



# CUSTOM ORDER REFERENCE

Customize your order references with a variety of formats. Create unique and memorable order references that will help you track your orders more easily.

A product by ETS-Soft

# Contents

<b>I. INTRODUCTION</b>	<b>3</b>
<b>II. INSTALLATION</b>	<b>3</b>
<b>III. CONFIGURATION</b>	<b>3</b>
1. Sequential numbers with a prefix	5
2. Combination of dates and numbers	11
3. Numbers only	13
4. Alphabet characters only	14
<b>IV. THANK YOU</b>	<b>15</b>

## I. INTRODUCTION

**Custom Order Reference** is a free PrestaShop order reference module that customizes your order codes with a variety of formats. Creating unique and memorable order reference codes will help you track your orders more easily. They are displayed on Order listing page, Order detail page, Invoice PDF file, Delivery Slip PDF file, Order notification email, Order confirmation page, etc.

"**Customs Order Reference**" is compatible with PrestaShop 1.7.x - 8.x

## II. INSTALLATION

- Navigate to "**Modules/ Module Manager**" > click "**Upload a module / Select file**".
- Select the module installation file "**orderref.zip**" from your computer, then click "**Open**" to install.
- Click the "**Configure**" button of the module you just installed to open the module's configuration page.

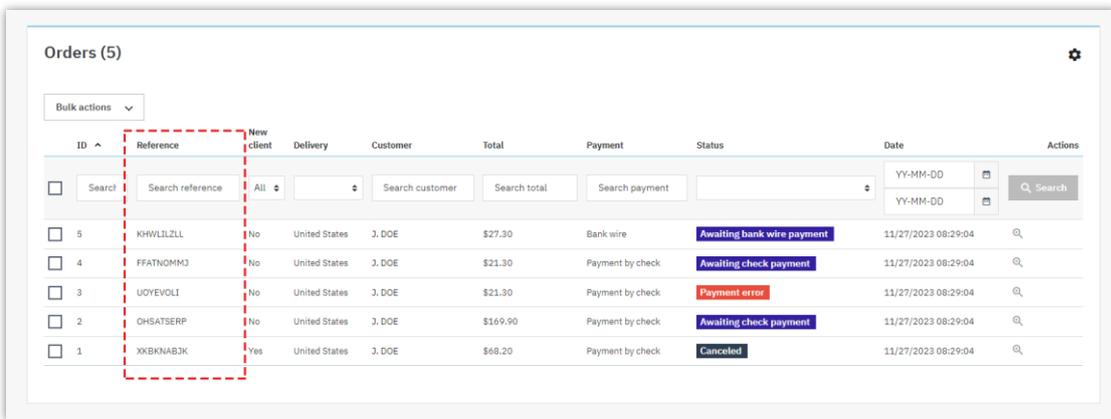
## III. CONFIGURATION

Firstly, to use the modules, please turn on the "**Use custom order reference**" option:

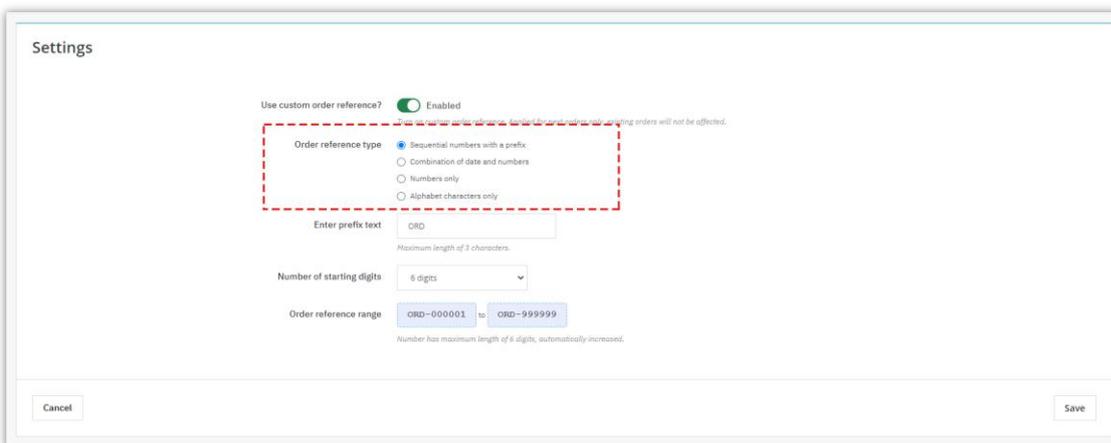


**\*Note:** When the module is enabled, subsequent orders will be applied. Existing orders are not affected.

By default, the order reference of PrestaShop consists of only sequences of letters:



We have created a free order reference module with more choices and diversity for you to use. Let's dig deeper into each type of order reference that the module provides:



## 1. Sequential numbers with a prefix

---

Settings

Use custom order reference?  Enabled

Order reference type

- Sequential numbers with a prefix
- Combination of date and numbers
- Numbers only
- Alphabet characters only

Enter prefix text: ORD  
Maximum length of 3 characters.

Number of starting digits: 6 digits  
1 digit  
2 digits  
3 digits  
4 digits  
5 digits  
6 digits

Order reference range: ORD-000001 to ORD-999999  
Number has maximum length of 6 digits, automatically increased.

Cancel Save

- **Enter prefix text:** Maximum length is 3 characters. You can start with any sequence of letters you want. In the image above I put "ORD".
- **Number of starting digits:** This is the maximum number of digits that can be displayed after the prefix. Maximum 6 digits, will automatically increase.
- **Order reference range:** This illustrates the scope of the order reference if you select this option.
- **"Save"** changes to apply to the next order.

The custom order references can be displayed on:

- **The Order confirmation page:**

✓ **YOUR ORDER IS CONFIRMED**

An email has been sent to the [redacted]@gmail.com address.

ORDER ITEMS	UNIT PRICE	QUANTITY	TOTAL PRODUCTS
 Hummingbird printed t-shirt (Size: S - Color: White)	\$19.12	1	\$19.12

Subtotal	\$19.12
Shipping and handling	\$7.00
TOTAL (TAX EXCL.)	\$26.12
<b>TOTAL (TAX INCL.)</b>	<b>\$26.12</b>
Tax: \$0.00	

**ORDER DETAILS:**

Order reference: ORD-000001  
 Payment method: Bank transfer  
 Shipping method: My carrier  
*Delivery next day!*

● **The Order listing page:**

Orders (7)

Bulk actions

ID	Reference	New client	Delivery	Customer	Total	Payment	Status	Date	Actions	
<input type="checkbox"/>	Search	Search reference	All	Search customer	Search total	Search payment		YY-MM-DD YY-MM-DD	Search	
<input type="checkbox"/>	7	SDG-000001	No	United States	P. Team	\$36.00	Cash on delivery (COD)	Awaiting Cash On Delivery validation	01/16/2024 04:50:48	🔍
<input type="checkbox"/>	6	ORD-000001	Yes	United States	P. Team	\$26.12	Bank transfer	Awaiting bank wire payment	01/16/2024 02:01:42	🔍
<input type="checkbox"/>	5	KHWLILZLL	No	United States	J. DOE	\$27.30	Bank wire	Awaiting bank wire payment	01/15/2024 03:46:49	🔍
<input type="checkbox"/>	4	FFATNOMMJ	No	United States	J. DOE	\$21.30	Payment by check	Awaiting check payment	01/15/2024 03:46:49	🔍
<input type="checkbox"/>	3	UOYEVOLI	No	United States	J. DOE	\$21.30	Payment by check	Payment error	01/15/2024 03:46:49	🔍
<input type="checkbox"/>	2	OHSATSERP	No	United States	J. DOE	\$169.90	Payment by check	Awaiting check payment	01/15/2024 03:46:49	🔍
<input type="checkbox"/>	1	XXBKNABJK	Yes	United States	J. DOE	\$68.20	Payment by check	Canceled	01/15/2024 03:46:49	🔍

● **The Order details page:**

PrestaShop 4.1.2 Quick Access Search (e.g., product reference, custom) View my store

Orders #6 **ORD-000001** From PrestaHero Team \$26.12 01/16/2024 at 02:01:42 Help

Awaiting bank wire payment Update status Print order

**Customer**

**Mrs. PrestaHero Team** #3 [View full details](#)

Customer

Email: @gmail.com Validated orders placed: 0

Account registered: 01/16/2024 02:00:13 Total spent since registration:

Shipping address	Invoice address
PrestaHero Team Group 3, Tan Thinh, Thai Nguyen, Viet Nam Thanh Pho Thai Nguyen, Rhode Island 25000 United States	PrestaHero Team Group 3, Tan Thinh, Thai Nguyen, Viet Nam Thanh Pho Thai Nguyen, Rhode Island 25000 United States

Private note +

**Products (1)**

Product	Base price <small>Tax excluded</small>	Quantity	Available	Total <small>Tax excluded</small>	Actions
 Hummingbird printed t-shirt (Size: S - Color: White) <small>Reference number: demo_1 Supplier reference: demo_1_46</small>	\$19.12	1	299	\$19.12	<a href="#">Edit</a> <a href="#">Delete</a>

Items per page: 8 [Add a product](#) [Add a discount](#)

Products	Shipping	Taxes	Total
\$19.12	\$7.00	\$0.00	\$26.12

For this customer group, prices are displayed as: Tax excluded. Merchandise returns are disabled

Status (1) Documents (0) Carriers (1)

Awaiting bank wire payment 01/16/2024 02:01:42 [Resend email](#)

Awaiting bank wire payment [Update status](#)

● The Invoice file:



**INVOICE**  
01/16/2024  
#IN000001

**Delivery address**

PrestaHero Team  
PrestaHero  
Group 3, Tan Thinh, Thai Nguyen, Viet Nam  
Thanh Pho Thai Nguyen, Rhode Island 25000  
United States

**Billing address**

PrestaHero Team  
PrestaHero  
Group 3, Tan Thinh, Thai Nguyen, Viet Nam  
Thanh Pho Thai Nguyen, Rhode Island 25000  
United States

Invoice Number	Invoice Date	Order Reference	Order date
#IN000001	01/16/2024	ORD-000001	01/16/2024

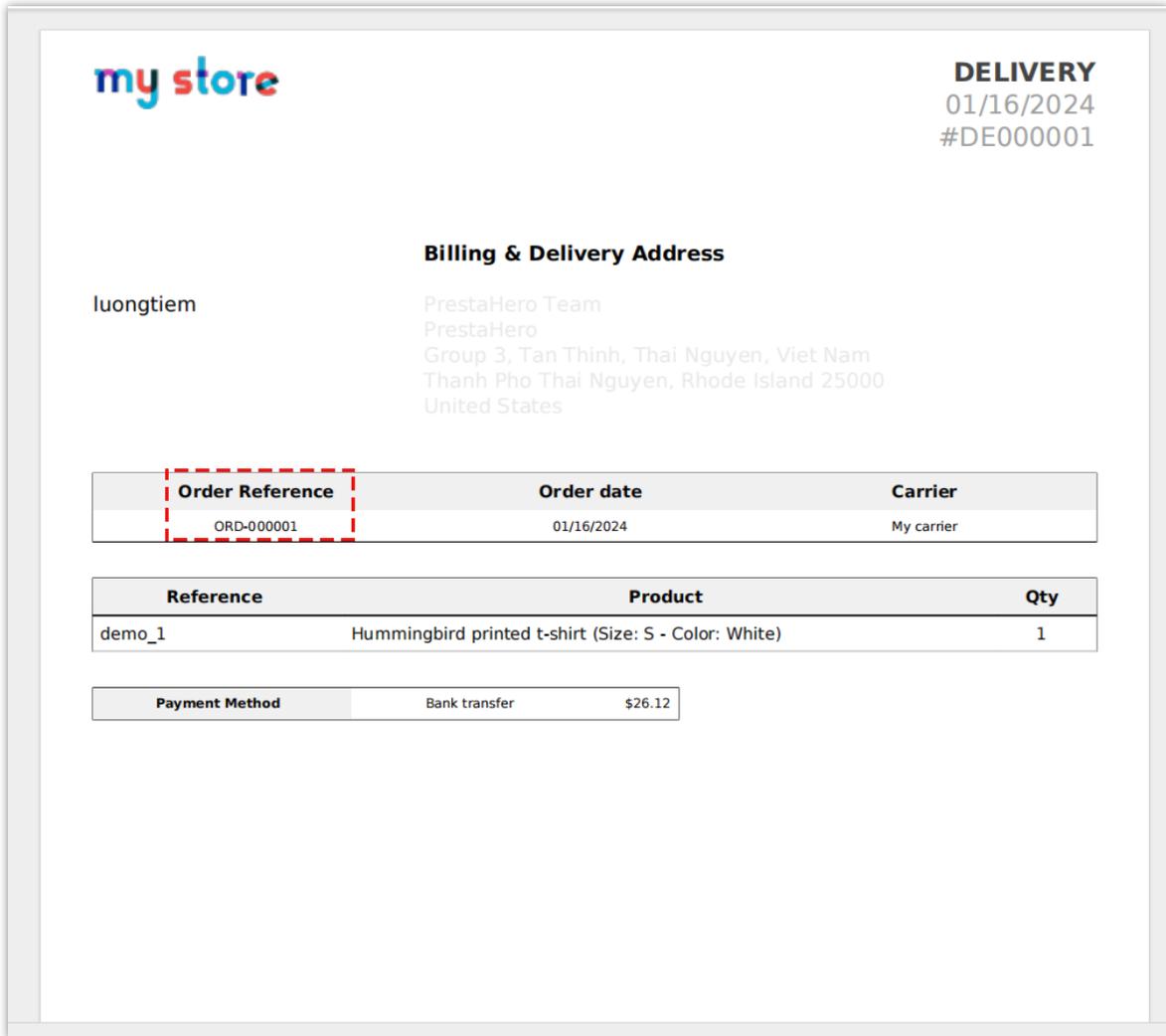
Reference	Product	Tax Rate	Base price <small>(Tax excl.)</small>	Unit Price <small>(Tax excl.)</small>	Qty	Total <small>(Tax excl.)</small>
demo_1	Hummingbird printed t-shirt (Size: S - Color: White)		\$23.90	\$19.12	1	\$19.12

Tax Detail	Tax Rate	Base price	Total Tax
No taxes			

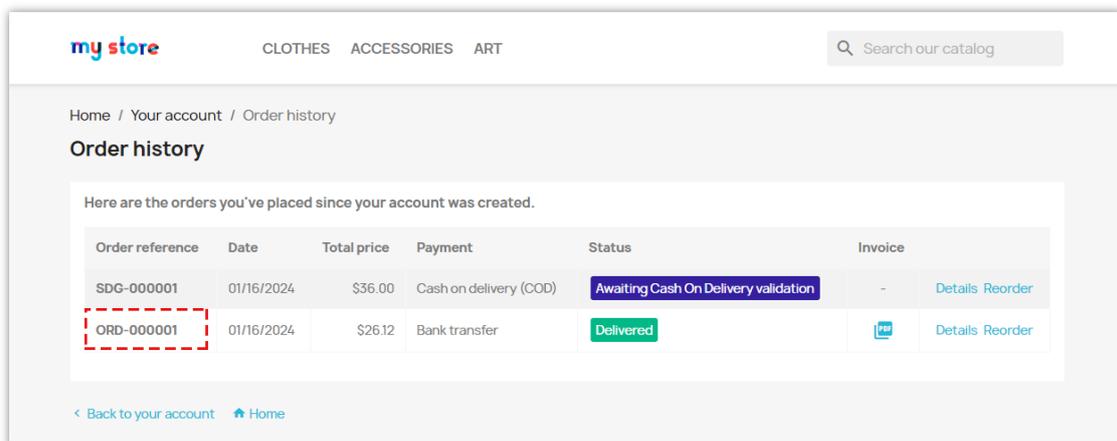
Payment Method		
Bank transfer	\$26.12	
Carrier	My carrier	

Total Products	\$19.12
Shipping Costs	\$7.00
<b>Total (Tax excl.)</b>	<b>\$26.12</b>
<b>Total</b>	<b>\$26.12</b>

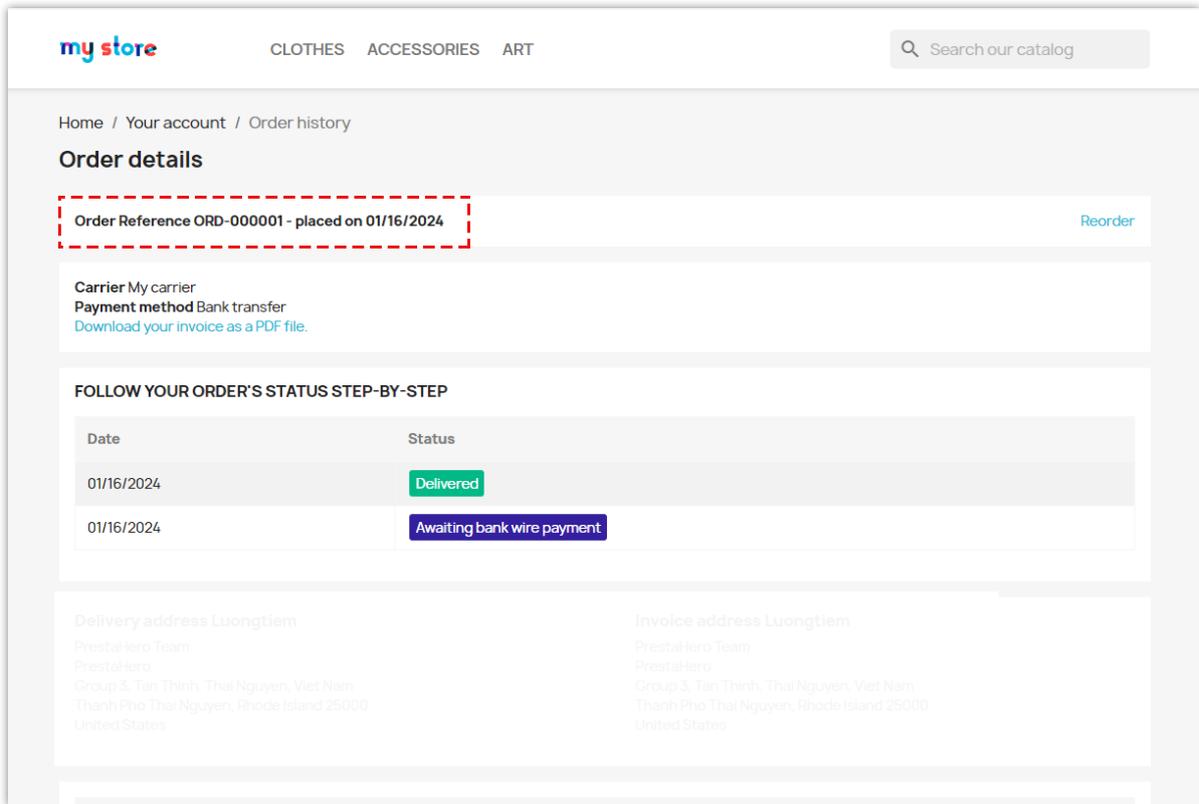
- **The Delivery Slip file:**



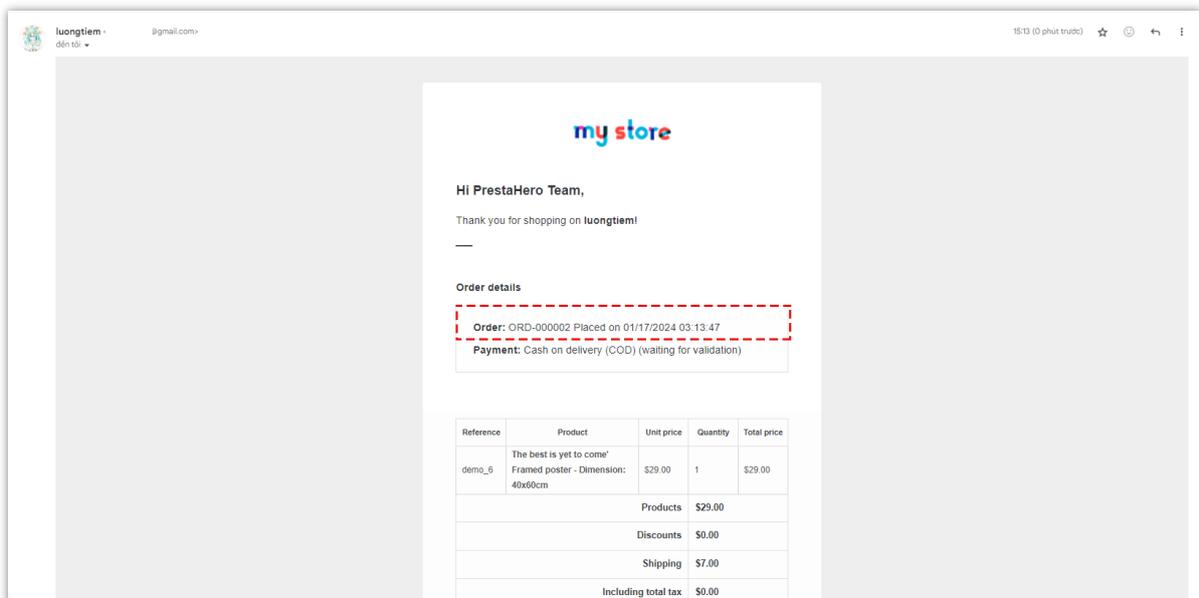
- **The Order history page:**



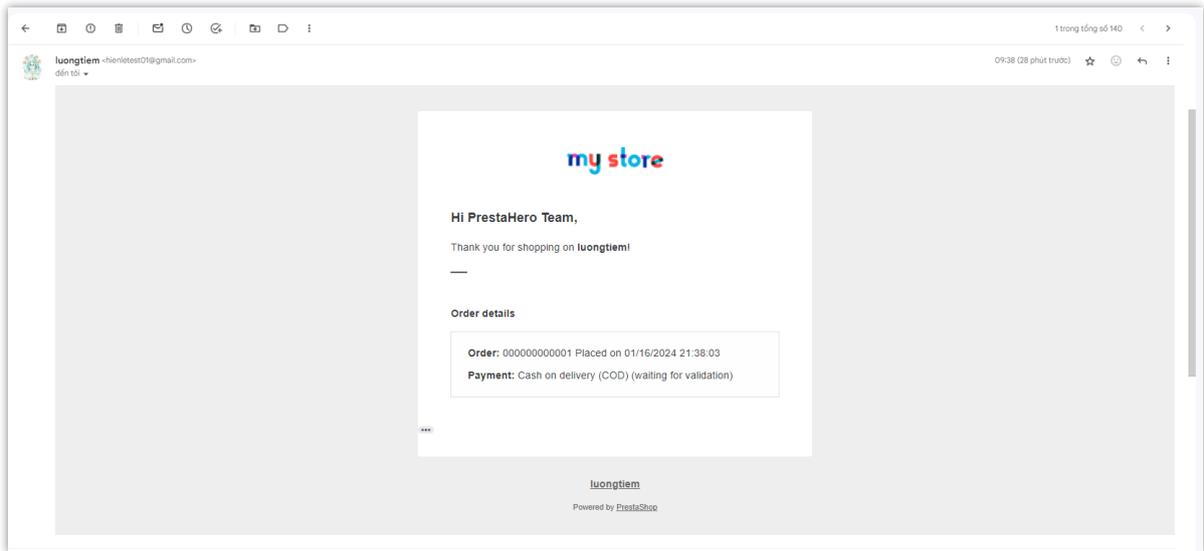
- **The Order details page:**



- **The Order confirmation email:**

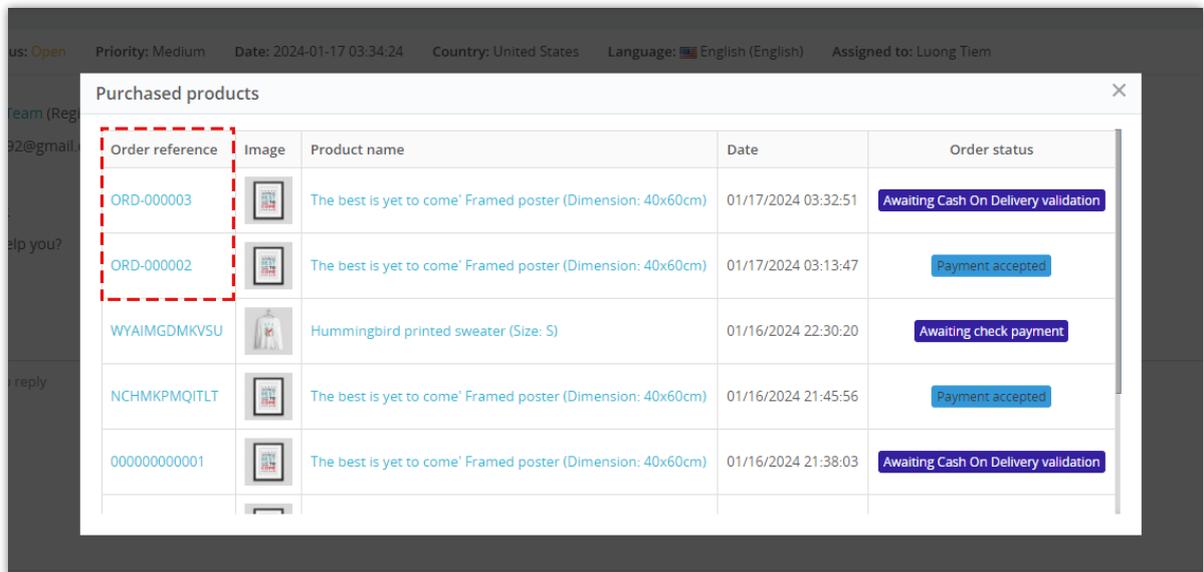


- **The Order notification email:**



Our free module is compatible with other modules developed by PrestaHero: **Order Manager** and **Live chat, Contact form & Ticket system** module. You can see the customized order reference on:

- **The “Purchased products” popup from “Live chat, Contact form & Ticket system” module:**



- **The “Quick view order” popup from “Order Manager” module:**

product reference: custom

📄 🖨
ORDER DETAILS (#13 ORD-000002)
✕

---

📅 **Date:** 2024-01-17 03:13:47

💳 **Payment method:** Cash on delivery (COD)

🕒 **Order status:** Payment accepted

👤 **Customer:** PrestaHero Team

✉ **Email:** @gmail.com

☎ **Phone:** --

---

Product	Price per unit <small>Tax excluded</small>	Qty	Refunded	Available quantity	Total Tax excluded
<p>The best is yet to come' Framed poster (Dimension: 40x60cm) Reference number: demo_6 Supplier reference: demo_6_70</p>	\$29.00	1		894	\$29.00

Products: \$29.00

Shipping: \$7.00

**Total: \$36.00**

---

🚚 **Shipping method:** My carrier

📍 **Shipping address**

PrestaHero Team  
PrestaHero  
Group 3, Tan Thinh, Thai  
Nguyen, Viet Nam  
Thanh Pho Thai Nguyen,  
Rhode Island 25000  
United States

📄 **Invoice address**

PrestaHero Team  
PrestaHero  
Group 3, Tan Thinh, Thai  
Nguyen, Viet Nam  
Thanh Pho Thai Nguyen,  
Rhode Island 25000  
United States

## 2. Combination of dates and numbers

---

- **Date format:** You can select one among 3 date formats:
  - Year - month - day: YYYY-MM-DD
  - Day - month - year: DD-MM-YYYY
  - Month - day - year: MM-DD-YYYY

Use custom order reference?  Enabled  
Turn on custom order reference. Applied for next orders only, existing orders will not be affected.

Order reference type

- Sequential numbers with a prefix
- Combination of date and numbers
- Numbers only
- Alphabet characters only

Date format

- YYYY-MM-DD
- DD-MM-YYYY
- MM-DD-YYYY

Number of starting digits:

Order reference range:  to   
Number has maximum length of 6 digits, automatically increased.

- **Number of starting digits:** Select the number of digits displayed after the date.
- **Order reference range:** This illustrates the range of the order reference if you select this option.

Home / Order confirmation

**YOUR ORDER IS CONFIRMED**

An email has been sent to the [redacted]!@gmail.com address.

Your order on luongtiem is complete.

You have chosen the cash on delivery method.

Your order will be sent very soon.

For any questions or for further information, please contact our [customer support](#).

ORDER ITEMS	UNIT PRICE	QUANTITY	TOTAL PRODUCTS
 The best is yet to come' Framed poster (Dimension: 40x60cm)	\$29.00	1	\$29.00
Subtotal			\$29.00
Shipping and handling			\$7.00
TOTAL (TAX EXCL.)			\$36.00
<b>TOTAL (TAX INCL.)</b>			<b>\$36.00</b>
Tax: \$0.00			

**ORDER DETAILS:**

Order reference: 20240116-000001

Payment method: Cash on delivery (COD)

Shipping method: My carrier  
 Delivery next day!

The displayed locations are the same as listed above.

### 3. Numbers only

Settings

Use custom order reference?  Enabled  
Turn on custom order reference. Applied for next orders only, existing orders will not be affected.

Order reference type  
 Sequential numbers with a prefix  
 Combination of date and numbers  
 Numbers only  
 Alphabet characters only

Number of starting digits: 12 digits  
Number has maximum length of 12 digits, automatically increased.

Sequential order number: 000000000001 to 999999999999  
Number has maximum length of 12 digits, automatically increased.

Cancel Save

Order reference will consist entirely of numbers and automatically increase in order. The maximum length supported is 12 digits.

✓ **YOUR ORDER IS CONFIRMED**

An email has been sent to the [redacted]@gmail.com address.

Your order on luongtiem is complete.

You have chosen the cash on delivery method.

Your order will be sent very soon.

For any questions or for further information, please contact our [customer support](#).

ORDER ITEMS	UNIT PRICE	QUANTITY	TOTAL PRODUCTS
The best is yet to come' Framed poster (Dimension- 40x60cm)	\$29.00	1	\$29.00
Subtotal			\$29.00
Shipping and handling			\$7.00
TOTAL (TAX EXCL.)			\$36.00
<b>TOTAL (TAX INCL.)</b>			<b>\$36.00</b>
Tax: \$0.00			

**ORDER DETAILS:**

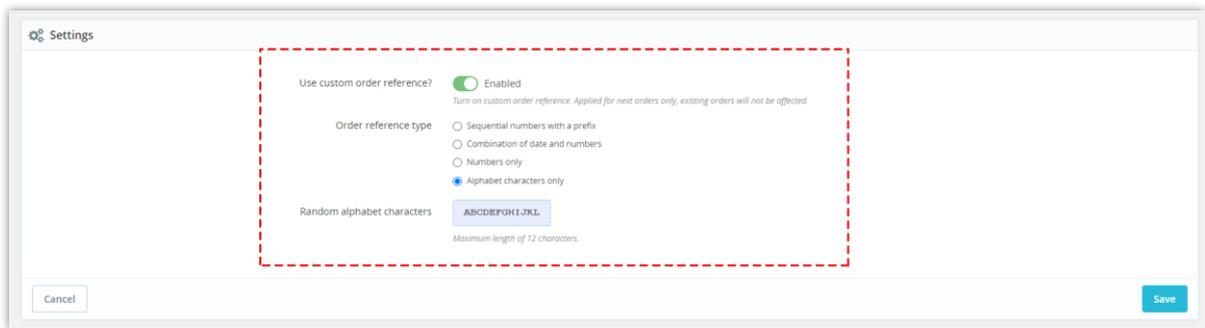
Order reference: 000000000001

Payment method: Cash on delivery (COD)

Shipping method: My carrier  
Delivery next day!

## 4. Alphabet characters only

The order code will consist of 12 random alphabetic characters. You cannot customize the number of characters in the order code.



The screenshot shows a 'Settings' window with a red dashed box highlighting the 'Order reference type' section. The 'Use custom order reference?' toggle is turned on. The 'Order reference type' options are: Sequential numbers with a prefix, Combination of date and numbers, Numbers only, and Alphabet characters only (selected). The 'Random alphabet characters' field shows 'ABCDEFGHIJKL' with a note 'Maximum length of 12 characters'.

✓ **YOUR ORDER IS CONFIRMED**

An email has been sent to the @gmail.com address.

Your order on luongtiem is complete.

You have chosen the cash on delivery method.

Your order will be sent very soon.

For any questions or for further information, please contact our [customer support](#).

ORDER ITEMS	UNIT PRICE	QUANTITY	TOTAL PRODUCTS
 The best is yet to come' Framed poster (Dimension: 40x60cm)	\$29.00	1	\$29.00
Subtotal			\$29.00
Shipping and handling			\$7.00
TOTAL (TAX EXCL.)			\$36.00
<b>TOTAL (TAX INCL.)</b>			<b>\$36.00</b>
Tax: \$0.00			

**ORDER DETAILS:**

Order reference: NCHMKPMQITLI

Payment method: Cash on delivery (COD)

Shipping method: My carrier

Delivery next day!

## IV. THANK YOU

Thank you again for downloading our product and viewing this documentation. We hope this document is useful and effective in installing and using the **Custom Order Reference** module. If you have any questions that this document does not answer, please contact us.