# 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] | Yes ▾ | |
| Email Template [store view] | Split Order Template (Default) ▾ | ☑ 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.



← Back  Delete  **Split Order**  Cancel  Send Email  Hold  Invoice  Ship  Reorder  **Edit**

**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.

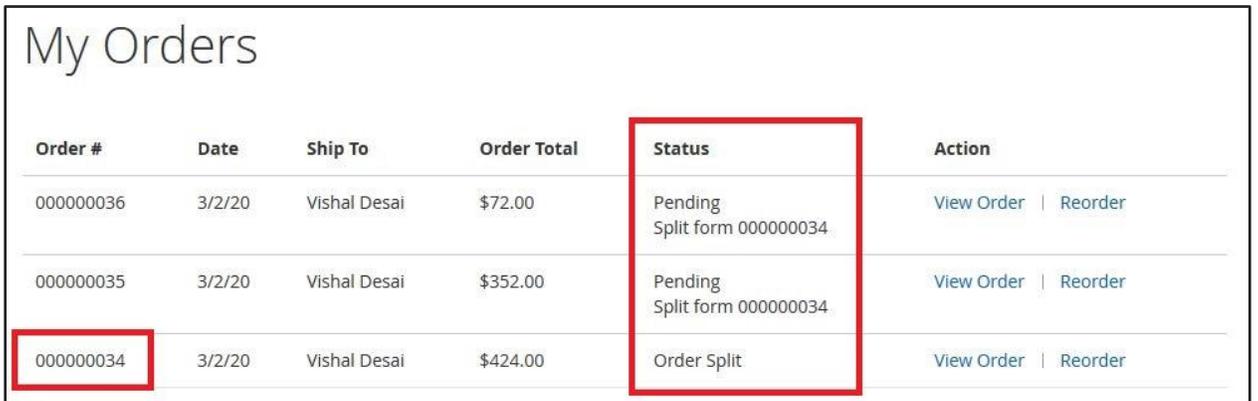3) Choose the "Split Order" action and click on the "Submit" button.
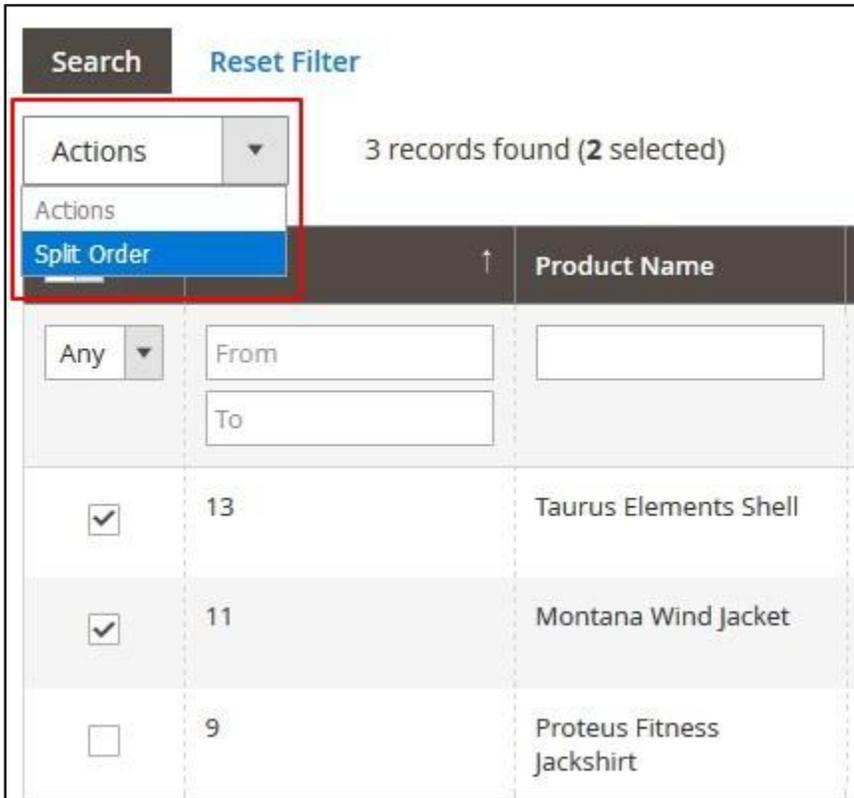


4) A confirmation popup will be shown and on confirming, the current order status will be changed to "Order Split" and two new orders will be created. One with chosen items/quantities and another one with remaining items/quantities.

| | ID | Purchase Point | Purchase Date ↑ | Bill-to Name | Ship-to Name | Grand Total (Base) | Grand Total (Purchased) | Status |
|---|---|---|---|---|---|---|---|---|
| ☐ | 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 |
| ☐ | 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 |
| ☐ | 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.
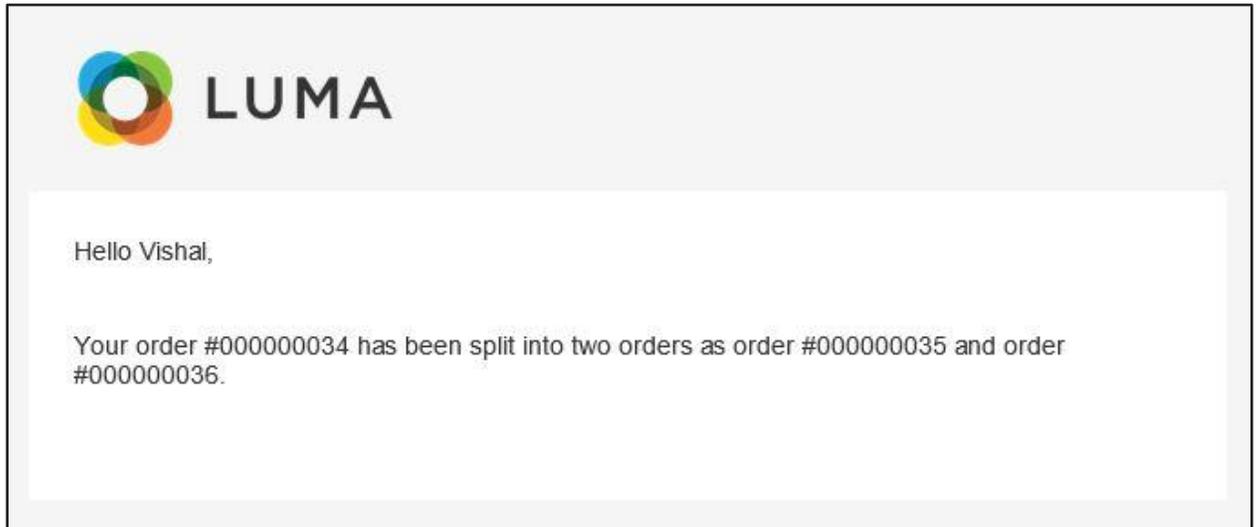


Customer can also find the details in his/her account from "My Orders" Page