

# Minimum Order Limit Restrictions

Add minimum order value limit options and determine what happens to ordering when the total is below this amount. You can:

- prevent the user from checking out (set by Role).
- allow the order but add an extra charge to it (set by Customer account or Role)

First, set minimum order limits and options, then apply to Role and/or Customer as needed. You can also add overrides to restrictions:

- exclude Product Groups
- exclude Customers
- exclude

## On this page:

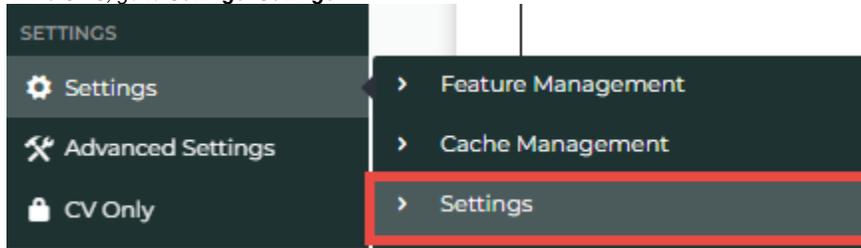
- [Set Minimum Order Limits and Options](#)
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## Set Minimum Order Limits and Options

General options for minimum order limits must be set first before you can apply order restrictions by Role or Customer.

1. In the CMS, go to **Settings Settings**



2. Click **Orders**, then **Restrictions and Charges**.



3. Go to the **Order Limits** section.

**Order Limits**

Minimum Order Value :

Order Limit Charge Type :

Order Limit Charge Description :

Charge amount for under Order Limit :

Order Limit Notification Message :

Minimum Order Value Messages Used :

Allow Product Group Exclusions :

Enable Customer Minimum Order Override :

Order Grid Message Position :

Use Min Charge Value From System Table :

4. In **Minimum Order Value**, enter the minimum dollar amount.

5. Enter values in any other fields as required.

**Order Limit Charge Type:** this value is usually from your ERP and defines the charge type

**Order Limit Charge Description:** charge description displayed on the order line if below limit orders are allowed with extra charge

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Subtotal (inc GST)

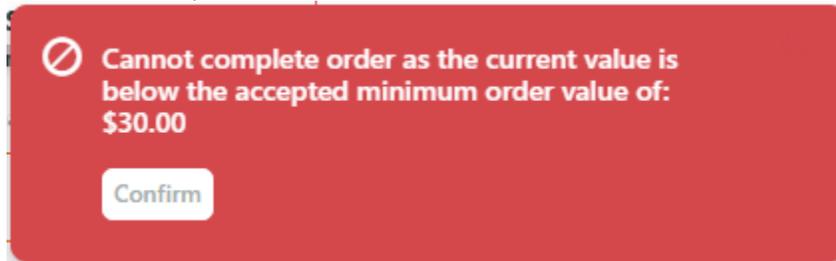
Charges

Under minimum value

**Charge amount for under Order Limit:** if you don't want to prevent checkout but want to add a below limit charge, enter charge amount

**Order Limit Notification Message:** message displayed to the user when the cart total is under the order limit

**Minimum Order Value Messages Used:** tick to include system minimum order limit alert message when the user is in cart and tries to check out (This message is a resource (`rcPreventMinimumOrderTotalCheckoutMsg`) and can be edited in [Resources](#).)



**Allow Product Group Exclusions:** select to exclude some products from this order restriction. Default: OFF (If ON, turn on **Enable Order Restrictions** and define Product Group Exclusions.)

**Order Restrictions**

Enable Order Restrictions :

**Enable Customer Minimum Order Override:** tick to allow one or more customers to be excluded from this limit. (If ON, turn on **Enable Order Restrictions** and add excluded customers.)

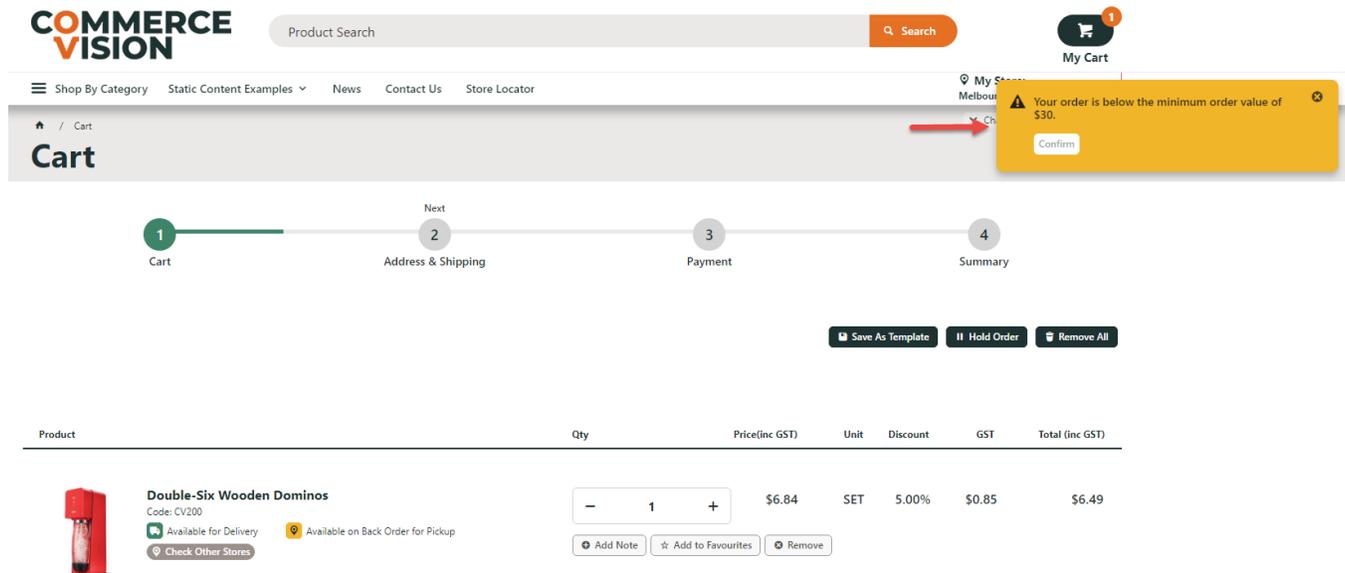
**Order Grid Message Position:** where in the order grid order limit message will display. Default: top

**Use Min Charge Value from System Table:** instead of adding a custom minimum value, use the default from the System Table.

6. Click **Update**.

## Prevent Under Order Limit Checkout by Role

You can prevent users from checking out if their cart total is below order limit. This is set by Role. When set, the **Order Limit Notification Message** and/or the **Minimum Order Value Message** (see Step 1) displays when the user tries to check out with a below minimum order limit total.



**COMMERCE VISION** Product Search  [Search](#) [My Cart](#) <sup>1</sup>

Shop By Category Static Content Examples News Contact Us Store Locator

My Street Melbourne [My Cart](#) <sup>1</sup>

**Cart**

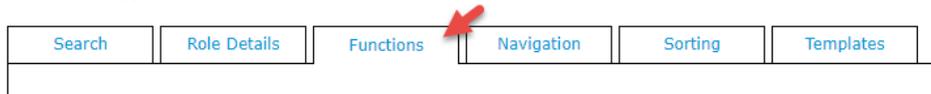
Your order is below the minimum order value of \$30.00. [Confirm](#)

1 Cart 2 Address & Shipping 3 Payment 4 Summary

[Save As Template](#) [Hold Order](#) [Remove All](#)

Product	Qty	Price(inc GST)	Unit	Discount	GST	Total (inc GST)
 <b>Double-Six Wooden Dominos</b> Code: CV200 <a href="#">Available for Delivery</a> <a href="#">Available on Back Order for Pickup</a> <a href="#">Check Other Stores</a>	1	\$6.84	SET	5.00%	\$0.85	\$6.49

1. Go to **Users Roles**.
2. Find and select the **Role**.
3. Click the **Functions** tab.



4. Scroll down to **Prevent Checkout If Under Minimum Order Value**, and tick the checkbox.

**Prevent Checkout If Under Minimum Order Value** :

5. Click **Save**.

## Add Under Minimum Order Charge (by Customer)

You can allow users to check out with an under order limit total but add the extra charge defined in Step 1. The extra charge displays during checkout.

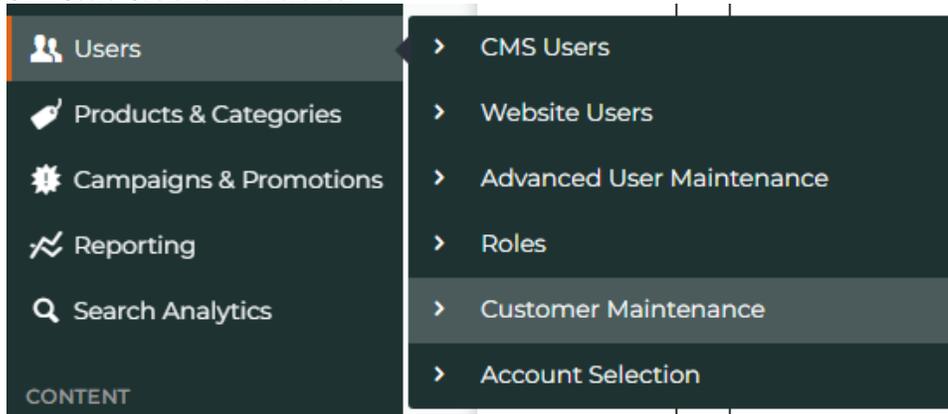


### Order Summary

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Subtotal (inc GST)	\$6.49
Charges Under minimum value	\$11.00
<b>Total (inc GST)</b>	<b>\$17.49</b>
Including GST	\$1.59

1. Go to **Users Customer Maintenance**.



2. Find and select the **Customer**.
3. Click **Customer Details**.



4. Scroll down to **Apply Minimum Order Charge**, and select **Yes**.

Apply Minimum Order Charge :

5. Click **OK**.

## Add Under Minimum Order Charge (by Role)

If Prevent Under Order Limit checkout is enabled for this Role, it will take priority over allowing order with a charge.

1. Go to **Users Roles**.

2. Find and select the **Role**.

3. Click the **Functions** tab.



4. Scroll down to **Enable Order Limit Charge** and tick it.

Enable Order Limit Charge : Yes

5. Click **OK**.

## Related help

- [CC Order Confirmation emails](#)
- [User Impersonation](#)
- [Report Subscriptions \(Scheduled Reporting\)](#)
- [Configure Scheduled Reporting](#)
- [Create CMS Users](#)