

ORDER DELIVERY DATE EXTENSION

USER GUIDE



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I. Order Delivery Date Extension Overview

After installing [Order Delivery Date Extension](#), your customers can choose their preferable delivery arrival dates and can leave a message for their postal or delivery person as well. With Order Delivery Date, store owners can set their own regulations including “Cut off Time”, “Processing time”, “Holidays/Exclude Days/Blackout Days” in backend. In specific time and date fixed, customers cannot choose these options and these dates because they will be fader than the others and non-clickable.

II. How does Order Delivery Date Extension work?

The Order Delivery Date professionally provides an advanced configuration to determine where to place delivery date from customers.

You can set the most convenient delivery schedule for your business and your customers. Check it in **System → Configuration → Order Delivery**.

In “**Display at**”, you can set up where the delivery date customization will display. It means the steps in the check-out process at which customers can give their requirements of delivery.

Delivery Date Save Config

General

Enabled [STORE VIEW]
 ▲ Select Yes to enable this feature.

Display At [STORE VIEW]
 Shipping Method
 Shipping Method
 Review Page

“**Processing time**” is a minimal time that store owner can process purchasing order and start delivering your goods. For instance, admin sets the processing time is 2 days then customers can choose after 3 days processing time.

Delivery Date Save Config

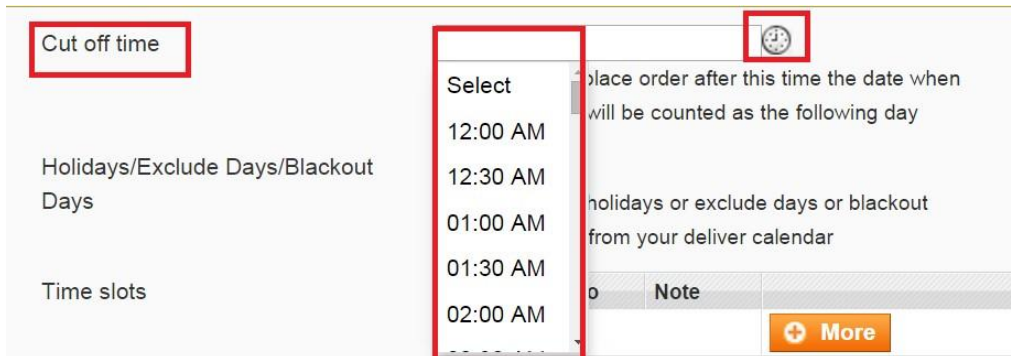
General

Enabled [STORE VIEW]
 ▲ Select Yes to enable this feature.

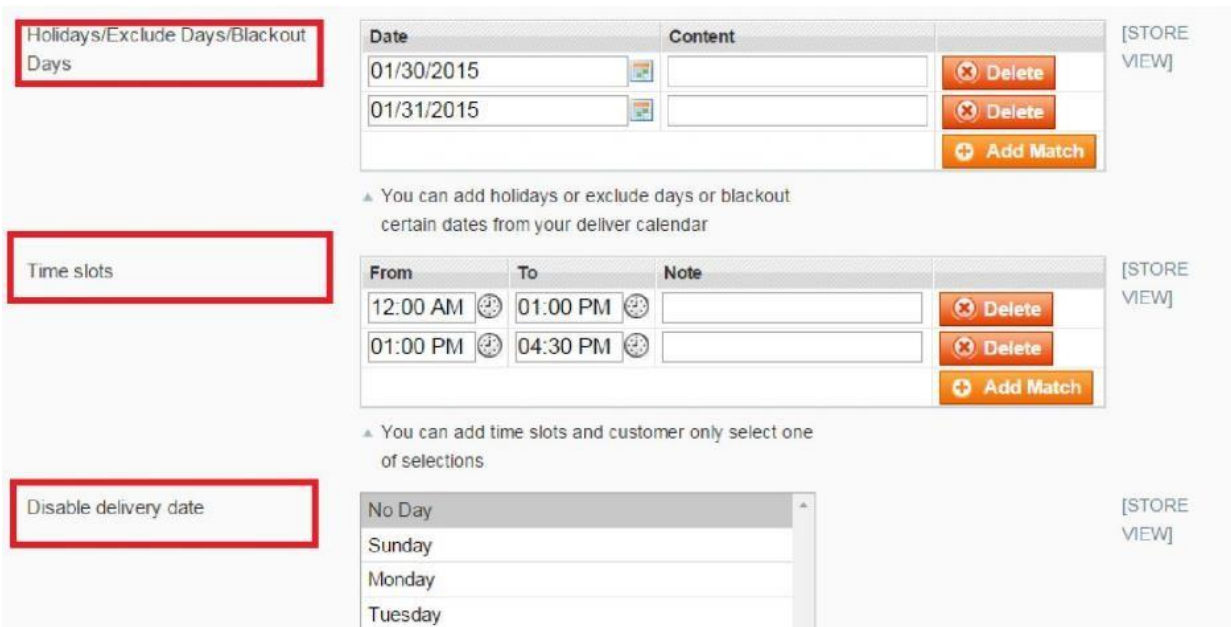
Display At [STORE VIEW]
 ▲ Choose at which step delivery date should be captured.

Processing time [STORE VIEW]
 ▲ Delivery will be taken after(x) day(s) upon the date order(s) made

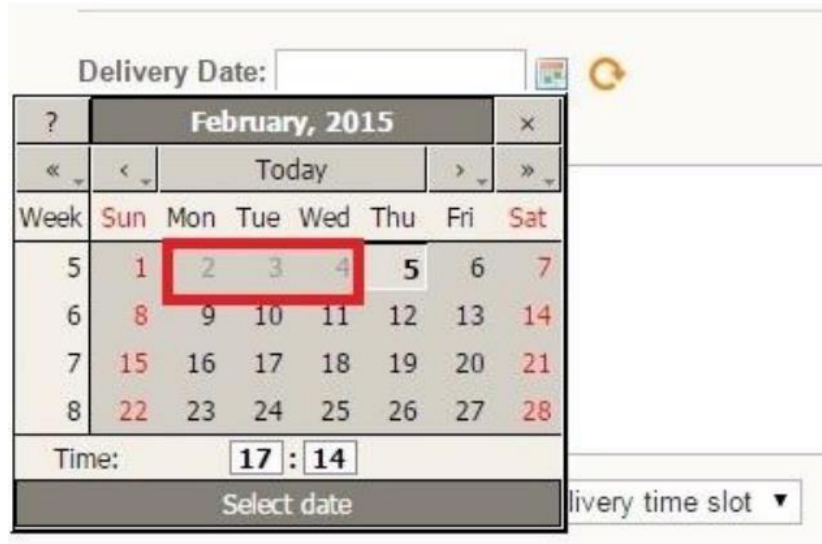
“Cut off time” is defined as the “last hour” they can order goods. If customers place order after this time, the date when orders made will be counted as the following day



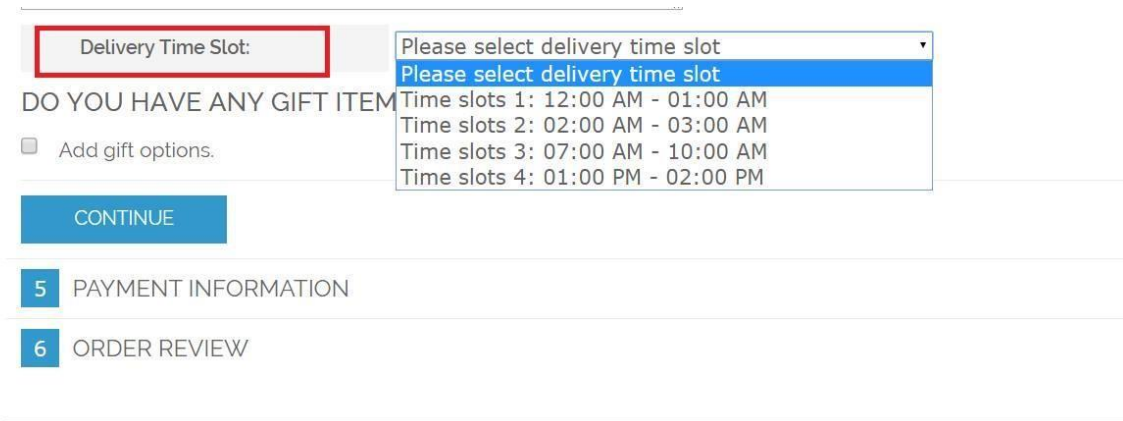
With Order Delivery Date, admin can also exclude holidays or blackout days by choosing exactly days from the table “Holidays/Exclude Days/Blackout Days”



These unavailable days will come up as processing days, fader and non-clickable.



Beside the days excluded, if a company or store wants to disable any other days which are not suitable for shipping goods for their own reasons or regulations, **“Time Slots”** will be selected as store owners’ wishes. Then customers can choose one of options as below:



In case, customers find hard to choose one of available slots, they can comment directly in the box **“Delivery comments”**

| Delivery Comments: |
|---|
| I want to receive goods out of office hours |

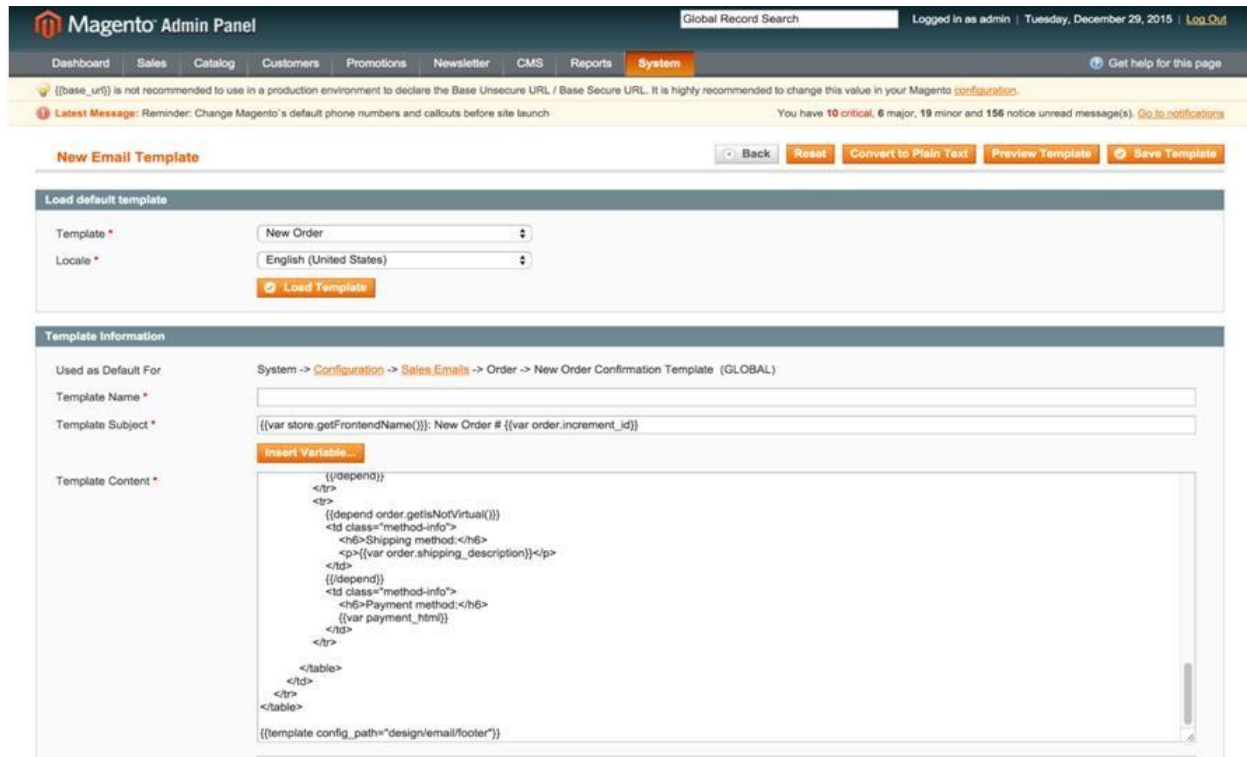
Finally, your customer can see all of their requirements including order delivery date info through transactional emails sent out to them.

| Your order #145000018 | | |
|--|--|---------|
| Placed on February 25, 2016 1:26:59 AM PST | | |
| ITEM IN YOUR ORDER | QTY | PRICE |
| CHELSEA TEE SKU: mtk000xs | 1 | \$75.00 |
| Subtotal | | \$75.00 |
| Shipping & Handling | | \$5.00 |
| Tax | | \$6.19 |
| Grand Total | | \$86.19 |
| BILL TO: ckjsc jdjsa tuoioiw adsad, Connecticut, 123 United States T: 123455 | SHIP TO: ckjsc jdjsa tuoioiw adsad, Connecticut, 123 United States T: 123455 | |
| SHIPPING METHOD: Flat Rate - Fixed | PAYMENT METHOD: Cash On Delivery | |
| DELIVERY DATE INFORMATION: Shipping Arrival Date: 29/Feb/2016 in Time slots 4: 01:00 PM - 02:00 PM Shipping Arrival Comment: I want to receive products as soon as possible | | |

To add Order Delivery Date info to transactional emails, please check out below example.

We will do an example about inserting delivery date in the New Order Confirmation Template.

Step 1: Go through **System-> Transactional Emails-> Add new template:**



In **Load Default Template**: choose the email template in which you want to add delivery date (New Order in this case) and then click **“Load Template”** button.

In **Template Information**:

- Firstly, set up Template name (New Order Delivery Date, for example)
- Secondly, set up Delivery Date as your wish in Template Content by adding:

+ **{{var deliverydate_arrival_date}}** in corresponding to **Shipping Arrival Date: xxxx** (xxx is the time in each order)

+ `{{var deliverydate_comment}}` in corresponding to **Shipping Arrival Comment: xxxx** (xxxx is the comment in each order)

- Finally, click “**Save Template**” button



Step 2: Go through **System -> Configurable -> Sales Emails -> Tab Order**

In **New Order Confirmation Template**, you choose the name of the template created in the previous steps and click “**Save Config**” button.

The screenshot shows the 'Sales Emails' configuration page in a Magento 2 admin interface. On the left is a navigation menu with categories like GENERAL, CATALOG, CUSTOMERS, BSS GROUP EXTENSIONS, and SALES. The 'Sales Emails' option under SALES is highlighted with a red box. The main content area is titled 'Sales Emails' and has a 'Save Config' button in the top right. Below the title is a section for 'Order' configuration, which is also highlighted with a red box. This section contains several settings: 'Enabled' (Yes), 'New Order Confirmation Email Sender' (Sales Representative), 'New Order Confirmation Template' (New Order (Default Template from Locale)), 'New Order Confirmation Template for Guest' (New Order for Guest (Default Template from L...)), 'Send Order Email Copy To' (a text input field), and 'Send Order Email Copy Method' (Bcc). Each setting has a '[STORE VIEW]' link to its right. Below the 'Order' section is a list of 'Order Comments' with expandable options: Invoice, Invoice Comments, Shipment, Shipment Comments, Credit Memo, and Credit Memo Comments.

As a result, your email to confirm orders sent to customers will be added with delivery date information.

Your order #145000023
Placed on December 29, 2015 4:43:58 AM PST

| Item | Sku | Qty | Subtotal |
|---------------------------------|----------------------|---------------------|----------|
| Plaid Cotton Shirt-Royal Blue-L | msj006c-Royal Blue-L | 1 | \$160.00 |
| | | Subtotal | \$160.00 |
| | | Shipping & Handling | \$5.00 |
| | | Grand Total | \$165.00 |

BILL TO:
dao duc
test
test, 123
Vatican City
T: 123345

SHIP TO:
dao duc
test
test, 123
Vatican City
T: 123345

SHIPPING METHOD:
Flat Rate - Fixed

PAYMENT METHOD:
Cash On Delivery

DELIVERY DATE INFORMATION
Shipping Arrival Date:
31/Dec/2015 in test1: 12:00 AM - 01:00 AM
Shipping Arrival Comment:
abc

You can do the same when creating/editing other email templates to add delivery date information.

III. Contact Us



30-day
Money Back



Free Lifetime
Update



Free 3-month
Support

Any questions or concern about us, feel free contact:

Website: <http://bsscommerce.com>

Support: support@bsscommerce.com

Skype: support.bsscommerce

BSS Support team is always ready to aid you with any issue referring to our products. Additionally, we also give you Website development and Administration Support.

We do offer:

1. Free commercial products installation services
2. Free updates within offered support period

Our duties:

1. Responsibility for resolving product bugs
2. Help with technical queries
3. Technical support in installation and product usage.