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# Custom Order Number Extension for Magento 2.x

## User Manual

### Table of Contents

<b>Support:</b> support@vnecoms.com .....	1
<b>PREFACE</b> .....	2
<b>About This Document</b> .....	2
<b>Disclaimer</b> .....	2
<b>OVERVIEW</b> .....	3
<b>Outstanding Features</b> .....	3
<b>HOW TO USE</b> .....	5
<b>SUPPORT</b> .....	11

**Product version: 2.0.x**

**Compatibility:** CE 2.0.x, EE 2.0.x  
**Website:** <http://www.vnecoms.com>  
**Support:** support@vnecoms.com

# PREFACE

## About This Document

This document provides information on how to download, install, configure and use our **Magento Custom Order Number Extension**.

## Disclaimer

Vnecom reserves the rights to add, remove, modify business models, processes related to packaging, selling, marketing, developing extensions and themes of Vnecom.com at any time and without prior notification. Vnecom reserves the rights to add new features to its products based on research and market needs. Vnecom reserves the rights to remove any feature of its products that does not fulfil expectations

## OVERVIEW

Have you ever get bored with default numbering for order, invoice and memo of Magento, which provides no more information than a long string of digits? And why in every list, the first created order, invoice or memos always must to start from number 00000001, which will make your customer think that they're the first and only person trying your product, and fell not in safe. It is telling the truth that with default Magento you're limited of controlling your business, because you can not to change order numbers either for customer convenience or to keep business information safe.

Stop getting bored, because Vnecome has provided you a new solution for managing your order, invoice and memos by customizing its numbering with prefixes, suffix and custom starting numbers. We proud to bring you **Custom Order Number Extension**, which will help you fully control your business.

### Outstanding Features

#### Easy to install and use.

- With only some few easy steps listed in Installation guide and User Manual documents, every customer can start to use this product instantly.

#### User-friendly interface.

- Vnecoms - Custom Order Number was designed how to bring the customer the easiest workflow for customizing order's numbering with prefixes, suffix and custom starting numbers. Guarantee that you can success in the first try.

#### Attract new clients with custom order number

- It's a fact that customers are more likely to judge about your sales volumes by the order numbers, which make them feel like in big and trusted shops that have lots of buyers. With Custom order number extension you can easily change starting order numbers and invoice numbers.

### **Hide your actual sales volume from competitors**

- With Counter Increment Step option you can change the real numbers of consecutive orders. E.g. the first number is 00000010, and you set increment step is 5, then the next number will be 00000015.

### **Adding relevant prefixes, suffixes**

- The new custom number of order, invoice, shipment, credit memo will be divided in 3 parts: Prefix – Counter number – Suffix. You can re-design the Prefix and suffix with some variable defined for date and time. It helps to make your custom number more informative.

### **Customizable order number padding**

- You can implement a certain length for the order numbers to make them easy to perceive. E.g. if you set a Number length as 6 it means that all your order numbers will have six digits. Therefore, if you have an order starting with 2, its number will be 000002. Using this option you can easily export all your store data to CRM system.

### **Timing for Auto Reset Counter**

- With auto reset counter option, you're able to timer your system to reset counter by daily, monthly, yearly or uncheck the option for keeping it runs forever.

### **Use a separate numbering system for each Order, Invoice, Shipment and Credit Memos**

- By some reason, you maybe don't want your Order, invoice, shipment and Credit memos have the same counter number. With Custom Order number extension, you can freely to setup for each of them a separate numbering system with different starting number and increment step.

### **Applying on Mutiple Webpage, Storeview**

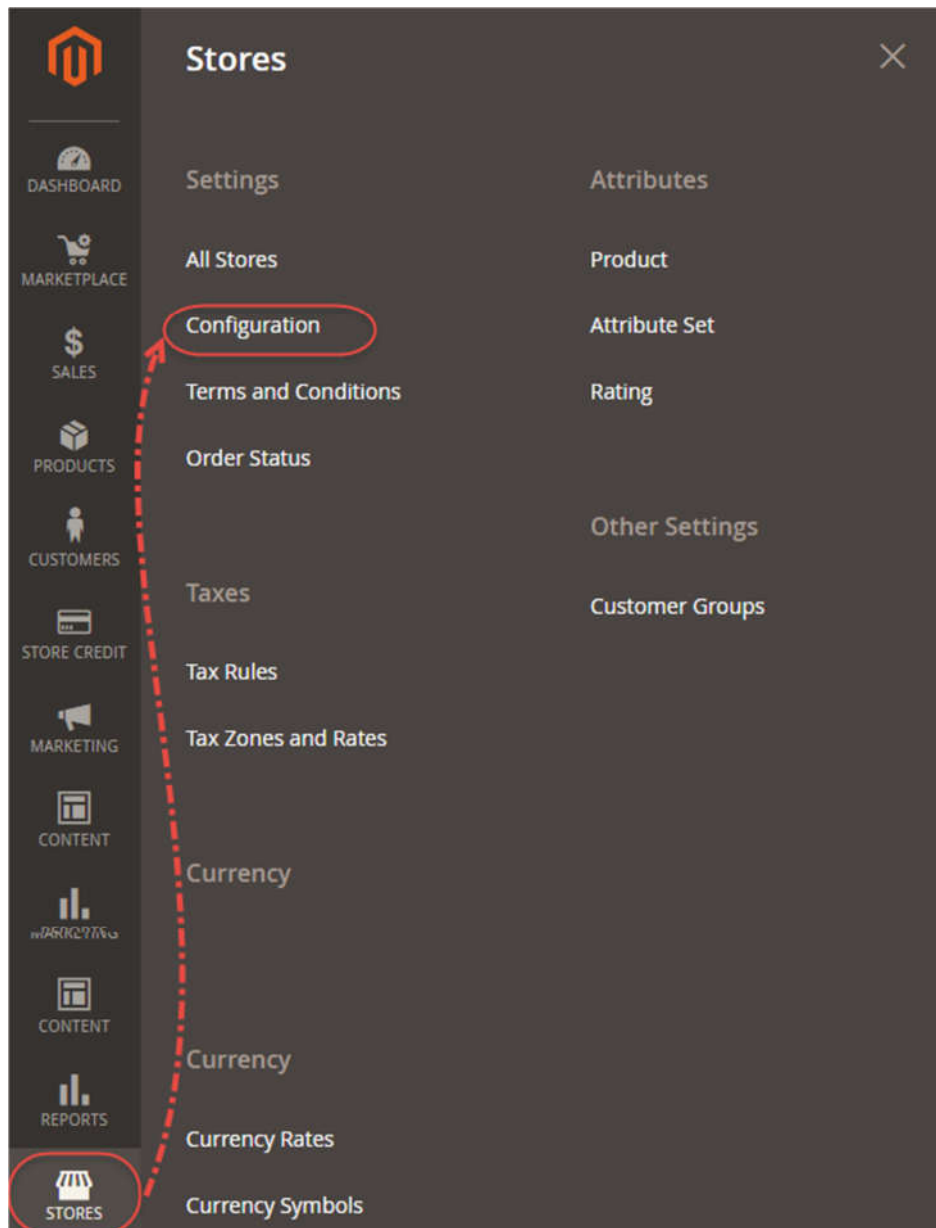
- You can configure separate numbering system to be applied on 3 level: Default config (settings apply to all websites and storeviews), Website (you can set for each websites a specific parameter), Storeview (you can set for each storeview a specific parameter).

## HOW TO USE

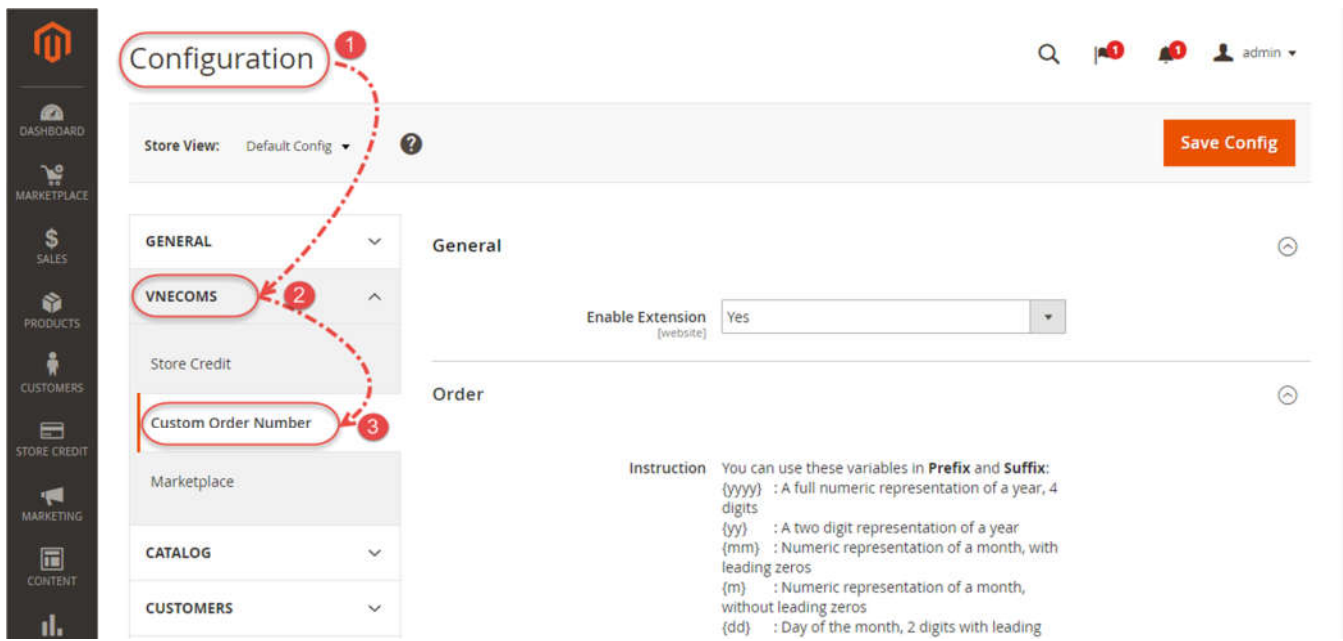
The advantage of Vnecoms Custom Order Number extension is that, it was designed with smart workflow, so it won't waste the user the time for learning to use this extension.

To custom your order number, pls follow the step below:

**1<sup>st</sup> Step:** Go to your Magento website's backend, Click to **Stores** and choose **Configuration**.



All of settings will be listed, but click only to **Vnecoms** tab, then chose **Custom Order Number** for showing its menu:



**2<sup>nd</sup> Step:** Now, let start with enabling the module to make it works on your Magento website: **General tab** => in **Enable Extension**, set **Yes**.

**General** ⊖

Enable Extension [website]

---

**Order** ⊖

**Instruction** You can use these variables in **Prefix** and **Suffix**:

- {yyyy} : A full numeric representation of a year, 4 digits
- {yy} : A two digit representation of a year
- {mm} : Numeric representation of a month, with leading zeros
- {m} : Numeric representation of a month, without leading zeros
- {dd} : Day of the month, 2 digits with leading zeros
- {d} : Day of the month without leading zeros

**Prefix** [store view]

**Suffix** [store view]

**Start Counter From** [store view]

**Counter Increment Step** [store view]   
E.g. the last number is 00000010, if the increment is 5, the next number will be 00000015

**Number Length** [store view]   
Total number of digits in the order number. If counter value is 15 and Number Length is 9, the order number will be 00000015  
Set to 0 (zero) if you don't want to add leading zeros to order number.

**Reset counter**

**Auto Reset Counter** [global]

The new Order number will be divided in 3 part: Prefix - Counter - Suffix  
You can re-design Prefix and Suffix with some variable defined for date and time

The next three fields is used for configuring how the Counter part works. You can be able to setup the beginning number, increment step and the length of number used for counting order.

Last step, here you can timing for reset counter by daily, monthly, yearly, or uncheck the box for keeping counter work forever.

As you have seen on the above screen shot, you can just fill all the required field as you want for designing your order number, then you will have the result as the following screen shot:

Orders Create New Order

Actions ▾ 33 records found 🔍 🏠 👁 ⚙ 📄 50 ⏪ ⏩

<input type="checkbox"/>	ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Shipping Carrier	Tracking Number
<input type="checkbox"/>	ORD-16/8/24-000100-VES	Main Website Main Website Store Default Store View	Aug 24, 2016, 3:08:00 AM	test test	test test	\$55.51	\$55.51	Pending	<a href="#">View</a>		All Store Views
<input type="checkbox"/>	ORD-16/8/24-000105-VES	Main Website Main Website Store Default Store View	Aug 24, 2016, 3:08:00 AM	test test	test test	\$30.00	\$30.00	Pending	<a href="#">View</a>		All Store Views
<input type="checkbox"/>	ORD-16/8/24-000110-VES	Main Website Main Website Store Default Store View	Aug 24, 2016, 3:08:00 AM	Veronica Costello	Veronica Costello	\$101.76	\$101.76	Pending	<a href="#">View</a>		All Store Views

You can also configure the separate numbering system for each website or storeview :

Configuration 🔍 🏠 🔔 👤 admin ▾

**Store View:** Test Store View ▾ ?

- Default Config
- Main Website
- Main Website Store
- Default Store View
- Test Store View
- Stores Configuration

Order

You can set for each store view a separate counter by changing between the Store View listed here.

Save Config

**GENERAL**

**VNECOMS**

Store Credit

**Custom Order Number**

Marketplace

**CATALOG** ▾

**CUSTOMERS** ▾

**SALES** ▾

**Instruction** You can use these variables in **Prefix** and **Suffix**:

{yyyy} : A full numeric representation of a year, 4 digits

{yy} : A two digit representation of a year

{mm} : Numeric representation of a month, with leading zeros

{m} : Numeric representation of a month, without leading zeros

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

{d} : Day of the month without leading zeros

**Prefix**

[store view]

Use Website

**Suffix**

[store view]

Use Website

**Start Counter From**

[store view]

Use Website

Uncheck this box, if you don't want to use the same counter with main website



**3rd Step:** After finish configuring order numbering system you can continue to set up for invoice, shipment and credit memo.

Invoice

You can make a choice for using the same increment number as order on the invoice or not. If you set Yes, this is what will be shown on the setting. If you set No, it will look like on the setting for order.

**Instruction** You can use these variables in **Prefix** and **Suffix**:

- {yyyy} : A full numeric representation of a year, 4 digits
- {yy} : A two digit representation of a year
- {mm} : Numeric representation of a month, with leading zeros
- {m} : Numeric representation of a month, without leading zeros
- {dd} : Day of the month, 2 digits with leading zeros
- {d} : Day of the month without leading zeros

**Use same increment number as order**  [store view]

If this option is set to yes, the invoice number will have same increment number as order.  
 E.g. order ID is ORDPRE-000005-ORDSUF then the invoice number will be INVPRE-000005-INVVSUF  
 Set this option to Yes only when each of your order have only one invoice.

**Prefix**  [store view]

**Suffix**  [store view]

Here you need to make a choice for using the same increment number as order on the invoice or not. If you set Yes, the menu will be shown only 2 fields of Prefix and Suffix for designing. If you set No, you will have some more fields for configuring starting number, number length and increment step. So on with Shipment and Credit memo:

**Credit Memo**

**Instruction** You can use these variables in **Prefix** and **Suffix**:

- {yyyy} : A full numeric representation of a year, 4 digits
- {yy} : A two digit representation of a year
- {mm} : Numeric representation of a month, with leading zeros
- {m} : Numeric representation of a month, without leading zeros
- {dd} : Day of the month, 2 digits with leading zeros
- {d} : Day of the month without leading zeros

**Use same counter as order**  [website]

If this option is set to yes, the credit memo number will have same increment number as order.  
 E.g. order ID is ORDPRE-000005-ORDSUF then the credit memo number will be CREPRE-000005-CRESUF, Set this option to Yes only when each of your order have only one credit memo.

**Prefix**  [store view]

**Suffix**  [store view]

### Shipment

**Instruction** You can use these variables in **Prefix** and **Suffix**:  
{yyyy} : A full numeric representation of a year, 4 digits  
{yy} : A two digit representation of a year  
{mm} : Numeric representation of a month, with leading zeros  
{m} : Numeric representation of a month, without leading zeros  
{dd} : Day of the month, 2 digits with leading zeros  
{d} : Day of the month without leading zeros

**Use same counter as order**  
[store view]

If this option is set to yes, the shipment number will have same increment number as order.  
E.g. order ID is ORDPRE-000005-ORDSUF then the shipment number will be SHIPRE-000005-SHISUF, Set this option to Yes only when each of your order have only one shipment.

**Prefix**  
[store view]

**Suffix**  
[store view]

## SUPPORT

If you need support or have questions directly related to Marketplace extension, please use our Online Message Form to contact our support team or send us an email at: [support@vnecoms.com](mailto:support@vnecoms.com).

Best Regards,  
**VnEcoms Team**