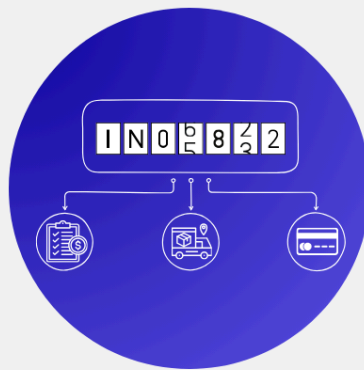


Advanced Order Number Bagisto Extension



ADVANCED ORDER NUMBER FOR BAGISTO

BAGISTO

User Guide

Advanced Order Number module provides the feature to manage the format of Order Number, Invoice Number, Shipment Number and Refund Number. It provides flexibility to store owners to manage the format of the number from the admin panel without doing changes at code level.

Prefix and suffix can be added in a number of Order, Invoice, Shipment and Refund. Some predefined codes can be used to add Year, Month, Date, store Country code in the number along with any text as prefix and suffix. Also the padding length of the main number can be defined.

You can also reset the counter for order/invoice/shipment/refund number or you can define a period at which the counter will be reset automatically like Every Day/Every Week/Every Month/Every Year.

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1. Introduction and Purpose

Purpose of this module is to make it easy to manage the number of Order, Invoice, Shipment and Refund. Store owners can change the format according to its requirement by using some predefined codes for Year, Month, Date.

List of codes that can be used are:

- 1.1. {YY}: 4 digits representation of Year
- 1.2. {yy}: 2 digits representation of Year
- 1.3. {mm}: 2 digits representation of Month
- 1.4. {dd}: 2 digits representation of Day of the month
- 1.5. {hh}: 12-hour format of an hour in 2 digits
- 1.6. {ii}: 2 digits representation of Minutes
- 1.7. {ss}: 2 digits representation of Seconds
- 1.1. {country}: Country code of the store



Shipping Shipping Methods Payment Methods Order Settings Invoice Settings **Advanced Order Numbers**

Configuration

Default

English

Save

General

Enable [default]



Note: Enabling this will override default order number settings

Following pattern should be followed for prefix and suffix of all i.e. Order, Invoice, Shipment and Refund Number.

Various codes that can be used to create pattern:

{YY}: 4 digits representation of Year
{yy}: 2 digits representation of Year
{mm}: 2 digits representation of Month
{dd}: 2 digits representation of Day of the month
{hh}: 12-hour format of an hour in 2 digits
{ii}: 2 digits representation of Minutes
{ss}: 2 digits representation of Seconds

Example:

1. Prefix: PREF-{yy}-{mm}-{dd}
2. Suffix: {yy}{mm}{dd}SUFF

Note:

1. Each code must be wrapped in curly braces i.e. {}.
2. Number will be wrapped in between prefix and suffix like {PREFIX}{NUMBER}{SUFFIX}.
3. While setting Start Counter and Counter Step make sure the complete combination generates the unique number.

Custom Order Number

Prefix [default - en]

PREF-{yy}-{mm}-{dd}

Suffix [default - en]

Length [default - en]

5

Start Counter [default - en]

16

Counter Step [default - en]

5

Reset Counter Time

Never

Reset Now

Custom Invoice Number

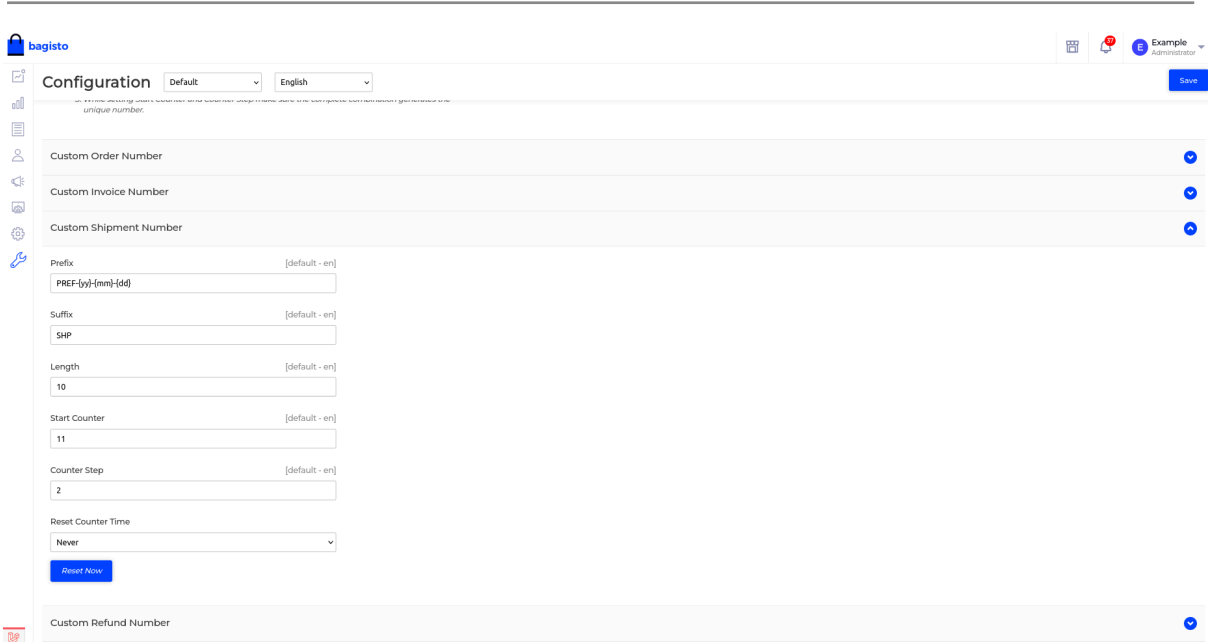


Custom Shipment Number



Custom Refund Number





The screenshot shows the Bagisto Configuration page for the 'Custom Order Number' section. The page is titled 'bagisto' and includes a user profile 'Example Administrator'. The configuration is set for 'Default' and 'English'. The 'Custom Order Number' section is expanded, showing the following fields:

- Prefix: [default - en] (text input: PREF-{yy}-{mm}-{dd})
- Suffix: [default - en] (text input: SHP)
- Length: [default - en] (text input: 10)
- Start Counter: [default - en] (text input: 11)
- Counter Step: [default - en] (text input: 2)
- Reset Counter Time: [default - en] (dropdown menu: Never)

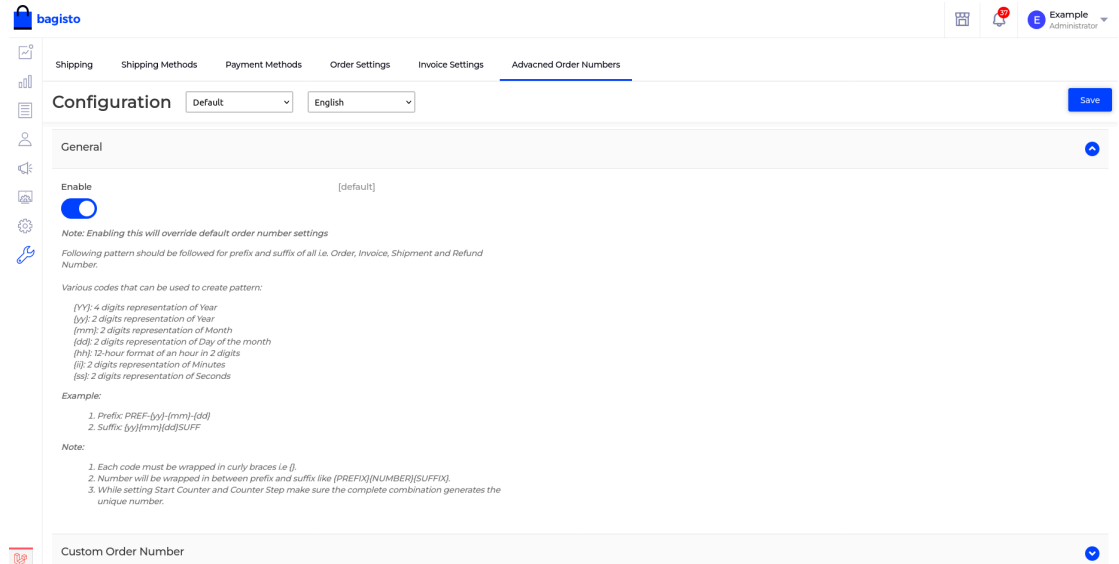
A 'Reset Now' button is located below the 'Reset Counter Time' dropdown. The 'Custom Refund Number' section is also visible at the bottom of the configuration area.

2. How to use Start Counter, Counter Step and Reset Counter?

- 2.1. **Start Counter:** It will be used to change the number of order/invoice/shipment/refund. When you change the start counter and save it then the next number will start from that value.
- 2.2. **Start Counter:** It will be used to define the difference between two numbers. Like if you set Start Counter to 100 and Counter Step to 5 then further numbers will be like 100, 105, 110 and so on.
- 2.3. **Reset Counter Time:** Using this you can define the time at which the order/invoice/shipment/refund number will be reset to the value defined in the Start Counter field. You can set it to Every Day/Every Week/Every Month/Every Year.
- 2.4. **Reset Now Button:** Clicking on this button will immediately reset the order/invoice/shipment/refund number to the value defined inside the Start Counter field.

3. How to enable extension?

- 3.1. Once you install the extension (refer to installation guide) you need to navigate to the Advanced Order Number section under **Configuration > Sales > Advanced Order Numbers** section. Below is the screenshot for the same.



- 3.2. To enable this extension make **Configuration > Sales > Advanced Order Numbers > General > Enable** to Yes. Once this extension is enabled it will override the default Order/Invoice Number Setting. If there is no configuration added then it will work how the default thing works. So just in case you want to use this extension for order numbers then you can simply keep the Invoice, Shipment and Refund configuration empty.

4. Custom Order Number

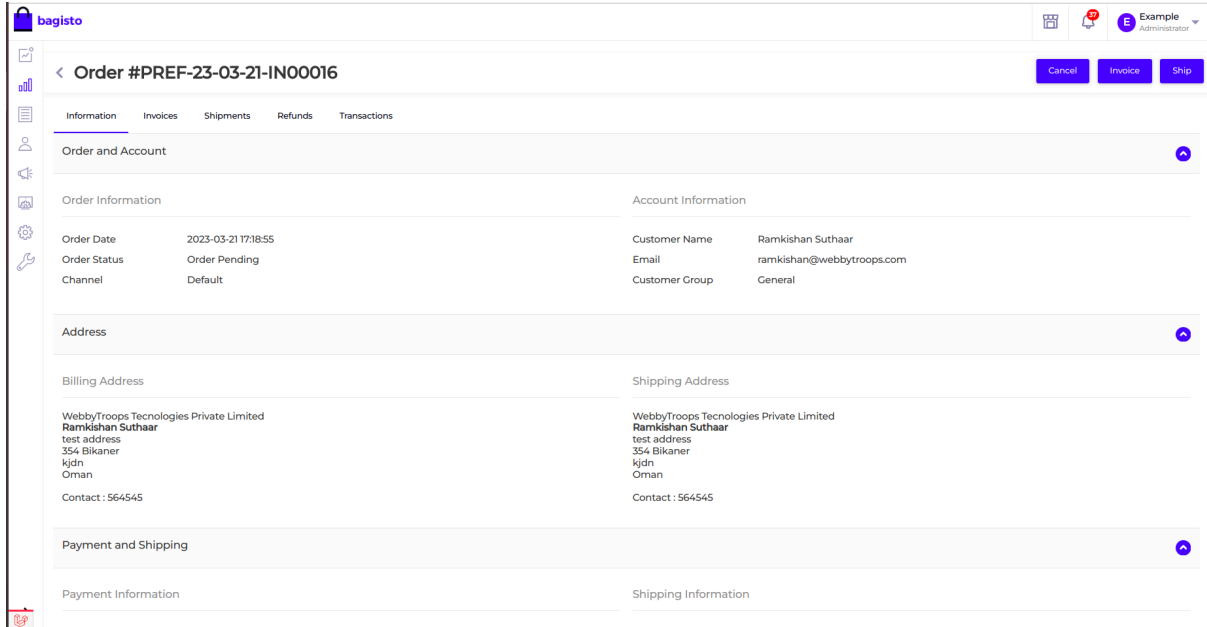
This can be used to create your own format for Order Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final order number created will be like {PREFIX}{NUMBER}{SUFFIX}.

To create your own order number:

Configuration > Sales > Advanced Order Numbers -> Custom Order Number

- 4.1. Enable this module
- 4.2. Add Prefix
- 4.3. Add Suffix
- 4.4. Add Order Number Length

- 4.5. Start Counter
- 4.6. Counter Step
- 4.7. Save Config
- 4.8. Cache Flush using php artisan config:cache



The screenshot displays the Bagisto Order Management System interface for Order #PREF-23-03-21-IN00016. The interface includes a top navigation bar with the Bagisto logo, a user profile (Example Administrator), and a sidebar with various icons. The main content area shows the order details, including the order number, tabs for Information, Invoices, Shipments, Refunds, and Transactions, and buttons for Cancel, Invoice, and Ship. The 'Order and Account' section is expanded, showing 'Order Information' and 'Account Information'. The 'Address' section is also expanded, showing 'Billing Address' and 'Shipping Address'. The 'Payment and Shipping' section is partially visible at the bottom.

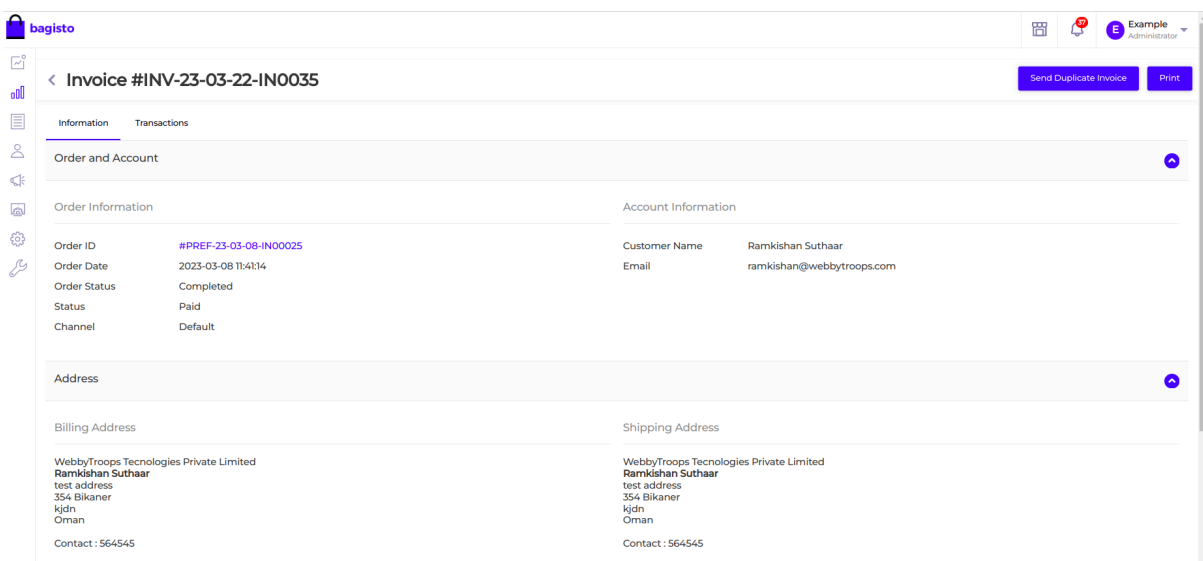
5. Custom Invoice Number

This can be used to create your own format for Invoice Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final invoice number created will be like {PREFIX}{NUMBER}{SUFFIX}.

To create your own invoice number:

Configuration > Sales > Advanced Order Numbers -> Custom Invoice Number

- 5.1. Enable this module
- 5.2. Add Prefix
- 5.3. Add Suffix
- 5.4. Add Invoice Number Length
- 5.5. Start Counter
- 5.6. Counter Step
- 5.7. Save Config
- 5.8. Cache Flush using php artisan config:cache



6. Custom Shipment Number

This can be used to create your own format for Shipment Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final shipment number created will be like {PREFIX}{NUMBER}{SUFFIX}.

To create your own shipment number:

Configuration > Sales > Advanced Order Numbers -> Custom Shipment Number

- 6.1. Enable this module
- 6.2. Add Prefix
- 6.3. Add Suffix
- 6.4. Add Shipment NumberLength
- 6.5. Start Counter
- 6.6. Counter Step
- 6.7. Save Config
- 6.8. Cache Flush using php artisan config:cache

bagisto Example administrator

Shipments Export

Search Here... Items Per Page: 10 Filter: 14 Record(s) found

ID	Order ID	Total Qty	Inventory Source	Order Date	Shipment Date	Shipping To	Actions
1	PREFTEST-23-03-20-IN00054	1	Default	2023-03-20 16:26:36	2023-03-22 17:41:03	Ramkishan Suthaar	🔍
PREF-23-03-22-IN0000000021SHIP	PREF-23-03-08-IN00010	1	Default	2023-03-08 11:15:43	2023-03-22 14:35:25	Ramkishan Suthaar	🔍
PREF-23-03-22-IN0000000009SHIP	PREF-23-03-08-IN00025	1	Default	2023-03-08 11:43:14	2023-03-22 12:13:55	Ramkishan Suthaar	🔍
PREF-23-03-22-IN0000000007SHIP	PREF-23-03-08-IN00035	1	Default	2023-03-08 11:47:07	2023-03-22 11:34:26	Ramkishan Suthaar	🔍
PREF-23-03-22-IN0000000015SHIP	PREF-23-03-08-IN00040	1	Default	2023-03-08 11:54:06	2023-03-22 11:28:51	Ramkishan Suthaar	🔍
PREF-23-03-20-IN0000000015SHIP	PREFTEST-23-03-20-IN00058	1	Default	2023-03-20 16:29:04	2023-03-20 17:16:12	Ramkishan Suthaar	🔍
PREF-23-03-20-IN0000000013SHIP	SED00009HELLO	1	Default	2023-03-03 16:06:51	2023-03-20 17:14:37	Ramkishan Suthaar	🔍
PREF-23-03-20-IN0000000011SHIP	PREF-23-03-03-IN00030	1	Default	2023-03-03 16:43:50	2023-03-20 17:07:23	Ramkishan Suthaar	🔍
PREF-23-03-20-IN0000000011SHIP	PREF-23-03-03-IN00015	1	Default	2023-03-03 15:28:28	2023-03-20 15:10:25	Ramkishan Suthaar	🔍
6	PREF-23-03-03-IN00020	1	Default	2023-03-03 15:46:27	2023-03-20 15:09:34	Ramkishan Suthaar	🔍

< 1 2 >

7. Custom Refund Number

This can be used to create your own format for Credit Memo Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final order number created will be like {PREFIX}{NUMBER}{SUFFIX}.

To create your own Refund number:

Configuration > Sales > Advanced Order Numbers -> Custom Refund Number

- 7.1. Enable this module
- 7.2. Add Prefix
- 7.3. Add Suffix
- 7.4. Add Refund Number Length
- 7.5. Start Counter
- 7.6. Counter Step
- 7.7. Save Config
- 7.8. Cache Flush using php artisan config:cache

Refunds ExportSearch Here...

Items Per Page

10

Filter

7 Record(s) found

ID	Order ID	Refunded	Billed To	Refund Date	Actions
PREF-23-03-22-IN00020SUFF	PREF-23-03-08-IN00035	\$100.00	Ramkishan Suthaar	2023-03-22 11:50:13	
PREF-23-03-15-IN00020SUFF	PREF-23-03-15-IN00016	\$100.00	Ramkishan Suthaar	2023-03-15 16:22:19	
dsfsdf	PREF-23-03-08-IN00060	\$100.00	Ramkishan Suthaar	2023-03-15 12:02:21	
4	PREF-23-03-08-IN00065	\$100.00	Ramkishan Suthaar	2023-03-15 11:57:53	
3	SED0108IHELLO	\$100.00	Ramkishan Suthaar	2023-03-15 11:57:21	
2	PREF-23-03-08-IN00070	\$100.00	Ramkishan Suthaar	2023-03-15 11:55:49	
1	PREF-23-03-03-IN00040	\$100.00	Ramkishan Suthaar	2023-03-03 17:43:13	