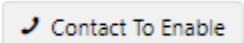


Allow Partial Payment Orders

Is this feature disabled?

 Contact To Enable

This feature needs to be switched on for your site by Commerce Vision.
Version 4.37+ is required for Braintree Payments.

- For implementation, please provide the following information:
 - the initial payment (deposit) % of total
 - specific Roles that can place partial placement orders
 - whether to enable for pickup only, credit card/PayPal only, or both.

On this page:

- Overview
 - Features:
- Customer Experience
- Configure Partial Payments /Deposit
 - 1. Add/Edit the Checkout Deposit Payment Widget
 - 2. Edit Orders Awaiting Payment page (optional)
- Additional Information
- Related help
 - Related widgets

Overview

If you offer Click and Collect pickup and want to collect only an initial deposit amount, or you want to allow specific buyer groups partial payment when placing orders, you can set or force a partial deposit during checkout. This feature is available for credit card (Eway and Braintree Payments) and PayPal only.


For pickups, this can be used as a fraud prevention tool. When the customer collects their order, staff can perform the usual security checks done for POS transactions. It can also be used to offer multiple payment options or other buying scenarios where a deposit is required, e.g., goods that are pre-ordered or backordered.


Features:


- Role-based to allow restriction of partial payments to specific user groups
- Multiple payments for the order automatically reconciled against a single invoice
- Orders with incomplete payment listed on the Awaiting Payments page
- Minimum payment during checkout a % of the total you set
- Future further payments on the order can be done on your website or offline

Customer Experience

1. Customer selects pickup, OR deposit option is enabled for this customer for payment through valid third party gateways.

 Deliver the order or pickup in-store?

☐  Deliver the order to my postal address

☒  I will pick up the order in-store

2. The minimum or deposit amount the customer has to pay on order submission is calculated and displayed.

Order Summary

Quick View

Edit

Subtotal (inc GST)


\$499.35

Total (inc GST)

\$499.35

Including GST

\$45.40


 A minimum deposit of \$99.87 (20%) is required for this order

3. The customer can edit the amount to pay.

Deposit Payment

Deposit Required

99.87

 Please enter deposit amount you wish to pay. Minimum of 20% required.

4. On order submission, the partial payment is processed. The customer will receive an order confirmation email with the partial payment, the balance owing (and if the order is for pickup, the location).

 Print



Order Successful!

You will receive an email detailing your order once your payment has been confirmed.

The details of your order are displayed below.

Payment Reference Number: 100178

Deposit Details

- **Credit Card Taken:** VISA
- **Payment Amount:** \$99.87
- **Balance Amount:** \$399.48
- **Receipt Number:** ek1ej61n

Pickup Details

Store Name

CV Head Office

Address

30 Lisburn Street

East Brisbane QLD 4169

Store Phone

0733693733

Pickup Instructions

ASAP

5. Customers can access partially paid orders via **Dashboard Orders Awaiting Payment** page.

Orders Awaiting Payment

2 records, (1 page)

Sales Order	Sales Order Date	Customer Reference	Order Total	Options
100020394	17/06/2022		\$43.87	View Pay
100020404	17/06/2022		\$499.35	View Pay

2 records, (1 page)



When viewing the order, the Transactions Log displays all payments made on the order. In the Transactions Log, the customer can:

- view the order and part-payment
- pay the outstanding amount or part-amount depending on settings

Transactions Log

User Name	Invoice Number	Receipt Number	Time Stamp	Transaction Am
jane.smith.cv123@gmail.com	100020404	100178	17/06/2022 02:16 PM	\$5

Balance Amount Owing: \$35

[Make Payment](#)

Transactions Log

User Name	Invoice Number	Receipt Number	Time Stamp	Transaction Am
jane.smith.cv123@gmail.com	100020404	100178	17/06/2022 02:16 PM	\$
jane.smith.cv123@gmail.com	100020404	100180	17/06/2022 02:24 PM	\$

Balance Amount Owing: \$2

[Make Payment](#)

The Transactions Log can also be accessed from the [Order History](#) page.

Configure Partial Payments/Deposit

This feature must have been enabled.

1. Add/Edit the Checkout Deposit Payment Widget

This widget renders the Initial Payment Deposit panel on the checkout page. It also contains settings for the deposit function. If this widget is not in the *Checkout* template, add it.

1. In the CMS, go to **Content Content Pages & Templates Checkout**.
2. Click **Edit** for the **Checkout** template.
3. Add the **Checkout Deposit Payment** widget. **TIP** - A good spot to add it just above the [Checkout Payments Options](#) widget.

Zone: Step2

☑ Checkout Review Summary (B2B)	Edit	Options
☑ Checkout Review Summary (B2C)	Edit	Options
☑ Checkout Review Addresses B2B (B2B)	Edit	Options
☑ Checkout Review Addresses B2C (B2C)	Edit	Options
☑ Order Lines	Edit	Options
☑ Select Approver (B2B)	Edit	Options
☑ Checkout Deposit Payment	Edit	Options
☑ Checkout Payment Options	Edit	Options

[Add Widget](#)

4. To prevent customers from entering amounts higher than order totals, toggle ON **Max Value cannot exceed Order Total Amount?**

Checkout Deposit Payment

Search...

General Options

Transactions

Common Options

Documentation

General Options

Description

Layer *

Checkout Deposit Payment Title *

Checkout Deposit Payment Prompt *

Checkout Payment Help Text *

Max Value cannot exceed Order Total Amount? *

Use the place holders (0) where you would like the 'Minimum Percentage Amount' to appear

Deposit Payment

Deposit Required

Please enter deposit amount you wish to pay. Minimum of (0)% required.

☒

5. Toggle ON **Allow Partial Payment Of Balance Owning?** to allow multiple future partial payments to be made through the Orders Awaiting Payment page.
6. Toggle ON **Use Minimum Percentage For Payment Of Balance Owning?** to force further payments to be the default minimum % set when payment is made through the Orders Awaiting Payment page.
7. Click **Save**.

2. Edit Orders Awaiting Payment page (optional)

G to the **Orders Awaiting Payment** template and edit the widgets.

Additional Information

Minimum Version Requirements	4.15
Prerequisites	Third party payment provider account, if used
Self Configurable	No
Business Function	Ordering
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	Third party payment provider fees, if used

Related help

- [Click and Collect - Mixed Delivery Methods](#)
- [Click and Collect - Email Delivery](#)
- [Store Locator Maintenance](#)
- [Click & Collect - Shipping Settings](#)

Related widgets

- [Checkout Deposit Payment Widget](#)
- [Order Confirmation Payment Info Widget](#)
- [Orders Awaiting Payment List Widget](#)