

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

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

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:

| Configure Custom Order Reference | | | Back Translate Manage hooks Check for updates |
|-------------------------------------|-----------------------------|--|---|
| 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 | |

***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:

| Bul | k actions | * | | | | | | | | |
|-----|-----------|------------------|---------------|---------------|-----------------|--------------|------------------|----------------------------|---------------------|----------|
| | ID 🔨 | Reference | New client | Delivery | Customer | Total | Payment | Status | Date | Action |
| _ | | | | | | | | | YY-MM-DD | |
| | Search | Search reference | All ¢ | • | Search customer | Search total | Search payment | | • YY-MM-DD | Q Search |
| | 5 | KHWLILZLL | No | United States | J. DOE | \$27.30 | Bank wire | Awaiting bank wire payment | 11/27/2023 08:29:04 | Q |
| | 4 | FFATNOMMJ | No | United States | J. DOE | \$21.30 | Payment by check | Awaiting check payment | 11/27/2023 08:29:04 | Q |
| | 3 | UOYEVOLI | No | United States | J. DOE | \$21.30 | Payment by check | Payment error | 11/27/2023 08:29:04 | Q |
| | 2 | OHSATSERP | No | United States | J. DOE | \$169.90 | Payment by check | Awaiting check payment | 11/27/2023 08:29:04 | Q |
| | 1 | XKBKNABJK | Yes | United States | J. DOE | \$68.20 | Payment by check | Canceled | 11/27/2023 08:29:04 | Q |

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:

| Settings | | |
|----------|---------------------------|---|
| | | Enabled Sequential numbers with a profix. Growthats only accesses only Alphabet elementers only |
| | Enter prefix text | ORD |
| | Number of starting digits | 6 digris 👻 |
| | Order reference range | ORD-000011 to ORD-999999 Number has maximum length of 4 sights, submatically increased. |
| Cancel | | Save |

1. Sequential numbers with a prefix

| ${\bf \hat{Q}}^{\rm D}_{\rm O}$ Settings | |
|--|---|
| Use custom order reference? | |
| Order reference type | Sequential numbers with a prefix Orientivation of date and numbers Numbers only Apublet characters only |
| Enter prefix text | ORD Maximum length of 3 characters. 1 digit 2 digits |
| Number of starting digits | 6 digts 3 digts 4 digts 5 6 digts |
| Order reference range | ORD=000001 to ORD=999999 Number has maximum length of 6 diges, automatically increased. |
| | |
| Cancel | Sm |

- 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:

| ORDER ITEMS | | UNIT PRICE | QUANTITY | TOTALPRODUCTS |
|-----------------------|---|------------|----------|---------------|
| | 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 |
| TOTAL (TAX INCL.) | | | | \$26.12 |
| Tax: \$0.00 | | | | |
| ORDER DETAILS: | | | | |

• The Order listing page:

| Bulk a | octions 🗸 | · | | | | | | | | |
|--------|-----------|------------------|---------------|---------------|-----------------|--------------|------------------------|--------------------------------------|---------------------|-------|
| 10 | ^ | Reference | New client | Delivery | Customer | Total | Payment | Status | Date | Actio |
| - (| Search | Search reference | All 🗢 | • | Search customer | Search total | Search payment | • | YY-MM-DD | |
| | Jearch | Search reference | ~ · · · | · · | Search customer | Search total | Search payment | • | YY-MM-DD | |
| 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 | Q |
| 6 | | ORD-000001 | Yes | United States | P. Team | \$26.12 | Bank transfer | Awaiting bank wire payment | 01/16/2024 02:01:42 | Q |
| 5 | | KHWLILZLL | No | United States | J. DOE | \$27.30 | Bank wire | Awaiting bank wire payment | 01/15/2024 03:46:49 | Q |
| 4 | | FFATNOMMJ | No | United States | J. DOE | \$21.30 | Payment by check | Awaiting check payment | 01/15/2024 03:46:49 | Q |
| 3 | | UOYEVOLI | No | United States | J. DOE | \$21.30 | Payment by check | Payment error | 01/15/2024 03:46:49 | Q |
| 2 | | OHSATSERP | No | United States | J. DOE | \$169.90 | Payment by check | Awaiting check payment | 01/15/2024 03:46:49 | Q |
| 1 | | XKBKNABJK | Yes | United States | J. DOE | \$68.20 | Payment by check | Canceled | 01/15/2024 03:46:49 | Q |

• The Order details page:

| PrestaShop #12 | | | 💿 View my store 🖉 😫 |
|--|--|---|------------------------------------|
| ≪ ≁ Dashboard | GORD-000001 From PrestaHero Team \$2612 01/16/202 | 4 at 02:01:42 | Help |
| SELL | Awaiting bank wire payment 🗸 Update status 🖨 Print orde | r | \leftrightarrow \rightarrow |
| Orders | Customer | Products (1) | |
| Credit Slips Delivery Slips Shopping Carts | Mrs. PrestaHero Team View full details #3 | Product Base price Quantity Avail | able Total Actions Tax.excluded |
| Catalog | Customer | | 299 \$19.12 |
| Customers | Email: Validated orders placed: | Items per page: | Add a product Add a discount |
| Stats IMPROVE | Account registered: Total spent since registration: 01/16/2024 02:00:13 | 8 • | |
| 🌲 Modules 🖵 Design | Shipping address 🕴 Invoice address 🕴 | Products Shipping Taxes \$19.12 \$7.00 \$0.00 | Total \$26.12 |
| Shipping Payment | | For this customer group, prices are displayed as: Tax excluded. Merchandise returns are | disabled |
| | | Status (1) Documents (0) Carriers (1) | |
| CONFIGURE Shop Parameters | Private note + | Availing bank wire payment 01/16/2024 02:01 | 1:42 Resend email |
| Advanced Parameters | · · · · · · | Awaiting bank | wire payment v Update status |

• The Invoice file:

| my ste | ore | | | | | | INVOIC 01/16/202 #IN00000 |
|---------------------------------|--|--|-------------|---|---|-------------|---|
| Delivery ad | dress | | E | illing addre | ess | | |
| | | | | | | | |
| | | | | | | | |
| Invoice I #IN00 | | Invoice | | Order Ref | | | er date |
| Invoice I #IN00 Reference | | In voice 01/16/2 Product | | Base price | | | er date 16/2024 Total (Tax excl.) |
| #IN00 Reference demo_1 | 0001 | 01/16/2 Product rd printed t-shirt (| Tax Rate | Base price | Unit Price | 01/1 | .6/2024 Total (Tax excl.) |
| #IN00 Reference demo_1 | Hummingbin | 01/16/2 Product rd printed t-shirt (| Tax Rate | Base price (Tax excl.) | Unit Price (Tax excl.) | 01/1 Qty | 16/2024 Total |
| #IN00 Reference demo_1 | Hummingbin - Color: White Tax Rate | 01/16/2 Product rd printed t-shirt (| Tax Rate | Base price (Tax excl.) | Unit Price (Tax excl.) \$19.12 | 01/1 Qty | 16/2024 Total (Tax excl.) \$19.12 \$19.12 |
| #IN00 Reference demo_1 | Hummingbi - Color: White Tax Rate | 01/16/2 Product rd printed t-shirt (2) Base price | Tax Rate | Base price (Tax excl.) \$23.90 | Unit Price (Tax excl.) \$19.12 Total Products | 01/1 Qty | 16/2024 Total (Tax excl.) \$19.12 |

• The Delivery Slip file:

| my stor | re | | | DELIVER 01/16/202 #DE00000 |
|------------|-----------|---------------------|--------------------------------|---|
| | | Billing & De | elivery Address | |
| luongtiem | | | | |
| Order R | Reference | 0 | rder date | Carrier |
| ORD- | 000001 | | 01/16/2024 | My carrier |
| Referenc | ce | | Product | Qty |
| demo_1 | Hum | mingbird printed t- | shirt (Size: S - Color: White) | 1 |
| Payment Me | thod | Bank transfer | \$26.12 | |

• The Order history page:

| my store | CLOTH | ES ACCESS | SORIES ART | | Q S | earch our catalog | | |
|---|---------------|---------------|------------------------|--------------------------------------|------------|-------------------|--|--|
| Home / Your account / Order history Order history | | | | | | | | |
| Here are the orders | you've placed | since your ac | count was created. | | | | | |
| Order reference | Date | Total price | Payment | Status | Inv | voice | | |
| SDG-000001 | 01/16/2024 | \$36.00 | Cash on delivery (COD) | Awaiting Cash On Delivery validation | | - Details Reorder | | |
| ORD-000001 | 01/16/2024 | \$26.12 | Bank transfer | Delivered | | Details Reorder | | |
| < Back to your account | A Home | | | | | | | |

• The Order details page:

| my store c | LOTHES ACCESSORIES ART | Q Search our catalog |
|--|-------------------------|----------------------|
| Home / Your account / Orde | erhistory | |
| Order Reference ORD-000001 | - placed on 01/16/2024 | Reorder |
| Carrier My carrier Payment method Bank transfer Download your invoice as a PDF | | |
| FOLLOW YOUR ORDER'S ST | ATUS STEP-BY-STEP | |
| Date | Status | |
| 01/16/2024 | Delivered | |
| 01/16/2024 | Awaiting bank wire payr | nent |
| | | |
| | | |
| | | |

• The Order confirmation email:

| ₿gmail.com> | | | | | | | 15:13 (O phút trước) | \$ © | |
|-------------|-----------|---|--------------|----------|-------------|--|----------------------|------|--|
| | | | | | | | | | |
| | | my st | ore | | | | | | |
| | Hi Pres | taHero Team, | | | | | | | |
| | Thank you | I for shopping on luongtiem | | | | | | | |
| | Order de | ails | | | | | | | |
| | | : ORD-000002 Placed on 01 ent: Cash on delivery (COD) | | |) | | | | |
| | | | | | | | | | |
| | Reference | Product | Unit price | Quantity | Total price | | | | |
| | demo_6 | The best is yet to come' Framed poster - Dimension: 40x60cm | \$29.00 | 1 | \$29.00 | | | | |
| | | | Products | \$29.00 | | | | | |
| | | | Discounts | \$0.00 | | | | | |
| | | | Shipping | \$7.00 | | | | | |
| | | Includir | ng total tax | \$0.00 | | | | | |

• The Order notification email:

| | | 1 trong tổng số 140 | < > |
|---|--|---------------------------|-----|
| iuongtiem «hienletest01@gmail.com» dén tól 👻 | | 09:38 (28 phút trước) 🔥 😳 | ← i |
| | | | |
| | my store | | |
| | Hi PrestaHero Team, | | |
| | Thank you for shopping on luongtiem! | | |
| | Order details | | |
| | Order: 000000000001 Placed on 01/16/2024 21:38:03 Payment: Cash on delivery (COD) (waiting for validation) | | |
| | *** | | |
| | luongtiem Powerd by <u>PostaSboo</u> | | |

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:

| Purchased produ | icts | | | |
|-----------------|-------|---|---------------------|--------------------------------------|
| Order reference | Image | Product name | Date | Order status |
| ORD-000003 | | The best is yet to come' Framed poster (Dimension: 40x60cm) | 01/17/2024 03:32:51 | Awaiting Cash On Delivery validation |
| ORD-000002 | | The best is yet to come' Framed poster (Dimension: 40x60cm) | 01/17/2024 03:13:47 | Payment accepted |
| WYAIMGDMKVSU | | Hummingbird printed sweater (Size: S) | 01/16/2024 22:30:20 | Awaiting check payment |
| NCHMKPMQITLT | | The best is yet to come' Framed poster (Dimension: 40x60cm) | 01/16/2024 21:45:56 | Payment accepted |
| 00000000001 | | The best is yet to come' Framed poster (Dimension: 40x60cm) | 01/16/2024 21:38:03 | Awaiting Cash On Delivery validation |

• The "Quick view order" popup from "Order Manager" module:

| B ORDER | | ORD-000002 | / | |
|---|-----------------------------|---------------|-----------------------|--------------------------|
| Date : 2024-01-17 03:13:47 | 🛓 Cu | | | |
| Payment method: Cash on delivery (COD) | ⊠ Emai l: @gmail.com | | | |
| Order status: Payment accepted | ् Ph | one: | | |
| Product | Price per unit | Qty Refunded | Available quantity | Total Tax exclude |
| | Tax excluded | ety kerunaea | quantity | |
| The best is yet to come' Framed poster (Dimension: 40x60cm) Reference number: demo_6 Supplier reference: demo_6_70 | \$29.00 | 1 | 894 | \$29.00 |
| | | | | |
| | | | Products: | \$29.00 |
| | | | Shipping: | \$7.00 |
| | | | Total: | \$36.00 |
| | | | iotai. | \$20.00 |
| Shipping method: My carrier | | | | |
| Shipping address | <mark>∦</mark> In | voice address | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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 I digit Adjets Adjets digits digits |
| Number of starting digits | 6 digits 6 digits 6 digits |
| Order reference range | 20240116-000001 to 20240116-999999 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.

| An email has been sent to the !@gmail.com | n address. | | | |
|--|--------------------------|------------|----------|--------------|
| four order on luongtiem is complete. | | | | |
| fou have chosen the cash on delivery method. | | | | |
| four order will be sent very soon. | | | | |
| or any questions or for further information, please cont | act our customer support | | | |
| DRDER ITEMS | u | INIT PRICE | QUANTITY | TOTALPRODUCT |
| The best is yet to come' Fram (Dimension: 40x60cm) | ied poster | \$29.00 | 1 | \$29.00 |
| Subtotal | | | | \$29.00 |
| Shipping and handling | | | | \$7.00 |
| TOTAL (TAX EXCL.) | | | | \$36.00 |
| TOTAL (TAX INCL.) | | | | \$36.00 |
| Tax: \$0.00 | | | | |
| ORDER DETAILS: | | | | |
| , | | | | |
| Order reference: 20240116-000001 | | | | |

The displayed locations are the same as listed above.

3. Numbers only

| Ø ⁰ ₀ 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 | Sequencial numbers with a prefix 1 digit Q combination of date and numbers 3 digits Winthers only 4 digits O Alphabet Characters only 5 digits |
| Number of starting digits | 12 digits |
| Sequential order number | 00000000001 to 99999999999 12.dgs Number has maximum length of 12 digits, automatically increased. |
| Cancel | Sine |

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

| Your order on luongtiem is | s complete. | | | |
|-----------------------------|--|------------|----------|--------------|
| You have chosen the cash | on delivery method. | | | |
| Your order will be sent ver | y soon. | | | |
| For any questions or for fu | urther information, please contact ou <mark>r custome</mark> | support. | | |
| ORDER ITEMS | | UNIT PRICE | QUANTITY | TOTAL PRODUC |
| | The best is yet to come' Framed poster (Dimension: 40x60cm) | \$29.00 | 1 | \$29.00 |
| Subtotal | | | | \$29. |
| Shipping and handling | | | | \$7. |
| TOTAL (TAX EXCL.) | | | | \$36. |
| TOTAL (TAX INCL.) | | | | \$36.0 |
| Tax: \$0.00 | | | | |
| ORDER DETAILS: | | | | |
| Order reference: 00000 | 00000001 on delivery (COD) | | | |

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.

| Q ⁰ ₀ 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 Gontiniation of date and numbers Numbers only Ø Alphabet characters only |
| Random alphabet characters | ABCDEFOHLJXL Maximum length of 12 characters. |
| Cancel | Save |

| Your order on luong | ent to the | @gmail.com address. | | | |
|----------------------------------|---------------------------------------|---|------------|----------|----------------|
| - | e cash on delivery meth | ad | | | |
| | - | IOU. | | | |
| Your order will be se | | | | | |
| For any questions or | for further information | n, please contact our <mark>customer</mark> | support. | | |
| ORDER ITEMS | | | UNIT PRICE | QUANTITY | TOTAL PRODUCTS |
| | The best is yet tr (Dimension: 40x | o come' Framed poster 60cm) | \$29.00 | 1 | \$29.00 |
| Subtotal | | | | | \$29.00 |
| Shipping and handlir | ıg | | | | \$7.00 |
| TOTAL (TAX EXCL.) | | | | | \$36.00 |
| | | | | | \$36.00 |
| TOTAL (TAX INCL.) | | | | | |
| TOTAL (TAX INCL.) Tax: \$0.00 | | | | | |
| | : | | | | |

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.