Pre-Order - Admin Guide

by CedCommerce Technical Publications

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1. Overview

CedCommerce Pre-Order module is not dependent on any other Extension. It is a very useful extension for the front-end users when they want to order their products even if the products are out of stock. The users can pre-order the products with an advance payment. They receive an email notification on the availability of the product.

Admin can enable or disable this feature for their products and also to set the tier pricing for a specific product.

The key features of the Pre-order extension are as follows:

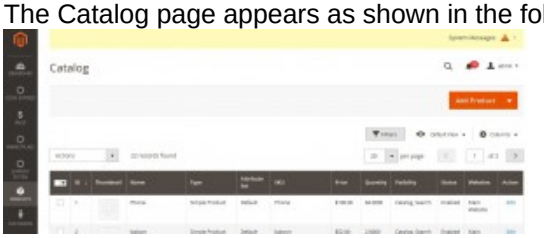
- Allow the front-end users to order the products even if they are out of stock.
- Orders are accepted in advance and shipped when the products are available.
- Front-end users can view the Expected Delivery Date of the product.
- Admin and vendors can get a quantity requirement of the product even if the product is not available in the store.

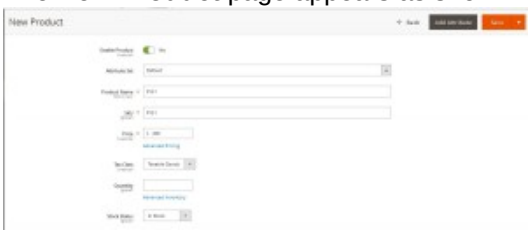
The pre-order facility is provided only for the following types of products:

- Simple Product
- Configurable Product
- Grouped Product
- Bundle Product

2. Create a Pre-Order Product

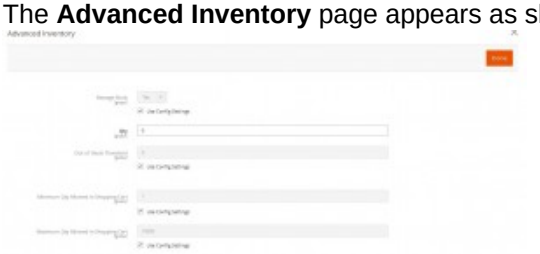
To create a product by using the Pre-Order feature

1. On the left navigation bar, click the **PRODUCTS** menu, and then click **Catalog**.
   The Catalog page appears as shown in the following figure:
   

2. Click the arrow next to the **Add Product** button, and then click the required type of the product.
   The **New Product** page appears as shown in the following figure:
   

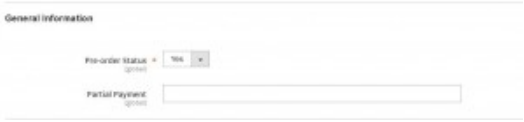
3. Enter the values in the required fields.
4. Click the **Advanced Pricing** link.
   The **Advanced Pricing** page appears as shown in the following figure:

5. On the **Advanced Pricing** page, do the steps as follows:
    1. Enter the values in the fields, if required.
       Tier Price: It is a way to encourage the front-end users to buy larger quantities of a product by applying discounts based on the quantity ordered.
    2. Under **Tier Price**, do the steps as follows:
        1. Click the **Add**
        2. In the **Website** list, select the required website.
        3. In the **Customer Group** list, select the required group of users.
        4. In the **Quantity** box, enter a value.
           A quantity value to which the tier pricing is applicable.
        5. In the **Price** box, enter a value.
           An amount value that is being charged to front-end users when they buy the specified quantity of the product.
    3. Click **Done**.
6. Click the **Advanced Inventory** link.
   The **Advanced Inventory** page appears as shown in the following figure:



7. On the **Advanced Inventory** page, do the steps as follows:
    1. In the Qty box, enter **0**.
    2. In the **Allow Multiple Boxes for Shipping** list, select **No**.
    3. In the **Backorders** list, select **Allow Qty Below 0**.

       Tip : Clear the **Use Config Settings** check box to enable the associated field.
    4. In the **Stock Status** list, select **In Stock**.
    5. Click **Done**.
8. Click the **General Information** tab.
   Two fields associated with the General Information tab appear as shown in the following figure:



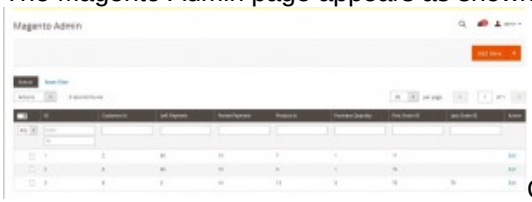
9. Under **General Information**, do the steps as follows:
    1. In the **Pre Order Status** list, select **Yes**.
       Note: This enables the pre-order feature for the product.
    2. In the **Partial Payment b**ox, enter a value.
       Note: The value used as an advance payment that the front-end users has to pay at the time of placing an order for the pre-order product. The unit of the entered value is in percent (%).
       For example: If the entered value is 10, then 10% of total amount of the product is being charged as an advance payment from the users.
10. Click the **Save** button.

3. Pre-Order View

The Pre-order extension is listed on the left navigation bar of the Admin Panel.

To view the orders for the pre-order products

1. Go to the **Admin** panel.

2. On the left navigation bar, click the **PREORDER** menu, and then click **Customization**.
   The Magento Admin page appears as shown in the following figure:
   
   On this page, the Admin can view the pre-order details.