup Order Created	2021-10-26	
258		TINKUNE	Kladya Rivas	Processing	RS. 25.00	1	Pickup Order Created	2021-10-26	
259		TINKUNE	Kladya Rivas	Processing	RS. 132.00	0	Pickup Order Created	2021-10-26	
260		TINKUNE	Kladya Rivas	Processing	RS. 5.00	2	Pickup Order Created	2021-10-26	
261		TINKUNE	Kladya Rivas	Processing	RS. 6.99	1	Pickup Order Created	2021-10-26	
264		TINKUNE	Kladya Rivas	Processing	RS. 899.00	3	Pickup Order Created	2021-10-27	
265		TINKUNE	Kladya Rivas	Processing	RS. 899.00	0	Pickup Order Created	2021-10-27	

## Add Comment to NCM Portal and View all Comment of Portal:

To add comment to our Vendor Portal we have a heading “Add Comment to Portal” with a edit button. As we press the edit button a text field appears where we write the comment and press the update button. And all the comment from vendor portal also appears below the heading “Comment From NCM Vendor Portal”.



**Order #225 details**  
Payment via Cash on delivery. Customer IP: ::1

**General**  
Date created: 2021-10-20 07:55  
Status: Processing  
Customer: test (#1 - Test@gmail.com)  
**Add Comment to Portal**  
Comment: Is it possible to deliver today?  
Add you Comment to NCM Vendor Portal.

**Billing**  
Kladya Rivas  
Red Beck Co  
New Road  
Consequatur aliquam  
Kathmandu  
Bagmati  
44600  
Email address: nathaniel@gmail.com  
Phone: 985137383

**Shipping**  
Kladya Rivas  
Red Beck Co  
New Road  
Consequatur aliquam  
Kathmandu  
Bagmati  
44600  
**Order Placed in NCM Portal**  
Send Via NCM: Yes  
Branch Name: TINKUNE

**Order Detail in NCM Portal**  
Order Id: 1846  
Delivery Charge: 149.00  
Payment Status: Delivery Pending  
Last Delivery Status: Pickup Order Created  
RTV: False  
No comments found

**Order actions**  
Choose an action...  
Move to Trash Update  
**Order notes**  
Payment to be made upon delivery. Order status changed from Pending payment to Processing.  
October 20, 2021 at 7:55 am Delete note  
Add note  
Private note Add

### Order Detail in NCM Portal

Order Id : 1122153  
Delivery Charge : 149.00  
Payment Status : Delivery Pending  
Last Delivery Status : Pickup Order Created  
RTV : False

### Comment Form NCM Vendor Portal

Comment: comments testing  
Added By: Vendor  
Date Created: 2021-10-25T10:12:14.605582+05:45

Comment: last testing comments  
Added By: Vendor  
Date Created: 2021-10-25T10:03:14.447875+05:45

## View the order details of order created in NCM Portal using Plugin

### Order Detail in NCM Portal

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Order Id :	1845
Delivery Charge :	149.00
Payment Status :	Delivery Pending
Last Delivery Status :	Pickup Order Created
RTV :	False

We can view the order id, delivery charge, payment status, delivery status and whether the order is RTV or not. These details are shown from the portal so update in portal change the data shown above.