



SOP for WooCommerce Setup

Procedure:

Installing and Activating WooCommerce

- Step 1: Log in to your WordPress admin dashboard and navigate to "Plugins" > "Add New."
- Step 2: Search for "WooCommerce" using the plugin directory search function. Find the WooCommerce plugin by Automattic and click "Install Now."
- Step 3: Once the installation is complete, click "Activate" to enable WooCommerce on your WordPress site.
 - Tips: After activation, WooCommerce will launch a setup wizard to guide you through the initial configuration. It's recommended to follow this wizard for basic setup.

Basic Configuration

Store Details

- Step 1: In the setup wizard, start by entering your store details, including your address, country, and preferred currency.
 - Step 2: Select the type of products you plan to sell (physical, digital, or both) and whether you will be selling in person.

Currency Settings

- Step 1: Choose your store's default currency from the dropdown menu in the setup wizard or later under WooCommerce > Settings > General.
- Step 2: Configure currency options such as currency position, thousand separator, decimal separator, and the number of decimals.

Payment Methods

- Step 1: WooCommerce offers built-in options for payments like PayPal, Stripe, and direct bank transfer. Select the payment methods you wish to enable during the setup wizard or later by navigating to WooCommerce > Settings > Payments.
- Step 2: For each payment method, click "Set up" or "Manage" to enter your payment provider account details and configure settings.

- Tips: Consider your target market when choosing payment methods to ensure you offer convenient options for your customers.

Shipping Options

- Step 1: During the setup wizard, configure your initial shipping zones and rates. Shipping zones are geographical areas where you offer shipping. Set rates for each zone based on order weight, value, or a flat rate.
- Step 2: Further customize shipping options by navigating to WooCommerce > Settings > Shipping after completing the setup wizard. Here you can add more zones, methods, and special rates.
 - Tips: Use shipping classes to manage shipping costs more effectively for different types of products.

Safety/Compliance Considerations: Ensure that your store complies with local and international e-commerce regulations, including data protection laws (e.g., GDPR for European customers). Regularly update WooCommerce and any related plugins to maintain security and compliance.