



Check-out and Order Management

Jennifer M - 2021-01-19 - Ecommerce

In this section, you can set your order display options, choose to accept coupons and company points, add shipping options and sales tax, and set order management defaults.

Order Display Options

The Order Display Options area enables you to select the fields to display during the checkout process, such as purchase order number, date needed, minimum required days, and additional comments.

Order Display Options

Purchase Order Number

Show Field	▼	Display as	Purchase Order Number
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Date Needed

Show Field	▼	Display as	Date Needed
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Require minimum business days for production and shipping time

Additional Comments

Show Field	▼	Display as	Additional Comments
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Other Charge Options

In the Other Charge Options section, you can set shipping charges to be applied at checkout.

To enable your shipping charges, select from:

- Fixed Amount (flat rate)
- Percentage with Minimum and Maximum
- No Shipping Charges

Then, enter the value in the respective box.

If you are entering a percentage, the Min and Max are the amount of the order to which the percentage should be applied. For example: A 10% shipping charge will apply to all orders totaling \$100 to \$1000 dollars.

Shipping Charges

Setup a predefined shipping charge using a fixed dollar amount or a percentage based on the subtotal of the order being processed. If percentage is selected, you may specify a minimum and a maximum amount.

☐ Fixed Amount \$

☐ Percentage % Min \$ Max \$

☒ No Shipping Charges

Coupon & Company Points

The Coupon & Points Options in the eCommerce section enable you to enable coupons and establish company points.

Coupons

To enable Coupons and Company Points, check the corresponding checkbox. To create and manage coupons, go to Global Features and click on [Coupon Manager](#).

Coupon & Points Options

☒ Accept Coupons ☐ Accept Company Points

Company Points

When setting up company points:

- Type a currency name, such as "Discount Points".

Coupon & Points Options

☐ Accept Coupons ☒ Accept Company Points

Company Points

Choose if you want to use company issued points during checkout. Define a currency naming scheme; a symbol to represent the currency; (two characters; example; 'AX'); and the exchange rate; (ratio = 5 AX = 1 USD).

Currency Name

Currency Symbol

Points Exchange Rate*

- Add a currency symbol, to represent your currency. The currency symbol should be a two letter abbreviation such as "DP".
- Set the points exchange rate, meaning the amount of points that will equal one (1) US dollar. As an example, if you type 100 in the points exchange rate box, the

customer will receive a one dollar discount from their order total for every 100 points they entered on your site.

If you have a company points system in use on a company store, users must have an account balance in order to be able to view and apply their points during checkout.

Order Notification Settings

The Order Notification Settings enable you to use the Orders Owner dropdown to select which representative at your company will receive new orders placed on the website.

Orders Owner

Who will receive order notifications

Supplier User × ▼

Submit Order Content

After an order is submitted on your site, a thank you page will display. You can edit the text of the thank you page, as well as the text of the outgoing order confirmation email by entering your verbiage in the available boxes.

Note: Your ESP Website will automatically have standard, default text available in these fields.

Submit Order Content

Define the content you would like displayed on your "Thank You" page and within your order confirmation e-mail when the customer submits an order.

Thank You Page

Thank you for shopping with us. Please check your e-mail for confirmation details. We will be in touch soon to review your order and answer any additional questions you may have.

E-mail

Thank you for shopping with us! The following is a confirmation of your request.

Disclaimer Settings

When customers are adding a product to the shopping cart or checking out, the Product Option Assistant enables customers to enter specifics about the item, such as colors, sizes and quantities. You are able to include custom disclaimer text on the Product Option Assistant, as well as on the Checkout screen and in the Order Confirmation E-mail.

Disclaimer Settings

☒ Show Disclaimer on Product Option Assistant

[Restore to Default Message](#)

Total Price is for Merchandise Only. This price does not include any tax, setup, or decoration charges

☒ Show notification on Checkout/Cart

[Restore to Default Message](#)

IMPORTANT: Exchange rates are set by the provider and are subject to change. Additional fees, such as setup, imprint and shipping charges may not be reflected in your order total. We will contact you to confirm these additional charges.

☒ Show Disclaimer on Checkout/Cart and Confirmation E-mail

[Restore to Default Message](#)

All prices and descriptions are subject to change without notice. If the price listed is different from the actual price, we will notify you before processing your order. Prices will be calculated using end of day exchange rates if orders contain products with different currencies. Total price is for merchandise only. Prices may be exclusive of any setup charges, art changes, shipping charges, state / provincial required taxes, rush charges or any other additional charges, which will be communicated prior to processing the order

Artwork Options

The Artwork Options enable you to choose whether to accept art files sent through the site.

Artwork Options

Choose whether to accept art files sent through your website and/or allow your visitors to upload artwork to be used on their product.

☒ Use Uploaded Artwork ☐ Use Approved Artwork

- The "Use uploaded artwork" option would enable customers to import their logo to the order.
- The "Use approved artwork" option would only allow logos that are currently uploaded to your site to be used.

When you are finished making changes, click on the Save button and then click on the Make Changes Live link.

Websites for Suppliers

<https://suppliercompany.espwebsite.com> (10W0)

Preview

View Live Site

Make Changes Live