



SPLIT ORDER

USER GUIDE

Version 1.0.1

Welcome to Split Order Extension for Magento 2 developed by Sparsh.

This extension allows admin to split a pending order into separate orders. The admin can generate separate invoices and shipments for each order id. Shipping charges, tax, and discounts are also divided among multiple orders based on items.

KEY FEATURES:

- ❖ Enable/disable from the backend
- ❖ Admin can split a pending order into separate orders
- ❖ Admin can split orders based on items or quantities manually as desired
- ❖ Generate separate invoice and shipment for each order id
- ❖ Shipping charges, tax, and discounts are divided among multiple orders based on items or quantities
- ❖ The customer gets a notification with detailed information about their order in email as well as in their account
- ❖ Order management can be easier
- ❖ 100% Open Source

1. HOW TO ENABLE SPLIT ORDER EXTENSION

To use this extension, you first need to enable it from the backend.

Go to Magento 2 Admin > Login > Stores > Configuration > Sparsh Extensions > Split Order.

Expand the **General Configuration** section, and do the following:

- **Enable:** Select “Yes” to allow the admin to split an order from backend.
- **Email Template:** Choose an email template for the email which will be sent to the customer on splitting an order. You can define own template from Marketing > Email Templates and use it over here.

General Configuration

Enable [store view]

Email Template [store view] Use system value
Email template for split order email.

2. HOW TO SPLIT AN ORDER

Once enabled, Go to Magento 2 Admin > Login > Sales > Orders.

Click on order to be split. On the order view page, Click on the “Split Order” button.



Note: You will get this button only if the order status is “Pending” and order has multiple items/quantities.

On the Split order page,

- 1) Select item(s) you want to split.
- 2) Update quantities for selected items if you want to split the order with partial quantities.

Split Order #000000034 admin

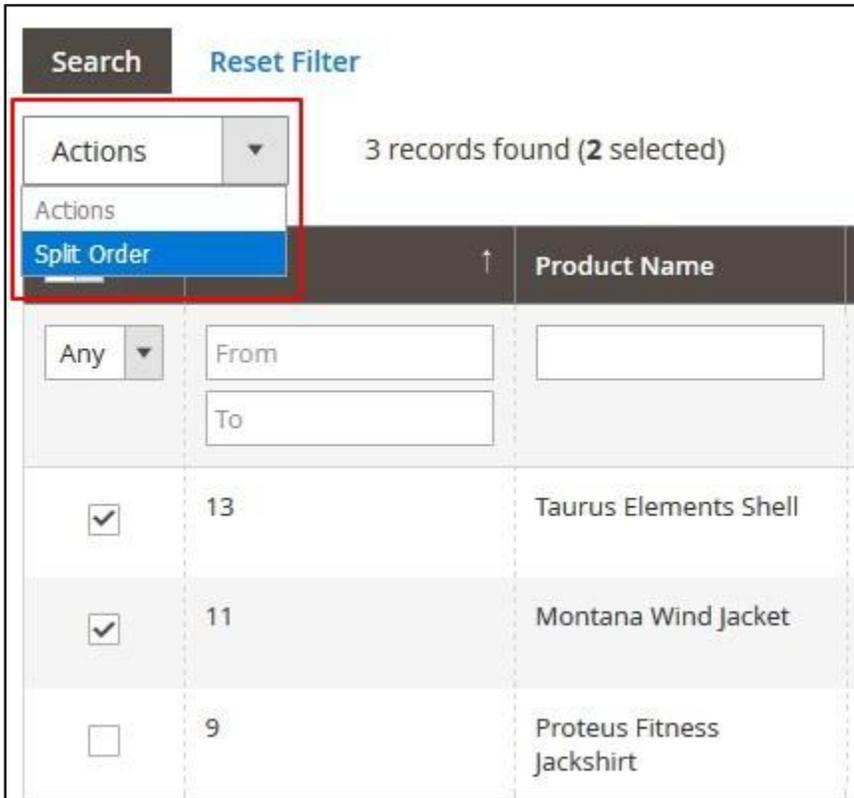
← Back

Search Reset Filter

Actions 3 records found (2 selected) 20 per page 1 of 1

	ID	Product Name	SKU	Product Options	Original Price	Price	Original Quantity	Quantity	Sub Total	Discount Amount
<input checked="" type="checkbox"/>	13	Taurus Elements Shell	MJ09-XS-Yellow	Size - XS Color - Yellow	65.0000	65.0000	3.0000	<input type="text" value="2.0000"/>	195.0000	39.0000
<input checked="" type="checkbox"/>	11	Montana Wind Jacket	MJ03-M-Red	Size - M Color - Red	49.0000	49.0000	5.0000	<input type="text" value="3.0000"/>	245.0000	49.0000
<input type="checkbox"/>	9	Proteus Fitness Jackshirt	MJ12-S-Blue	Size - S Color - Blue	45.0000	45.0000	2.0000	<input type="text" value="2.0000"/>	90.0000	18.0000

3) Choose the “Split Order” action and click on the “Submit” button.



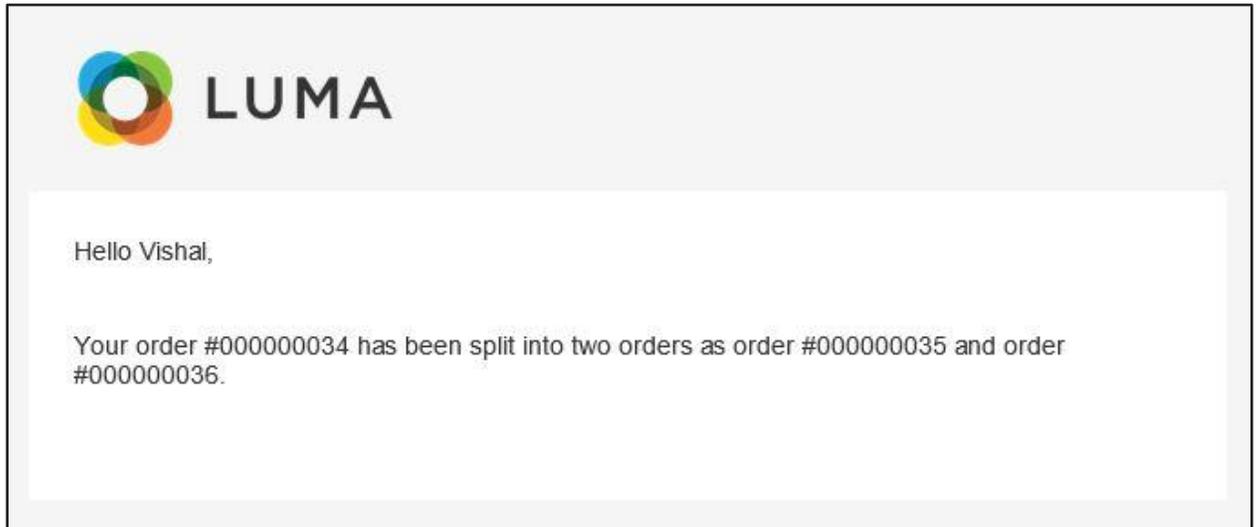
The screenshot shows a product list with a search bar and a 'Reset Filter' button. Below the search bar, there is a dropdown menu for 'Actions' with 'Split Order' selected. The table below shows 3 records found (2 selected):

Actions	Product Name
<input checked="" type="checkbox"/>	Taurus Elements Shell
<input checked="" type="checkbox"/>	Montana Wind Jacket
<input type="checkbox"/>	Proteus Fitness Jackshirt

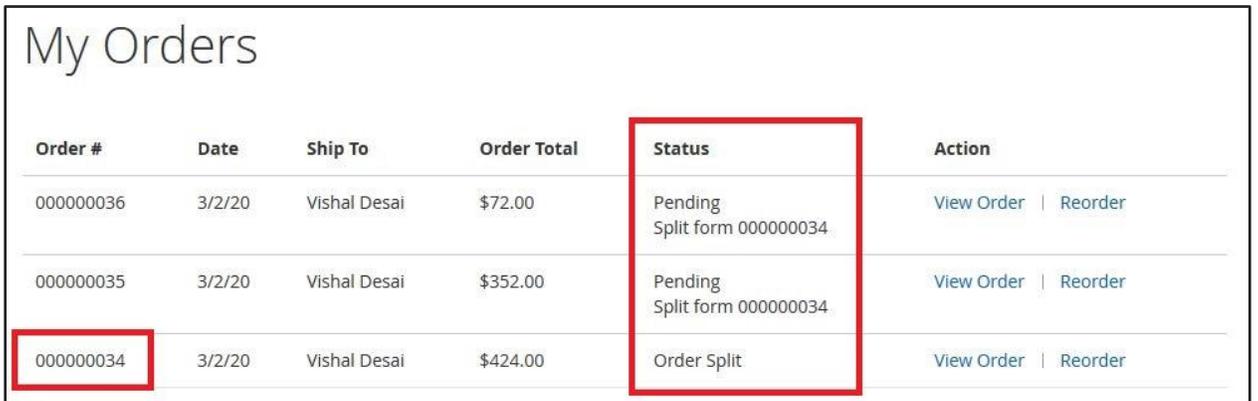
4) A confirmation popup will be shown and on confirming, the current order status will be changed to “Order Split” and two new orders will be created. One with chosen items/quantities and another one with remaining items/quantities.

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status
<input type="checkbox"/> 000000036	Main Website Main Website Store Default Store View	Mar 2, 2020 8:25:09 AM	Vishal Desai	Vishal Desai	\$72.00	\$72.00	Pending
<input type="checkbox"/> 000000035	Main Website Main Website Store Default Store View	Mar 2, 2020 8:25:08 AM	Vishal Desai	Vishal Desai	\$352.00	\$352.00	Pending
<input type="checkbox"/> 000000034	Main Website Main Website Store Default Store View	Mar 2, 2020 8:14:33 AM	Vishal Desai	Vishal Desai	\$424.00	\$424.00	Order Split

Customer will receive an email that his order is split into two orders as shown below.



Customer can also find the details in his/her account from “My Orders” Page



My Orders

Order #	Date	Ship To	Order Total	Status	Action
000000036	3/2/20	Vishal Desai	\$72.00	Pending Split form 000000034	View Order Reorder
000000035	3/2/20	Vishal Desai	\$352.00	Pending Split form 000000034	View Order Reorder
000000034	3/2/20	Vishal Desai	\$424.00	Order Split	View Order Reorder