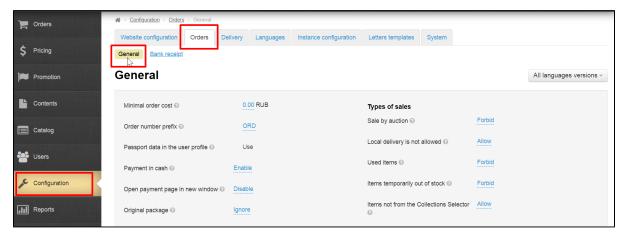
# General (orders configuration)



- General settings
  - Minimum order cost in the order
  - O Making orders for out-of-date product data
  - Order prefix
  - Passport data in user profile (Box version 1.12.1 and higher)
  - Hide Middle name (Box version 1.11.1 and lower)
  - Payment by cash
  - Open payment in new window
  - Original package
  - Mandatory postal code (Box version 1.11.1 and below)
  - Order Insurance (%)
  - Reordering
  - Hide money output
  - Hide selection page weight (ordering)
  - Hide delivery options (ordering)
- User profile (OT Box version 1.12.1 and higher)
- Types of sales
  - Sale by auction
  - Local delivery is not allowed
  - Used items
  - o Items temporarily out of stock
  - Items not from the Collections Selector
  - Restricted to be displayed
  - Hide restricted items for display
- Basket and favorites
  - Maximum number of items in favorites
  - Maximum number of items in shopping cart
  - Weight which will be set by default
  - Default weight
  - Notification about abandoned cart
  - Abandoned cart notification delay
  - Notification about cart ready for clearance
  - Cart ready for clearance notification delay
  - Delay before cart is cleared

This subsection is for configuring site orders.

Location in admin panel: Configuration > Orders > General

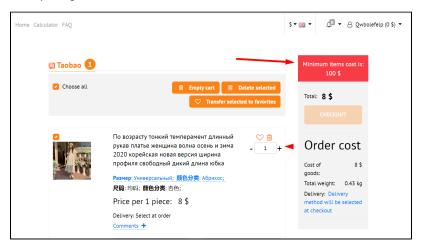


## General settings

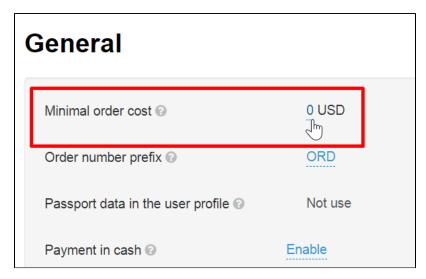
#### Minimum order cost in the order

There are situations when goods cost in the order is less than a certain amount, and therefore it is not financially profitable (for example, you only deal with wholesale from 300 USD). Use "Minimum order cost in the order" not to receive orders less than the amount you expect.

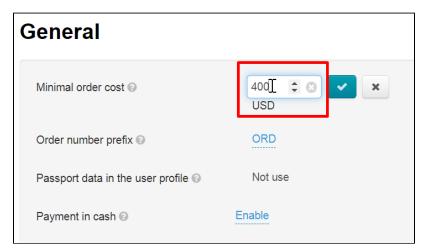
Numerical value is in local currency. If the amount of goods (including delivery within China (Internal delivery), but excluding delivery from the warehouse to the customer (External delivery)) is less than specified one, then customer will see a corresponding notification when placing an order.



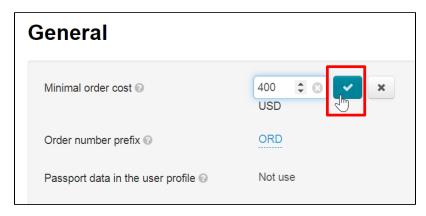
Click blue dotted line to set value of minimum order cost in the order:



Enter new value:

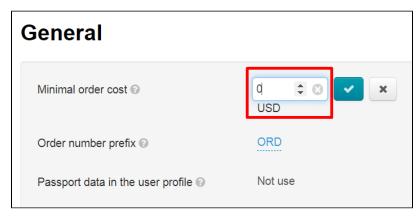


Save sum clicking check marked button:



Changes will take effect immediately after saving.

Enter zero "0" and save if you decide to remove restriction on order cost. Then it will be possible to make purchases for any amount.



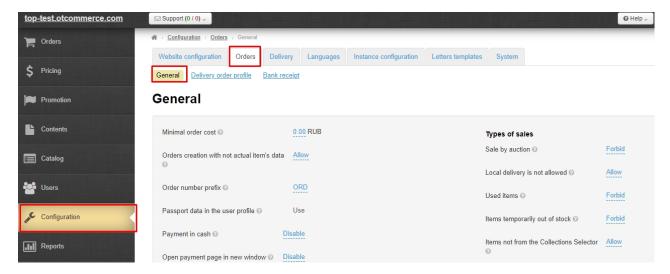
#### Making orders for out-of-date product data

Goods in the basket are checked (availability, prices, etc.) during checkout.

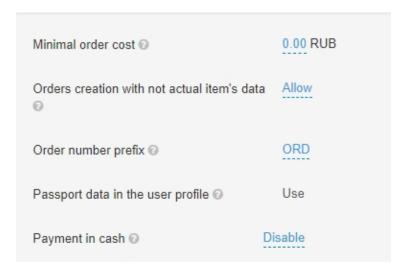
	Allowed	Forbidden
Customer makes an order: goods are checked and up- to-date information is collected	Check is attempted several times, if not obtained - u sed what is available	Attempt to get up-to-date information. <b>Cust omer will see an error</b> if attempt failed.
Order is made?	Yes	No
What to do next?	Work with a client is in process: you can offer a similar product or agree on a different price if in the end there is no product or price is different.	An "abandoned cart" message will appear if customer leaves after a failed checkout. Customer will be reminded by email.  It will be possible to offer a similar product if a Client writes to you in support.

It is used only if products could not be updated within a reasonable time: system will try to get the actual data about the product several times. The last collected data about the product (quantity, configuration, cost, etc.) will be used if attempt failed. Any problems with providers will prevent you from placing orders if prohibited.

Open "Configuration Orders General" section

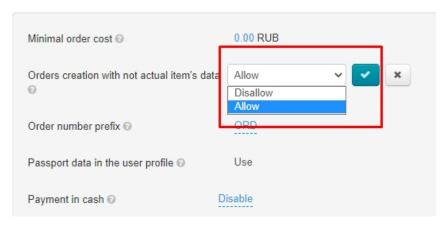


Find "Orders creation with not actual item's data" line



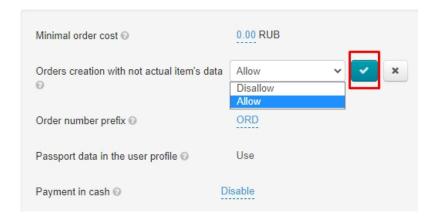
Select from drop-down list: you need to allow or disallow this option.

# General



Save choice clicking checkmark button

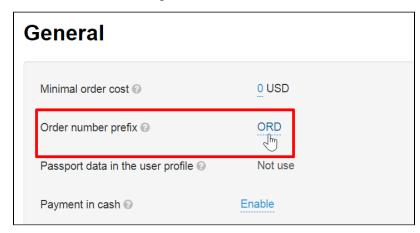
### General



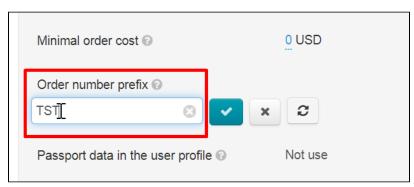
Changes take effect immediately. You can change your choice at any time.

## Order prefix

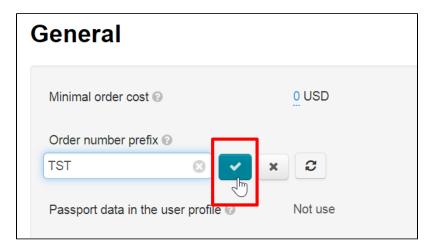
It is necessary for identification of your orders by shipping company. Consists of 3 characters of the Latin alphabet. ORD by default. Click blue dotted line to change value:



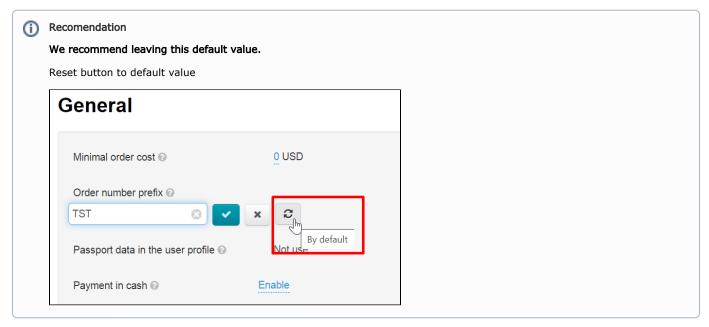
#### Enter new value:



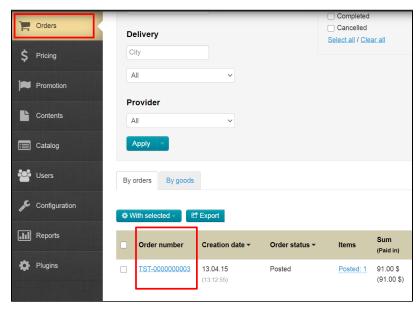
Save new value, clicking check marked button



Changes will take effect immediately after saving.

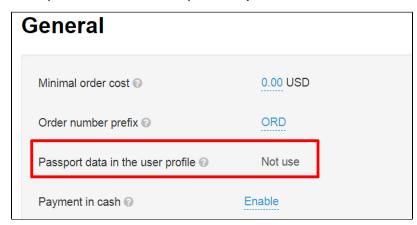


It is displayed in "Orders" section of admin panel, in "Order number" column:

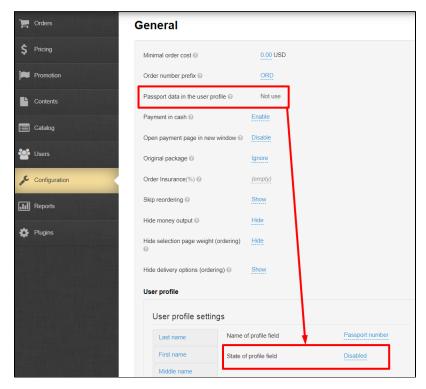


This order number is also available to customer in his personal account.

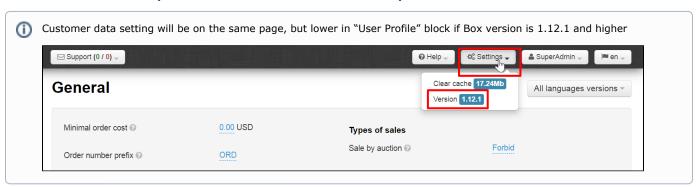
### Passport data in user profile (Box version 1.12.1 and higher)



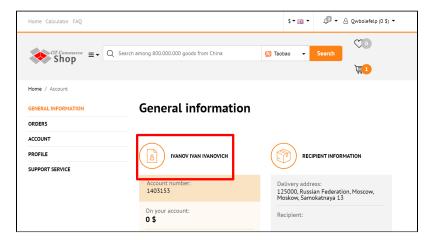
You can enable or disable in "User Profile" section on the same page below:



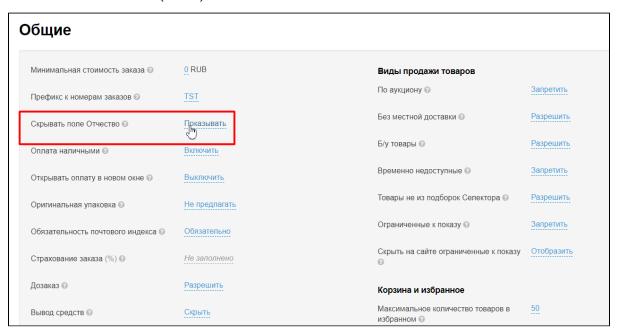
## Hide Middle name (Box version 1.11.1 and lower)



You can hide customer's middle name in personal account, when placing an order, when registering if it is not used when sending an order. This will make checkout and registration a little easier for customer.



Click blue dotted line to show (or hide) this feature:



Select necessary option from drop-down list.

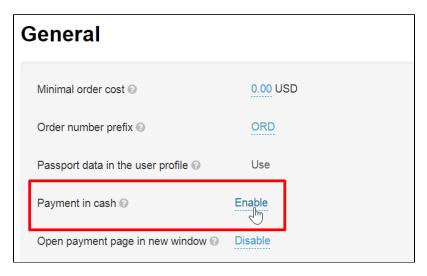
Save choice clicking check marked button.

Middle name is not shown after saving if you select "Hide" option.

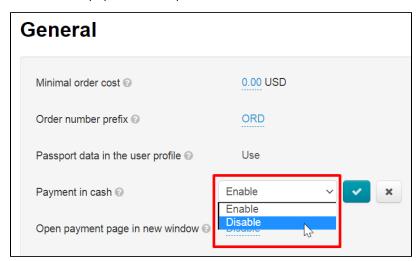
## Payment by cash

It must be enabled if payment by cash is available on your website as well as payment systems. Then this payment method will be offered to the customer when paying for the order.

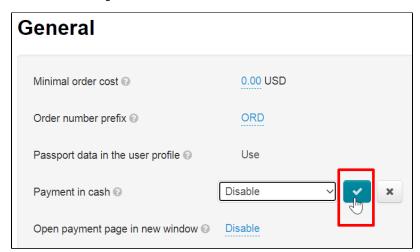
Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:



Save choice clicking check marked button:

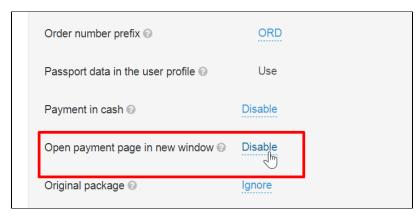


Changes will appear on the site immediately after saving. Your customer will see new payment option during checkout if you enabled cash payment.

### Open payment in new window

Payment system will open in a new browser window and will allow customer to deposit funds to his account without closing website.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:



Save choice clicking check marked button:



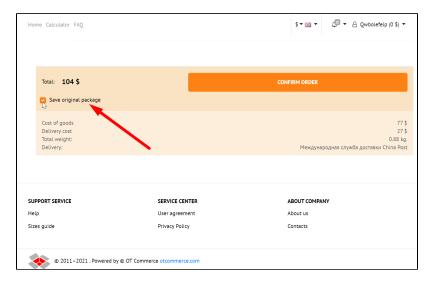
Changes will appear on the site immediately after saving.

## Original package

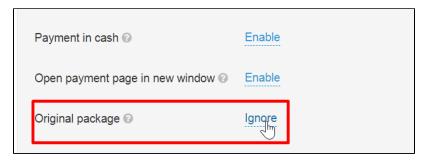
The option allows customer either to keep or reject goods original package.

- It is applied at checkout to all goods.
- · Original packaging is sometimes removed to reduce goods weight in the order and reduce shipping cost.

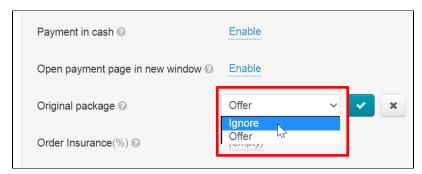
Customer decides to keep original packaging or reject when he selects delivery options:



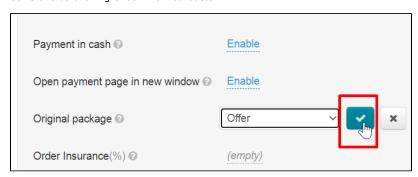
Click blue dotted line to start using this feature (or disable):



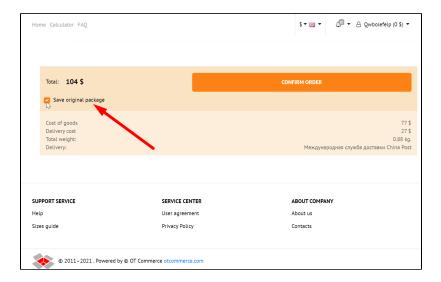
Select necessary option from drop-down menu:



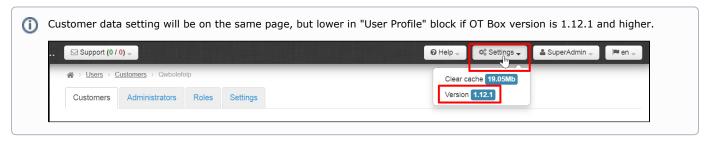
Save choice clicking check marked button:



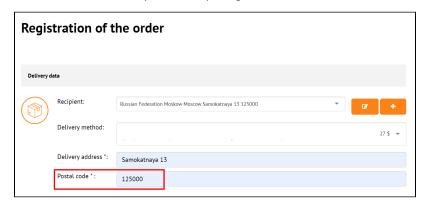
Changes will appear on the site immediately after saving.



## Mandatory postal code (Box version 1.11.1 and below)

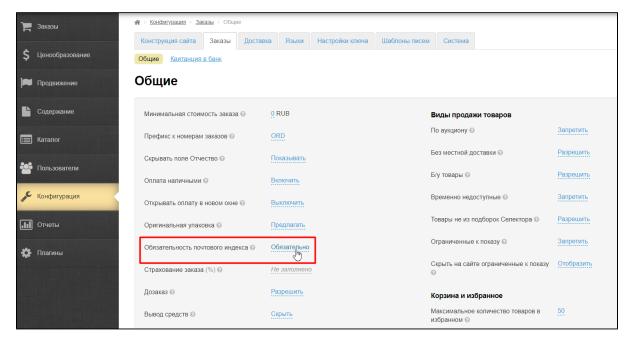


Customer won't be able to make an order without specifying postal code if postal code is set as required in admin panel. "Postal code" field will be marked as required when placing an order.



You can disable it if postal code is not required for making an order.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu.

Save choice clicking check marked button.

Changes will appear on the site immediately after saving.

## Order Insurance (%)

Indicated by a number from 1 to 99.



Click blue dotted line to change value:



Add order insurance %:



Save choice clicking check marked button:

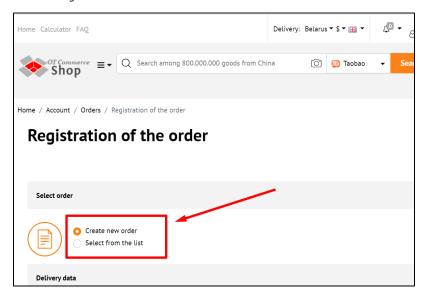


Changes will take effect immediately after saving.

## Reordering

Client made an order which you have not sent yet. Customer wants to add goods into it. We recommend to show "reordering" if it is profitable for you to reorder. Then customer will be able to add goods to his order until certain moment (for example, if the parcel is formed in the warehouse, then reordering does not work anymore).

Customer sees "Select from the list" or "Create new order" when making an order if reordering is allowed and only "Create new order" if reordering is forbidden:



Click blue dotted line to change value:



Select necessary option from drop-down menu:



Save choice clicking check marked button:



Changes will take effect immediately after saving.

### Hide money output

You can enable this feature if you allow deposit funds as well as money output by customer. It is profitable only in case money output commission is beyond customer or is minimal for you. In addition, it is important to remember that if your funds are deposited / withdrawn in one currency and you work in another, then the amount may change (and not always in your favor). You can smooth out fluctuations influence in exchange rates using "Converter 2.0" module.

Click blue dotted line to change value:



Select necessary option from drop-down menu:



Save choice clicking check marked button:



Changes will take effect immediately after saving.

## Hide selection page weight (ordering)

This setting allows customer to adjust weight order himself.

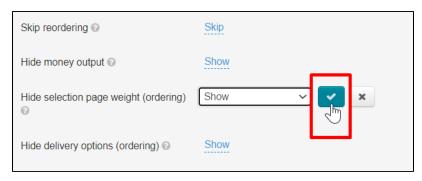
Click blue dotted line to change value:



Select necessary option from drop-down menu:



Save choice clicking check marked button:

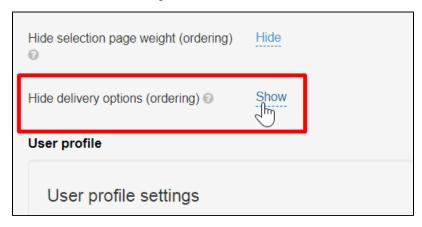


Changes will take effect immediately after saving.

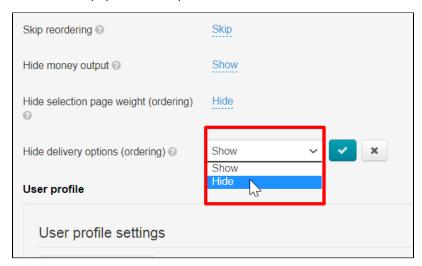
## Hide delivery options (ordering)

This setting will help if you have several delivery options to the customer but should hide them for some reason. More flexible delivery settings are provided by "PROdelivery" module.

Click blue dotted line to change value:



Select necessary option from drop-down menu:



Save choice clicking check marked button:



Changes will take effect immediately after saving.

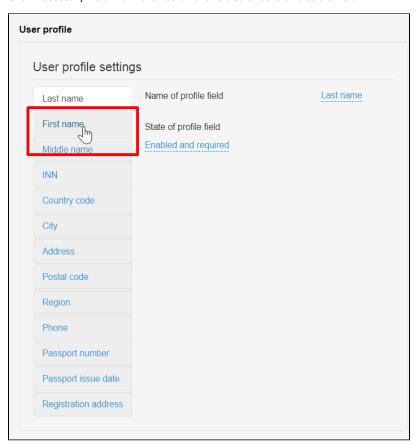
# User profile (OT Box version 1.12.1 and higher)

Set up required profile fields for your customers.

- Last name
- Name
- Middle name
- TIN

- Country
- City
- Address
- Postal code
- Region
- Phone
- Passport number
- Passport issue date
- Registration address

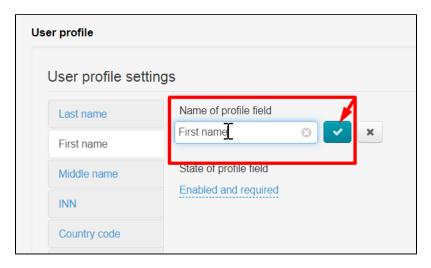
Click necessary field from the list on the left to enable or disable field:



You can change field title if you click it:



Add new title and save by check marked button:



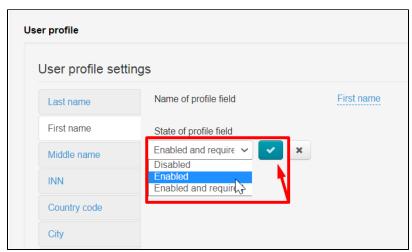
Select "State of profile field" to enable or disable the field:



You will be offered 2 or 3 options for the field state depending on the field:

- Disabled customer won't see it
   Enabled customer will seet it but field is optional
- 3. Enabled and required customer will see it and field is required

Select appropriate state of the field and save choice.



All fields in this block are configured in the same way. Changes will appear on the site immediately after saving settings.

# Types of sales

### Sale by auction

Click "Allow" if you want to sell goods by auction (price is not fixed and depends on choice of other customers on Taobao).

We do not recommend "Allow" to purchase goods using the auction method because price is not set and can vary (it can start from 1 yuan and grow up to 1000 at the auction). However, feel free to enable this setting if your business model implies an auction.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:



Save choice clicking check marked button:



Changes will appear on the site immediately after saving.

## Local delivery is not allowed

Select "Allow" if you want to sell goods without local delivery. We recommend to allow as many goods are delivered free of charge.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:



Save choice clicking check marked button:



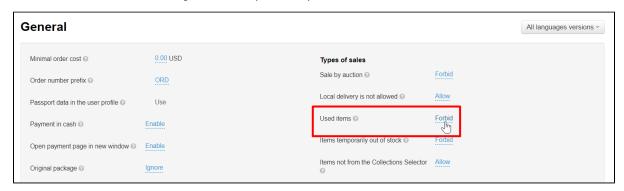
Changes will appear on the site immediately after saving.

#### Used items

Select "Allow" if you want to sell used goods (goods quality and the degree of wear is described by seller and may differ from expected one).

We recommend "Forbid" to avoid unnecessary problems, because most often the wear rate and quality are overstated.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:



Save choice clicking check marked button:

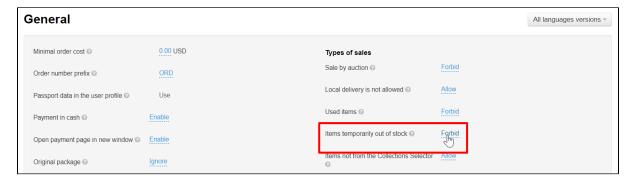


Changes will appear on the site immediately after saving.

## Items temporarily out of stock

Items temporarily out of stock on Taobao. Select "Allow" if you want to sell Items temporarily out of stock.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:



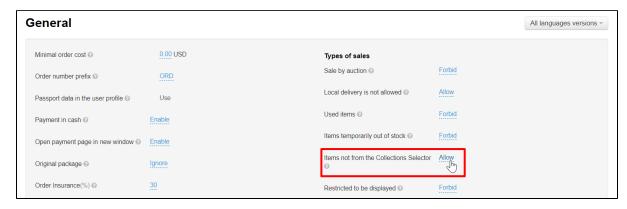
Save choice clicking check marked button:



Changes will appear on the site immediately after saving.

#### Items not from the Collections Selector

Click blue dotted line to start using this feature (or disable):



#### Select necessary option from drop-down menu:



#### Save choice clicking check marked button:



Changes will appear on the site immediately after saving.

#### Restricted to be displayed

You decide if you sell goods restricted to be displayed or not. For example, you can restrict "Products for adults" display but allow adding them to the cart and making an order. Goods and categories are set in "Limitations" section.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:



Save choice clicking check marked button:



Changes will appear on the site immediately after saving.

### Hide restricted items for display

This section allows not to display items added in "Limitations" section.

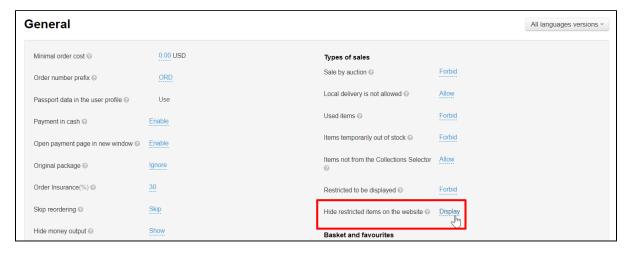
There are 2 options: hide and display.

Product will be semi-transparent in the product lists and message "Product is not allowed to be sold by site administration" will be displayed in the product card if you set "Display".

"Goods are prohibited for sale by site administration" will be displayed in goods lists (in catalog and in search results) instead of goods if they are hidden. Product link is missing. User will be redirected if, nevertheless, he follows product link:

- to product category if product category is known, otherwise
- to seller's goods if seller is known, otherwise
- to home page.

Click blue dotted line to start using this feature (or disable):



Select necessary option from drop-down menu:

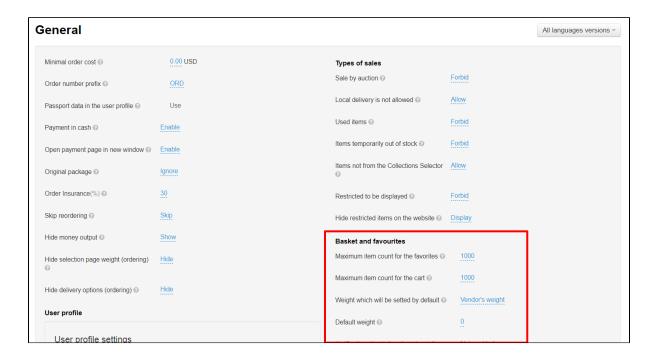


Save choice clicking check marked button:



Changes will appear on the site immediately after saving.

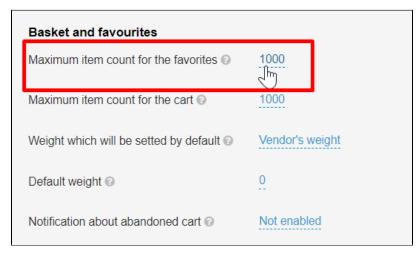
## Basket and favorites



#### Maximum number of items in favorites

It is important not to overload pages with information for website efficiency. For example, it may happen that customer won't be able to open a page with favorite goods (for example, if there are more than 1000 of them, it depends on which server your site is located. After all, the more products the slower your website pages load. Customer can cancel purchase if it takes much time to load page). We recommend limiting number of goods in your favorites to avoid this problem.

Click blue dotted line to set necessary value:



Set necessary value (recommended value is 1000 or less. The more goods - the slower page loads):



Save necessary value clicking check marked button:



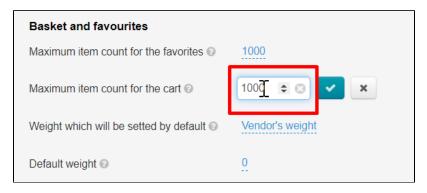
## Maximum number of items in shopping cart

We recommend limiting number of products in shopping cart (for example, not more than 1000, it depends on which server your site is located. After all, the more products the slower your website pages load. Customer can cancel purchase if it takes much time to load page). Besides, limiting items in the cart often efficiently helps operator who processes the order.

Click blue dotted line to set necessary value:



Set necessary value (recommended value is 1000 or less. The more goods - the slower page loads):



Save necessary value clicking check marked button:



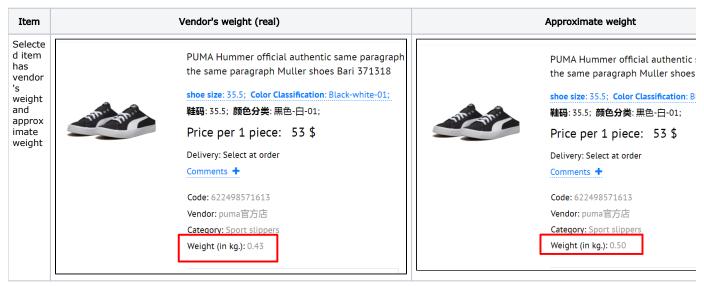
#### Weight which will be set by default

This setting controls weight priority. Different weight will be set if selected weight is not set for an item.1 kg will be set if both weights are unknown.

That is there are three options for displaying weight in the cart:

- Vendor's weight (real)
- Approximate weight
- Absense of weight (zero)

Table will clearly show difference in setting.

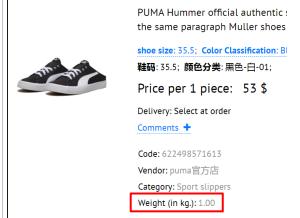






Selecte d item PUMA Hummer official authentic same paragraph does the same paragraph Muller shoes Bari 371318 not have shoe size: 35.5; Color Classification: Black-white-01; weight at all: **鞋码**: 35.5; **颜色分类**: 黑色-白-01; neither vendor Price per 1 piece: 53 \$ 's nor approx Delivery: Select at order imate Comments + Code: 622498571613 Vendor: puma官方店 Category: Sport slippers

Weight (in kg.): 1.00



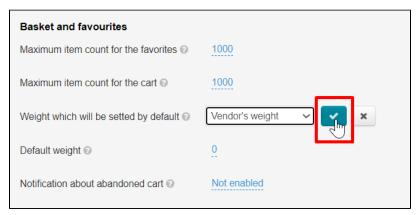
Click blue dotted line to set default weight:



Select necessary value in drop-down menu:



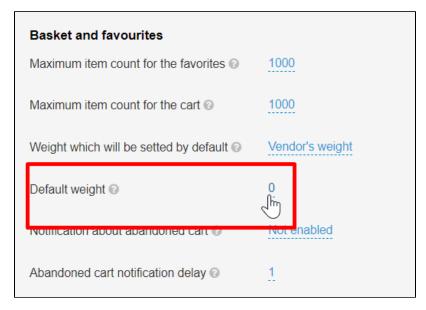
Save choice clicking check marked button:



## Default weight

This weight is used if there is no exact or approximate value.

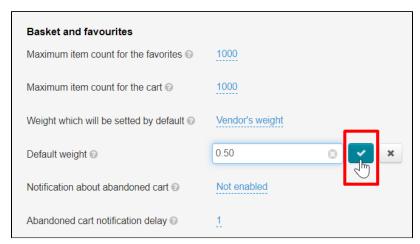
Click blue dotted line to set default weight:



Select necessary value in drop-down menu:

Basket and favourites			
Maximum item count for the favorites ②	1000		
Maximum item count for the cart	1000		
Weight which will be setted by default @	Vendor's weight		
Default weight 🕢	0.50 🗴 💌		
Notification about abandoned cart	Not enabled		
Abandoned cart notification delay	1		

Save choice clicking check marked button:

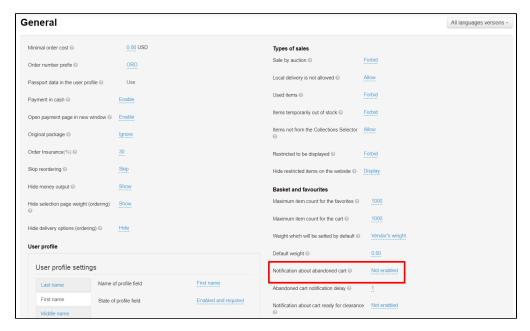


#### Notification about abandoned cart

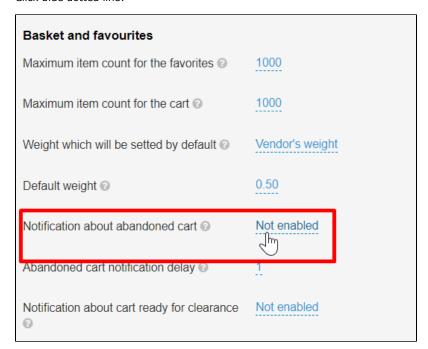
There is "Notification about abandoned cart" option to remind customer by email on left goods in the shopping cart and push him to make an order on your website.

However, it is better to carefully consider this setting if you have wholesale customers or offices (when orders are added piece by piece once a week during the month and sent at the end of the month) not to irritate the customer (rather all he already remembers that he has a basket waiting in the wings).

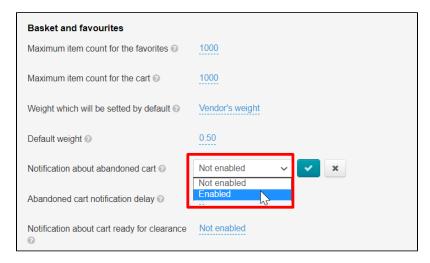
But this reminder will come in handy for young people and housewives.



#### Click blue dotted line:



Select necessary value from drop-down menu:

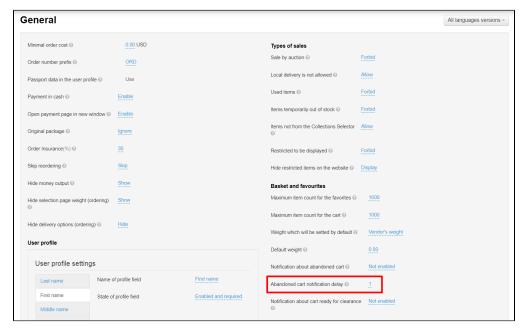


Save necessary value clicking check marked button:

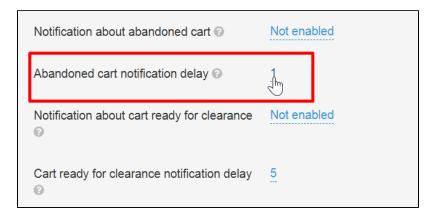


## Abandoned cart notification delay

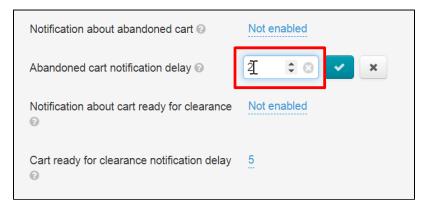
This field defines number of days (days) since the last change of the cart until the moment an email will be sent to the customer with uncompleted order reminder.



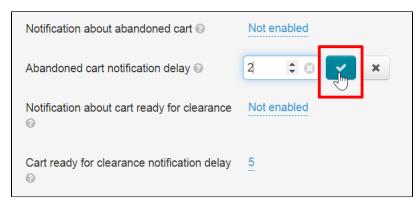
Click blue dotted line to set necessary value:



Add necessary value (or use a special slider to increase or decrease number in the window by clicking):

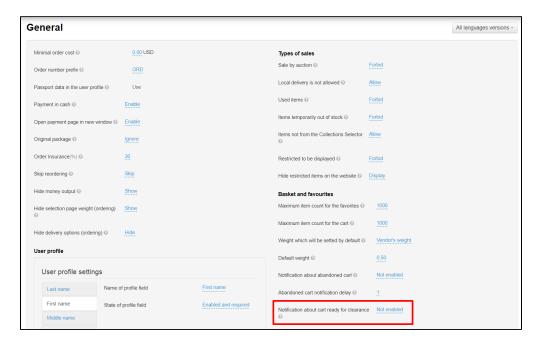


Save necessary value clicking check marked button:

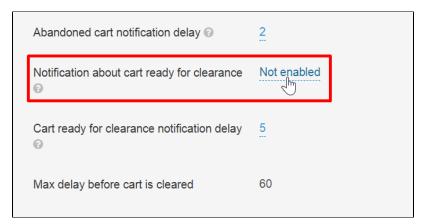


## Notification about cart ready for clearance

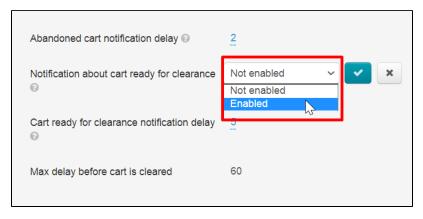
This option enables email notifications about clearing the cart. It is recommended to empty the cart (not to waste website resources because you have to pay for used space) after some time if shopping cart is abandoned. You can send notification to customer to give him the last chance to place an order before removing items from the cart.



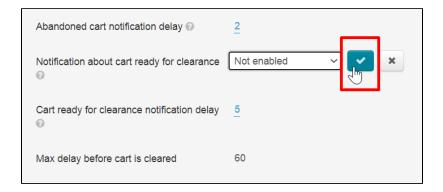
Click blue dotted line to enable or disable notification:



Select necessary value from drop-down menu:



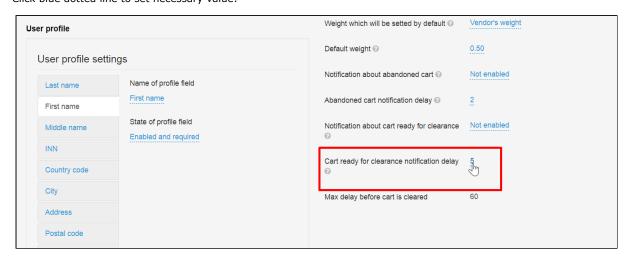
Save choice clicking check marked button:



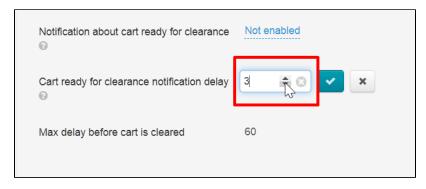
## Cart ready for clearance notification delay

Number of days from the last change in the cart until an email is sent to the customer that the cart will be cleared.

Click blue dotted line to set necessary value:



Add necessary value (or use a special slider to increase or decrease number in the window by clicking):



Save necessary value clicking check marked button:



# Delay before cart is cleared

Number of days from the last change in the cart before it's cleared. This value is the same for all sites – 60 days. It's not edited.

