

CUSTOM ORDER NUMBER

USER GUIDE

Version 1.0.0

Welcome to Custom Order Number Extension for Magento 2 developed by Sparsh.

This extension allows the store admin to customize starting numbers and prefixes of billing documents such as orders, invoices, shipments, credit memos.

KEY FEATURES:

- ❖ Easy To Install & Manage
- ❖ Enable/Disable from the backend
- ❖ Use a separate numbering system for each Order, Invoice, Shipment and Credit Memo
- ❖ Easily meet your local or third-party invoice numbering requirements
- ❖ Specify relevant prefixes, suffixes
- ❖ Specify the counter start number
- ❖ Specify certain intervals to increment numbers
- ❖ Specify order number padding
- ❖ 100% Open Source

1. HOW TO ENABLE CUSTOM ORDER NUMBER EXTENSION

To use this extension, you first need to enable it from the backend.

Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Custom Order Number.

Expand the **General Configuration** section, and do the following:

- **Enable Custom Order Number:** Select “Yes” to enable this extension.



General Configuration

Choose Yes to enable this extension from here.

Enable Custom Order Number [store view] Yes Use system value

To enable custom number for “Orders”, Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Custom Order Number.

Expand the **Order Configuration** section, and do the following:

- **Enable Custom Order Number for Order:** Select “Yes” to enable custom numbering for orders.
- **Order Number Format:** Enter the order number format with prefix and/or suffix.

The following variables can be used to create a format.

{d} = Day of the month, without leading zeros
{dd} = Day of the month, 2 digits with leading zeros
{m} = Month of the year, without leading zeros
{mm} = Month of the year, 2 digits with leading zeros
{yy} = Current year, 2 digits
{yyyy} = Current year, 4 digits
{store_id} = Current store id
{counter} = Counter increment by value, configuration below

Sample formats:

ORD-{counter}: if {counter} is 0001 this outputs ORD-0001

ORD-{YYYYY}-{counter}: if {counter} is 0001 and year is 2020 this outputs ORD-2020-0001

- **Counter Start From:** Specify from which number the {counter} variable begins counting.
- **Counter Increment By:** Specify increment by counter for the {counter} variable.

E.g. If set to 5, the {counter} variable increases by 5 for every new order placed. If the last number is 1020, the next number will be 1025.

- **Counter Number Padding:** Specify number of paddings for the {counter} variable. Set 0(zero) not to add any leading zeros.

E.g. If the counter is at 12 and padding is 4, the result will be 0012.

Order Configuration

Choose Yes to enable the custom order number for order.

Enable Custom Order Number for Order Use system value

This field is used to set order number format. Order Number Format Use system value
The following variables can be used to create format: {d}, {dd}, {m}, {mm}, {yy}, {yyyy}, {store_id}, {counter}

Enter number to start the counter from. Counter Start From Use system value
This configures from which number the {counter} variable begins counting.

Enter increment number for next each order number. Counter Increment By Use system value
If set to 5, the {counter} variable increases by 5 for every new order placed. If the last number is 1020, the next number will be 1025.

Set counter padding from here. Counter Number Padding Use system value
Total number of digits in the {counter} variable. If the counter is at 12 and padding is 4, the result will be 0012. Set to 0(zero) not to add leading zeros.

To enable custom number for “Invoice”, Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Custom Order Number.

Expand the **Invoice Configuration** section, and do the following:

- **Enable Custom Order Number for Invoice:** Select “Yes” to enable custom numbering for invoices.
- **Same as Order Number:** Choose “Yes” to keep the invoice number format same as defined for orders else “No”.

E.g. If the order number is 'ORD-0001' then the invoice number will be 'INV-0001'.

If choosing “Yes” for “**Same as Order Number**”.

- **Replace Order Part with Invoice Part:** Enter order part text from order number format to be replaced with invoice part text.

E.g. If you have the order format 'ORD-{counter}', then you can replace 'ORD' text with the below invoice part field's text.

- **Invoice Part:** Enter invoice part text to be replaced for order part text.

If choosing “No” for “**Same as Order Number**”.

➤ **Invoice Number Format:** Enter the invoice number format with prefix and/or suffix.

The following variables can be used to create a format.

{d} = Day of the month, without leading zeros

{dd} = Day of the month, 2 digits with leading zeros

{m} = Month of the year, without leading zeros

{mm} = Month of the year, 2 digits with leading zeros

{yy} = Current year, 2 digits

{yyyy} = Current year, 4 digits

{store_id} = Current store id

{counter} = Counter increment by value, configuration below

Sample formats:

INV-**{counter}**: if **{counter}** is 0001 this outputs INV-0001

INV-**{YYYY}**-**{counter}**: if **{counter}** is 0001 and year is 2020 this outputs INV-2020-0001

➤ **Counter Start From:** Specify from which number the **{counter}** variable begins counting.

➤ **Counter Increment By:** Specify increment by counter for the **{counter}** variable.

E.g. If set to 5, the **{counter}** variable increases by 5 for every new order placed. If the last number is 1020, the next number will be 1025.

➤ **Counter Number Padding:** Specify number of paddings for the **{counter}** variable. Set 0(zero) not to add any leading zeros.

E.g. If the counter is at 12 and padding is 4, the result will be 0012.

Invoice Configuration

Choose Yes to enable custom order number for invoice from here.

Enable Custom Order Number for Invoice Use system value

Choose Yes if you want to keep format same as the order number.

Same as Order Number Use system value
If set to yes, the invoice number will have same increment number as order. If order number is 'ORD-0001' then the invoice number will be 'INV-0001'.

This field is used to set invoice number format.

Invoice Number Format Use system value
The following variables can be used to create format: {d}, {dd}, {m}, {mm}, {yy}, {yyyy}, {store_id}, {counter}

Counter variable configuration.

Counter Start From Use system value
This configures from which number the {counter} variable begins counting.

Counter Increment By Use system value
If set to 5, the {counter} variable increases by 1 for every new invoice created. If the last number is 1020, the next number will be 1025.

Counter Number Padding Use system value
Total number of digits in the {counter} variable. If the counter is at 12 and padding is 4, the result will be 0012. Set to 0(zero) not to add leading zeros.

To enable custom number for “Shipment”, Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Custom Order Number.

Expand the **Shipment Configuration** section, and do the following:

- **Enable Custom Order Number for Shipment:** Select “Yes” to enable custom numbering for shipments.
- **Same as Order Number:** Choose “Yes” to keep the shipment number format same as defined for orders else “No”.

E.g. If the order number is 'ORD-0001' then the shipment number will be 'SHI-0001'.

If choosing “Yes” for “**Same as Order Number**”.

- **Replace Order Part with Shipment Part:** Enter order part text from order number format to be replaced with shipment part text.

E.g. If you have the order format 'ORD-{counter}', then you can replace 'ORD' text with the below shipment part field's text.

- **Shipment Part:** Enter shipment part text to be replaced for order part text.

If choosing “No” for “**Same as Order Number**”.

➤ **Shipment Number Format:** Enter the shipment number format with prefix and/or suffix.

The following variables can be used to create a format.

{d} = Day of the month, without leading zeros

{dd} = Day of the month, 2 digits with leading zeros

{m} = Month of the year, without leading zeros

{mm} = Month of the year, 2 digits with leading zeros

{yy} = Current year, 2 digits

{yyyy} = Current year, 4 digits

{store_id} = Current store id

{counter} = Counter increment by value, configuration below

Sample formats:

SHI-**{counter}**: if **{counter}** is 0001 this outputs SHI-0001

SHI-**{YYYY}**-**{counter}**: if **{counter}** is 0001 and year is 2020 this outputs SHI-2020-0001

➤ **Counter Start From:** Specify from which number the **{counter}** variable begins counting.

➤ **Counter Increment By:** Specify increment by counter for the **{counter}** variable.

E.g. If set to 5, the **{counter}** variable increases by 5 for every new order placed. If the last number is 1020, the next number will be 1025.

➤ **Counter Number Padding:** Specify number of paddings for the **{counter}** variable. Set 0(zero) not to add any leading zeros.

E.g. If the counter is at 12 and padding is 4, the result will be 0012.

Shipment Configuration

Choose Yes to enable custom order number for shipment.

Enable Custom Order Number for Shipment [store view] Yes Use system value

Choose Yes if you want to keep format same as the order number.

Same as Order Number [store view] Yes Use system value
If set to yes, the shipment number will have same increment number as order. If order number is 'ORD-0001' then the shipment number will be 'SHI-0001'.

Add order prefix here to replace it with the shipment prefix.

Replace Order Part with Shipment Part [store view] ORD Use system value
If you have the order format 'ORD-{counter}', then you can replace 'ORD' text with below shipment field's text but you can not replace variables.

Shipment Part [store view] SHI Use system value

To enable custom number for “Credit Memo”, Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Custom Order Number.

Expand the **Credit Memo Configuration** section, and do the following:

- **Enable Custom Order Number for Credit Memo:** Select “Yes” to enable custom numbering for credit memos.
- **Same as Order Number:** Choose “Yes” to keep the credit memo number format same as defined for orders else “No”.

E.g. If the order number is 'ORD-0001' then the credit memo number will be 'CRE-0001'.

If choosing “Yes” for “**Same as Order Number**”.

- **Replace Order Part with Credit Memo Part:** Enter order part text from order number format to be replaced with credit memo part text.

E.g. If you have the order format 'ORD-{counter}', then you can replace 'ORD' text with the below credit memo part field's text.

- **Credit Memo Part:** Enter credit memo part text to be replaced for order part text.

If choosing “No” for “**Same as Order Number**”.

➤ **Credit Memo Number Format:** Enter the credit memo number format with prefix and/or suffix.

The following variables can be used to create a format.

{d} = Day of the month, without leading zeros

{dd} = Day of the month, 2 digits with leading zeros

{m} = Month of the year, without leading zeros

{mm} = Month of the year, 2 digits with leading zeros

{yy} = Current year, 2 digits

{yyyy} = Current year, 4 digits

{store_id} = Current store id

{counter} = Counter increment by value, configuration below

Sample formats:

CRE-**{counter}**: if **{counter}** is 0001 this outputs CRE-0001

CRE-**{YYYY}**-**{counter}**: if **{counter}** is 0001 and year is 2020 this outputs CRE-2020-0001

➤ **Counter Start From:** Specify from which number the **{counter}** variable begins counting.

➤ **Counter Increment By:** Specify increment by counter for the **{counter}** variable.

E.g. If set to 5, the **{counter}** variable increases by 5 for every new order placed. If the last number is 1020, the next number will be 1025.

➤ **Counter Number Padding:** Specify number of paddings for the **{counter}** variable. Set 0(zero) not to add any leading zeros.

E.g. If the counter is at 12 and padding is 4, the result will be 0012.

Credit Memo Configuration

Choose Yes to enable the custom order number for credit memo.

Enable Custom Order Number for Credit Memo [store view] Yes Use system value

Choose Yes if you want to keep format same as the order number. Same as Order Number [store view] Yes Use system value
 If set to yes, the credit memo number will have same increment number as order. If order number is 'ORD-0001' then the credit memo number will be 'CRE-0001'.

Add order prefix here to replace it with the credit memo prefix. Replace Order Part with Credit Memo Part [store view] ORD Use system value
 If you have the order format 'ORD-(counter)', then you can replace 'ORD' text with below credit memo field's text but you can not replace variables.

Credit Memo Part [store view] CRE Use system value

2. CUSTOM ORDER NUMBER FOR ORDERS, INVOICES, SHIPMENTS AND CREDIT MEMOS

Once, enabled, any order or invoice or shipment or credit memo placed or created will be having a number as in the configured backend format.

Order:

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # **ORD-13-03-2020-0001** The order confirmation email was sent

Order Date Mar 13, 2020, 3:03:33 PM

Order Status Closed

Purchased From Main Website
Main Website Store
Default Store View

Placed from IP 192.168.11.11

Account Information [Edit Customer](#)

Customer Name Vishal Desai

Email vishal.desai@etatvasoft.com

Customer Group General

Address Information

Invoice:

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Search by keyword

Filters Columns

Actions 20 per page

<input type="checkbox"/>	Invoice	Invoice Date	Order #	Order Date	Bill-to Name	Status	Amount	Action
<input type="checkbox"/>	INV-13-03-2020-0001	Mar 16, 2020 6:39:50 AM	ORD-13-03-2020-0001	Mar 13, 2020 3:03:33 PM	Vishal Desai	Paid	\$34.00	View

Shipment:

Search by keyword

Filters Default View Columns Export

Actions 1 records found 20 per page 1 of 1

<input type="checkbox"/>	Shipment	Ship Date	Order #	Order Date	Ship-to Name	Total Quantity	Action
<input type="checkbox"/>	SHI-16-03-2020-0001	Mar 16, 2020 6:41:32 AM	ORD-13-03-2020-0001	Mar 13, 2020 3:03:33 PM	Vishal Desai	1.0000	View

Credit Memo:

Search by keyword

Filters Default View Columns Export

Actions 1 records found 20 per page 1 of 1

<input type="checkbox"/>	Credit Memo	Created	Order #	Order Date	Bill-to Name	Status	Refunded	Action
<input type="checkbox"/>	CRE-13-03-2020-0001	Mar 16, 2020 6:41:52 AM	ORD-13-03-2020-0001	Mar 13, 2020 3:03:33 PM	Vishal Desai	Refunded	\$34.00	View