

FYILI WooCommerce

Cart-to-Delivery Setup & Input Guide

Required entries for product selection, cart, checkout, payment, fulfillment, and delivery

SCOPE: This guide covers only the FYILI customer purchase path. It assumes WordPress, WooCommerce, Dokan, Stripe, and PayPal are already installed.

PRODUCT SELECTED → CART → ADDRESS → SHIPPING/TAX → PAYMENT → ORDER → DELIVERY

1. Fill in FYILI's operating values first

Input needed	FYILI value to enter
Business / return address	170 Connetquot Drive Oakdale NY
New-order notification email	cartalert@fyili.com_____
Customer support email and phone	customersupport@fyili.com
New York flat-rate shipping charge	\$6.00
.S. flat-rate shipping charge	\$6.00
Local pickup location and hours	TBD
Handling or other customer fee	☐ None ☒ Name: Service Fee Amount/rule: Vendor Specific_____
Returns window	Vendor Specific
Cancellation Window	Vendor Specific
Dokan vendor withdrawal minimum	TBD
Tax calculation method	☒ Automated tax ☐ Manual rates Provider: _Nassau and Suffolk Counties _____

COST RULE: The customer total is product subtotal minus discounts, plus shipping, tax, and only intentionally configured customer fees. FYILI's 5% commission is a vendor-side deduction; it should not appear as a customer cart fee. Stripe/PayPal processing costs are also normally settlement expenses, not automatic cart line items.

2. Configure the store and required pages

ADMIN PATH: *WooCommerce → Settings → General*

Setting	Enter / select for FYILI
Store address	170 Connectquot Drive Oakdale NY 11743
Selling location(s)	Long Island; Nassau and Suffolk Counties
Shipping location(s)	United States only.
Default customer location	No location by default; calculate after the customer enters an address.
Currency	United States dollar (USD).
Enable taxes	Yes.
Enable coupons	Yes only when FYILI intends to issue coupon codes.

ADMIN PATH: *WooCommerce → Settings → Advanced → Page setup*

Page field	Page to assign / content
Cart page	Cart — contains the WooCommerce Cart block.
Checkout page	Checkout — contains the WooCommerce Checkout block.

Page field	Page to assign / content
My account page	My Account — for saved addresses, orders, and payment methods.
Terms and conditions	FYILI Terms and Conditions page.
Privacy policy	FYILI Privacy Policy page in WordPress settings and checkout notice.

3. Enter every product listing

ADMIN PATH: *WooCommerce → Products → Add Product, or Dokan Vendor Dashboard → Products → Add New*

Field / area	What must be entered
Vendor / owner	Assign the correct Dokan vendor.
Product/ Service Category	
Product/Service name	Clear customer-facing item or service name.
Product/ Type type	Simple product, or Variable product when size/color/options change price or stock.
Short description	One- or two-sentence summary shown near the price.
Full description	Condition, materials/specifications, included items, defects, use limits, and fulfillment details.
Product/ service image / gallery	Main image plus clear additional images.
Regular price	Customer price before tax and shipping.
Sale price	Optional sale amount and start/end date.
SKU	Unique inventory identifier.
Inventory	Enable stock management when quantity is limited; enter quantity and set backorders to No unless approved.
Sold individually	Enable when the customer may buy only one per order.
Product/service location	County/town and optional ZIP so customers know where pickup or fulfillment originates.
Physical Item, Service or virtual	Physical item: leave Virtual unchecked. Service/no-shipping item: check Virtual.
Weight and dimensions	Required for physical items when rates/classes depend on size or weight.
Shipping class	Choose Standard, Oversize/Heavy, Pickup Only, or another approved FYILI class.
Tax status	Taxable, Shipping only, or None, based on the item's actual tax treatment.
Tax class	Standard or another approved class. Do not let vendors invent tax rates.
Attributes / variations	Enter size, color, condition, package, or other selectable options; give each variation a price, stock quantity, and image when needed.
Purchase/ Service note	Optional post-payment instructions.
Approval / publish status	Vendor submits; FYILI approves before the listing is visible, if moderation is enabled.

SERVICE LISTINGS: For a service or other item that requires no shipment, check Virtual. Shipping is then removed from that product's checkout flow, while contact, billing, tax, and payment fields can still apply.

4. Configure the customer selection area

ADMIN PATH: *Edit the FYILI Commerce/Shop page in WordPress or Elementor*

- Show the product/ service image, product/ service name, price, vendor name, location, stock status, and a Select/View Product or Add to Cart button.
- On a variable product, require the customer to choose every required option(s) before Add to Cart becomes available.
- Show quantity selection only where multiple units are allowed.
- Show whether the item is shippable, pickup-only, or a virtual/service listing.
- Link each item to its full description, return terms, and vendor information.
- Link each service purchase to vendor contact information

5. Configure and verify the Cart page

ADMIN PATH: Pages → Cart → Edit; confirm the WooCommerce Cart block is present

Cart area	Customer can enter/select or must see
Selected item	Product/service image, name, vendor, variation/options, unit price, and availability.
Quantity	Increase, decrease, or remove the item, subject to stock and Sold individually rules.
Coupon	Coupon code field only when coupons are enabled.
Shipping/ Set up destination	Country/state/ZIP or full address when the cart shipping calculator is shown.
Shipping method	Available method(s) from the first matching shipping zone.
Product subtotal	Sum of item prices before shipping, tax, and fees.
Discount	Coupon or promotion reduction, if applied.
Shipping	NY shipping, U.S. shipping, local pickup, or another configured method.
Tax	Calculated after enough address information is supplied.
Other fee	Only a clearly named and intentionally configured customer charge.
Order total	Final amount charged at checkout.
Checkout action	Proceed to Checkout button.

6. Configure shipping, pickup, and delivery charges

ADMIN PATH: WooCommerce → Settings → Shipping → Shipping zones

ZONE ORDER: WooCommerce uses the first zone that matches the customer. Keep the narrower New York zone above the broader United States zone.

Order	Zone and region	Methods and inputs
1	New York Region: United States — New York	NY Flat Rate: title, tax status, and cost \$ ____. Local Pickup: title, cost \$ ____ (often \$0), pickup address/hours, and instructions.
2	United States Region: United States	U.S. Flat Rate: title, tax status, and cost \$ _____. The New York zone above takes priority for NY addresses.
3	Rest of world	Leave without shipping methods unless FYILI approves international delivery.

6A. Decide who controls multi-vendor shipping

Choose one operating model	Required setup
☐ FYILI-controlled shipping	FYILI maintains the zones/rates above; vendors select approved shipping classes and provide package details.
☐ Vendor-controlled shipping through Dokan	Each vendor must enter its own zones, methods, rates, processing time, and shipping policy. FYILI must test carts containing products from more than one vendor.

6B. Shipping classes for product-specific costs

Suggested class	Use for	Input to confirm
Standard	Normal parcels	Base NY/U.S. rate or class-specific amount.
Oversize / Heavy	Furniture or large/heavy goods	Added class cost or pickup-only rule.
Pickup Only	Items the vendor will not ship	No shipping rate; local pickup instructions required.
Virtual / Service	No physical delivery	Virtual checked; no shipping class needed.

7. Configure tax, fees, and FYILI commission

ADMIN PATH: *WooCommerce → Settings → General → Enable tax rates and calculations; then WooCommerce → Settings → Tax*

Tax option	FYILI entry / rule
Prices entered with tax	No — enter prices exclusive of tax
Calculate tax based on	Customer shipping address for products and service delivery; use billing address for virtual orders if required by the configured tax method.
Shipping tax class	Based on cart items, or the class directed by FYILI's tax professional.
Display prices in shop	Excluding tax.
Display prices in cart/checkout	Excluding tax, with tax shown as a separate total.
Display tax totals	Itemized.
Tax rates	Use an approved automated tax service or verified jurisdiction rates. Do not enter one blanket New York rate.
Product/ Service tax assignment	Set Tax status and Tax class on every product or approved category default.
Tax on shipping	Enable or disable according to the applicable tax rule and the shipping method's Tax status.

NEW YORK MARKETPLACE CHECK: Confirm FYILI's marketplace-provider status and tax registration with a tax professional. New York guidance places collection duties on qualifying marketplace providers for taxable tangible goods delivered to New York addresses. Services and exempt items can follow different rules.

Cost type	Where it belongs	Customer sees it?
Product/Service price	Product listing	Yes
Shipping / Set up or pickup charge	Shipping zone or vendor shipping rule	Yes
Sales tax	Tax engine/rates and product tax class	Yes
Optional handling/service fee	Approved fee rule/extension	Yes, as a clearly named line
FYILI 5% commission	Dokan commission settings; deducted from vendor earnings	No
Zelle, Venmo and Cash	Payment settlement/reporting	Yes
Stripe/PayPal processing cost	Payment settlement/reporting	Yes after displaying the 3% surcharge for credit card or similar card charges are agreed to and approved by purchaser; surcharge is deliberately configured

ADMIN PATH: **TBD Pricing required** *Dokan → Settings → Selling Options / Commission, or the current Dokan commission screen*

- Set the global FYILI commission to 5%.
- Use manual vendor payouts and enter the approved minimum withdrawal threshold: \$_____.
- Run a test order and verify the admin earning and vendor earning. The 5% must not be added to the customer total.
- Confirm whether shipping and tax are excluded from the commission calculation under the installed Dokan settings.

8. Configure Checkout and payment

ADMIN PATH: *Pages → Checkout → Edit; confirm the WooCommerce Checkout block is present*

Checkout area	Customer input
Contact	Email address and phone number.
Shipping name	First name, last name, and company only when applicable.
Shipping address	Country/region, street address, apartment/unit optional, city, state, and ZIP.
Billing address	Same as shipping, or a separate complete billing address.
Delivery method	NY shipping, U.S. shipping, local pickup, or available vendor-specific method.

Checkout area	Customer input
Order notes	Optional delivery or pickup notes; do not request sensitive payment information here.
Payment method	Card/digital wallet through Stripe, or PayPal/Venmo when eligible.
Terms / privacy	Required agreement checkbox and linked policy notices.
Place order	Customer submits the order and payment.

ADMIN PATH: *WooCommerce → Settings → Payments*

Gateway	Required FYILI settings
Stripe	Enable; connect the FYILI live Stripe account; set customer title to Credit/Debit Card; enable Apple Pay and Google Pay; verify the domain; disable test mode after successful testing. Disable any payment method FYILI does not offer.
PayPal Payments	Enable; connect the FYILI live PayPal business account; set customer title to PayPal; enable approved PayPal buttons; Venmo may appear for eligible U.S. customers; disable sandbox after successful testing.
Not offered	Do not present Zelle, Apple Cash, or standalone Cash App as FYILI checkout methods.

PAYMENT TEST: Before launch, complete one Stripe test payment and one PayPal sandbox/test payment, then complete a small live order and refund. Confirm the order total charged equals the checkout total.

9. Process each order from payment to delivery

ADMIN PATH: *WooCommerce → Orders; vendors also use Dokan Vendor Dashboard → Orders*

Stage / status	Staff or vendor action	Customer communication
Pending payment / Failed	Do not fulfill. Confirm whether payment was completed; allow retry or cancel.	Payment-pending or failed notice.
Processing	Payment received. Verify item, vendor, shipping method, address, tax, total, and stock. Vendor prepares the order.	Processing-order email with order details.
Packed / ready	Package item, confirm carrier/service, or prepare pickup. Add internal note as needed.	Optional customer note with pickup or dispatch information.
Shipped	Enter carrier, tracking number, tracking link, and ship date using the installed tracking feature.	Tracking message/email.
Local pickup ready	Enter pickup address, hours, contact, order number requirement, and deadline.	Pickup-ready message.
Service Dates Selected	Possible dates for service allow for a calendar to pop up	Requires a date approval from the vendo
Completed	Mark complete after shipment/fulfillment under FYILI policy; for pickup, complete after collection.	Completed-order email.
Refunded / Cancelled	Record reason, restock if applicable, process gateway refund, and adjust vendor earning/payout.	Refund or cancellation email.

9A. Order details that must be checked before fulfillment

- Order number and date; payment gateway and paid status.
- Customer name, email, phone, shipping address, and billing address.
- Product, vendor, variation, quantity, and any customer notes.
- Subtotal, discounts, shipping, tax, any approved fee, and final total.
- Shipping/pickup method, package details, carrier, and tracking information.
- Dokan commission, vendor earning, payout eligibility, and refund adjustments.

ADMIN PATH: *WooCommerce → Settings → Emails*

Email	Required setting
New order	Enabled; send to the FYILI order email and ensure the correct vendor is notified through Dokan.
Processing order	Enabled for the customer after payment.

Email	Required setting
Completed order	Enabled for the customer after fulfillment.
Failed order	Enabled for FYILI and the customer.
Refunded order	Enabled for partial and full refunds.
Customer note	Enabled so tracking, pickup, or issue-resolution notes reach the customer.
Sender details	FYILI sender name, valid reply-to address, logo, and footer text.

10. Final purchase-to-delivery test checklist

Test	Expected result	Pass
Physical item shipped within New York	NY shipping, address-based tax, correct total, Stripe/PayPal payment, vendor notification, tracking.	
New York local pickup	Pickup method and instructions; no shipping charge unless intentionally set; correct tax.	
Physical item shipped outside New York	U.S. rate from the broader zone; applicable tax only; correct vendor/order emails.	
Service item	Date section required; payment and applicable tax still work.	
Virtual Item	No shipping section or charge; payment and applicable tax still work.	
Variable product	Required option selected; correct price, stock, image, and cart description.	
Mixed-vendor cart	Each vendor receives the correct order portion; shipping is calculated as intended; totals do not duplicate.	
Coupon	Discount appears once and tax recalculates correctly.	
Failed payment	No fulfillment; failed status and customer retry path.	
Refund	Gateway refund, customer email, stock adjustment, and Dokan earning correction.	
Mobile checkout	Cart, address, wallets, PayPal/Venmo eligibility, terms, and Place Order work on a phone.	
5% commission	Correct admin/vendor split; commission is absent from customer line items.	

LAUNCH GATE: Do not publish the purchase flow until the customer total, payment capture, vendor notification, fulfillment instructions, tracking/pickup communication, commission split, and refund all pass end to end.

Official reference sources

- [WooCommerce: Customizing Cart and Checkout](#)
- [WooCommerce: Checkout block](#)
- [WooCommerce: Add a product](#)
- [WooCommerce: Shipping zones](#)
- [WooCommerce: Tax setup](#)
- [WooCommerce: Email settings](#)
- [WooCommerce: Managing orders](#)
- [WooCommerce: Stripe extension](#)
- [WooCommerce: PayPal Payments / Venmo](#)
- [Dokan: Zone-wise shipping](#)
- [Dokan: Vendor commission](#)
- [Dokan: Vendor order management](#)
- [New York State: Marketplace provider sales tax requirements](#)

Operational note: Taxability, marketplace-provider status, fee surcharges, and commission treatment require review by FYILI's accountant or legal adviser. This guide explains where to enter approved rules in WooCommerce and Dokan.