



# **PRE ORDER**

# **FOR MAGENTO 2**

# **USER GUIDE**



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## 1. Pre Order for Magento 2 Overview

Pre Order for Magento 2 extension allows previously ordering out of stock products or upcoming products. Admins can edit notices and messages to alert their customers and offer information about pre-order products.

## 2. How Does Pre Order for Magento 2 Work?

### 2.1. General Configuration

Please go to **Stores** → **Configuration** → **BSSCommerce** → **Pre-Order**

General Configuration

<b>Enable</b> <small>[store view]</small>	Yes	▼	<small>Version 1.0.0</small>
<b>Allow Mixing Order</b> <small>[store view]</small>	Yes	▼	<small>Choose "Yes" to allow adding both regular and pre-order product to an order.</small>
<b>Text For Pre-order Button</b> <small>[store view]</small>	Pre-Order	<input checked="" type="checkbox"/>	<small>Use system value</small>
<b>Default Message For Pre-order Products</b> <small>[store view]</small>	Pre order and get 20% discount! This product will be delivered as soon as it is avai <small>{date} can be used as Availability Date of products.</small>		
<b>Note For Pre-order Products In Cart/Order</b> <small>[store view]</small>	Pre-Ordered Product	<input checked="" type="checkbox"/>	<small>Use system value</small>
<b>Pre-Order Message In Cart/Order</b> <small>[store view]</small>	This order contains pre-order items		

In **Enabled**, choose Yes to enable the extension, or No to disable it.

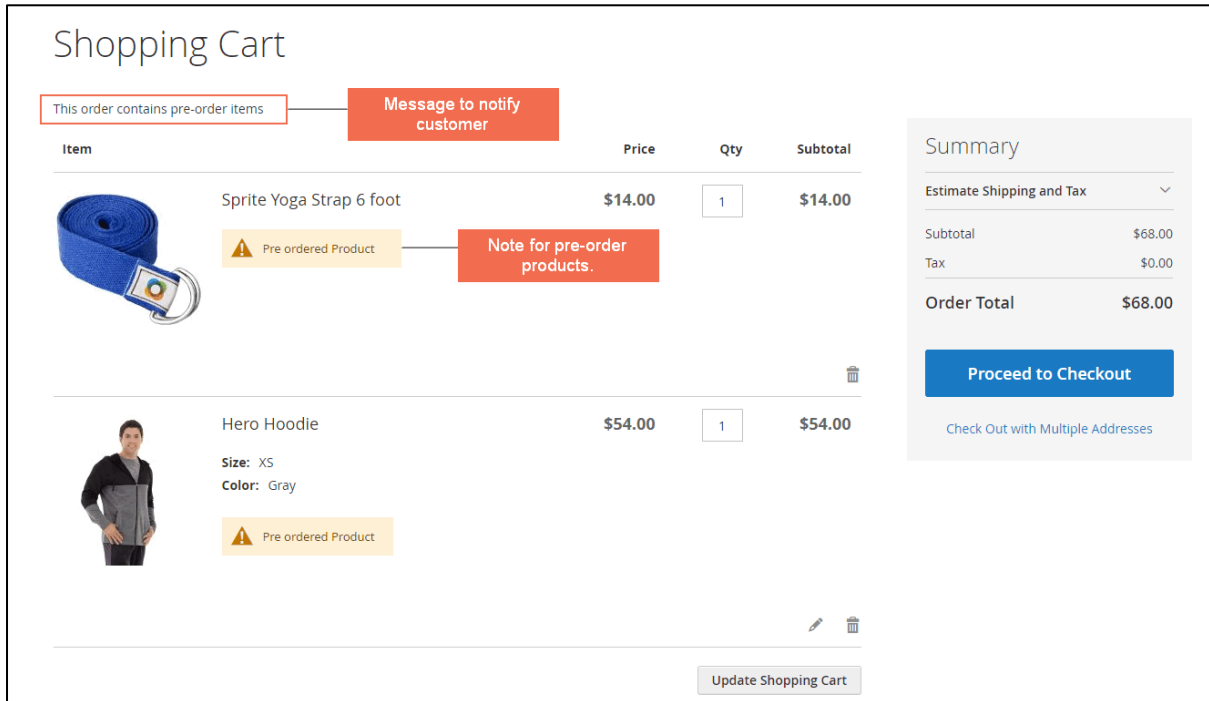
In **Allow Mixing Order**, choose Yes to allow adding both regular and pre-order items to an order, or No to allow adding only pre-order items or regular items to an order.

In **Text for Pre-order Button**, edit text to be shown on pre-order button. If you choose “Use system value”, the text on pre-order button will be “Pre-Order” by default settings.

In **Default Message for Pre-order Products**, edit a message about pre-order products to appear on the product pages. You can use {date} variable for the availability date of products.

In **Note for Pre-order Products in Cart/Order**, edit a notice to be displayed next to pre-order products in the shopping cart, order information page and order management page in the backend. You can use {date} variable for the availability date of products.

- Message and note for pre-order products in shopping cart:



- Message and note for pre-order products in order information page (**My Account** → **My Orders** → **View Order**)

Order # 000000016 PENDING PRE-ORDER

August 25, 2017

[Reorder](#) [Print Order](#)

This order contains pre-order items Message for pre-order in order information page

Items Ordered

Product Name	SKU	Price	Qty	Subtotal	
Joust Duffle Bag	24-MB01	\$34.00	Ordered: 2	\$68.00	
Pre ordered Product <span style="border: 1px solid orange; padding: 2px;">Note for pre-order product</span>					
				Subtotal	\$68.00
				Shipping & Handling	\$10.00
				<b>Grand Total</b>	<b>\$78.00</b>

**Note:**

- Only registered customers can view the order information page by go to **My Account** → **My Orders** → **View Order**.
- **Availability Date** can be set for each product on the product details page in the backend.

In **Pre-order Message in Cart/Order**, edit a message to be shown in the shopping cart and order information page containing pre-order items to notify customers.

**Note:** The module does not work with Bundle product.

**2.2. Product Detail Page Configuration:**

Please go to **Products** → **Catalog** then select a product to go to its product details page.

Joust Duffle Bag

Enable Product  Yes

Attribute Set Bag

Product Name \* Joust Duffle Bag

SKU \* 24-MB01

Price \* \$ 34.00  
[Advanced Pricing](#)

Tax Class None

Pre-Order When Product Become Out Of Stock

Pre-Order Message This product is temporarily out of stock. You can pre order it to get 20% off  
(date) can be used as Availability Date. If this field is blank, the default message edited in the configuration will be displayed.

Availability Date 09/30/2017

Quantity 10  
[Advanced Inventory](#)

Stock Status In Stock

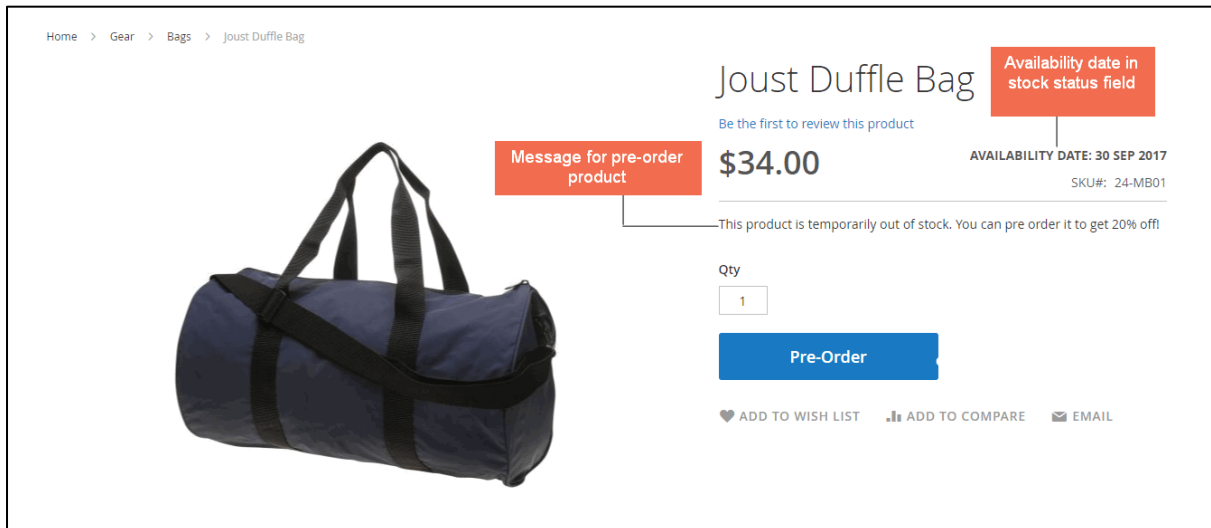
Set pre-order for product

### In Pre-Order:

- Yes: set pre-order function for the product. The Add to Cart button is automatically replaced by Pre-order button and it is always be pre-order items without depending on Quantity and Stock Status.
- No: not set pre-order function for the product. And it is the default value if you don't customize.
- When Product Become Out Of Stock: if the product is out of stock, Add to Cart button is replaced by Pre-Order button and customers can pre order this product. In case the product is in stock but customers order the quantity of product that is more than the available quantity, this order will be changed to pre-order.

In **Pre-order Message**, edit a message about the pre-order product to be shown on its product page. You can use {date} variable for the availability date of this product. This message has the same position as **Default Message for Pre-order Products** but it is the first priority, the default message edited in Configuration General is displayed only when this field is blank.

In **Availability Date**, select a date that the product will be available. The Availability Date will be displayed instead of stock status on the product page.



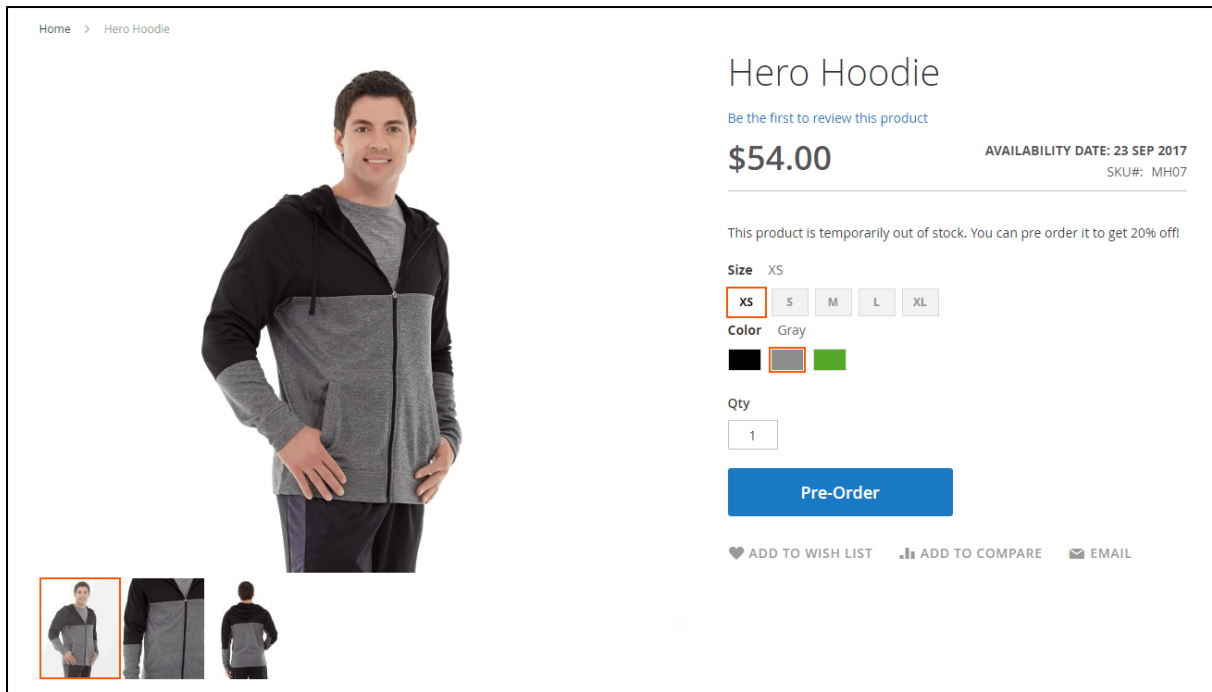
#### Note:

- Only when the product page has Pre-Order button, the Pre-order message and Availability Date are displayed.
- Default Magento 2 disables out of stock products, to enable them, please go to **Store → Configuration → Catalog → Inventory → Stock Options**, in **Display Out of Stock Products**, choose Yes.

### 2.3. Work with configurable product and grouped product

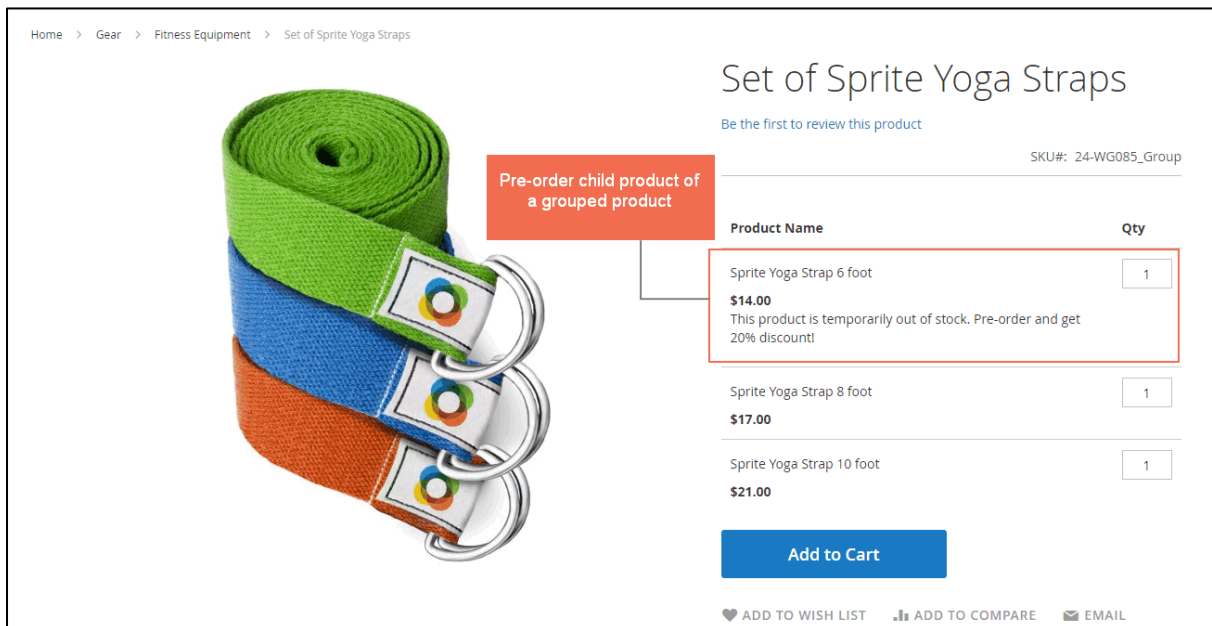
To setup pre-order for Configurable Product and Grouped Product, you need to customize for separate children products.

#### + With Configurable Product:



If a child product is set as pre-order and buyers select this child product, the Add to Cart button is immediately replaced by Pre-Order button, Availability Date and Message for pre-order product are displayed too.

**+ With Grouped Product:**



In product page, the pre-order message will be shown under the pre-order product.



## 2.4. Manage previous orders in the backend

Please go to **Sales** → **Orders**, the order grid table will appear.

The screenshot shows the Magento 2 Orders grid interface. At the top, there is a search bar and a 'Filters' section with various filter options: Purchase Date, Grand Total (Base), Grand Total (Purchased), ID, Bill-to Name, Ship-to Name, and Status. A red callout box points to the Status filter with the text 'Quickly sort pre-orders by using filter'. Below the filters, there is a table with 23 records found. The table has columns for ID, Purchase Point, Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Base), Grand Total (Purchased), Status, and Action. One row is highlighted with a red callout box pointing to the 'Processing Pre-Order' status, with the text 'Special order status for pre-orders'.

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
000000023	Main Website Main Website Store Default Store View	Aug 25, 2017, 17:16:59 PM	Mai Phan	Mai Phan	\$1,161.00		Processing Pre-Order	View
000000022	Main Website Main Website Store Default Store View	Aug 25, 2017, 17:03:11 PM	Mai Phan		\$150.00	\$150.00	Complete	View
000000021	Main Website Main Website Store Default Store View	Aug 25, 2017, 17:00:06 PM	Mai Phan		\$150.00	\$150.00	Complete	View
000000020	Main Website Main Website Store Default Store View	Aug 25, 2017, 16:28:14 PM	Mai Phan	Mai Phan	\$76.00	\$76.00	Processing	View
000000019	Main Website Main Website Store Default Store View	Aug 25, 2017, 11:55:40 AM	Mai Phan	Mai Phan	\$421.00	\$421.00	Processing	View

In Status column, order status of pre-orders is Pending Pre-Order or Processing Pre-Order. You can quickly find the pre-order by sorting status.

**Note:**

- Status “Pending Pre-Order” will be changed to “Processing Pre-Order” after creating invoice for the orders.
- You can’t create shipment for the orders including pre-order items.

The screenshot shows the 'Order Total' page. On the left, there is a 'Notes for this Order' section with a 'Status' dropdown menu. The dropdown is open, showing options: Processing, Processing Pre-Order, and Suspected Fraud. Below the dropdown are checkboxes for 'Notify Customer by Email' and 'Visible on Storefront', and a 'Submit Comment' button. On the right, there is an 'Order Totals' table. At the bottom, there is a log of order status changes.

Subtotal	\$1,445.00
Shipping & Handling	\$5.00
Discount	-\$289.00
<b>Grand Total</b>	<b>\$1,161.00</b>
<b>Total Paid</b>	<b>\$0.00</b>
<b>Total Refunded</b>	<b>\$0.00</b>
<b>Total Due</b>	<b>\$1,161.00</b>

Log of order status changes:

Aug 29, 2017	10:20:08 AM	Processing	Customer <b>Not Notified</b>
Aug 29, 2017	10:15:57 AM	Processing	Customer <b>Not Notified</b>
Aug 29, 2017	10:14:32 AM	Processing	Customer <b>Not Notified</b>
Aug 25, 2017	5:16:59 PM	Pending Pre-Order	Customer <b>Notified</b>

In case pre-order products have been in stock and you want to change status for the orders containing them, you can go to the Order View Page and change status from Pending Pre-Order to Pending or Processing Pre-Order to Processing.

**Note:** - Because the scope of the module configuration is store view, you can customize the success page for each store view.

After setting, you need to save your configuration then flush cache to start using the module.

### 3. Contact Us



Any questions or concern about us, feel free to contact:

Website: <http://bsscommerce.com>

Support: [support@bsscommerce.com](mailto:support@bsscommerce.com)

*BSS Support team is always ready to aid you with any issue referring to our products. Additionally, we also give you Website development and Administration Support.*

We do offer:

1. Free support services for commercial products.
2. Free updates within offered support period.

Our duties:

1. Responsibility for resolving product bugs.
2. Help with technical queries.
3. Technical support in installation and product usage.

