



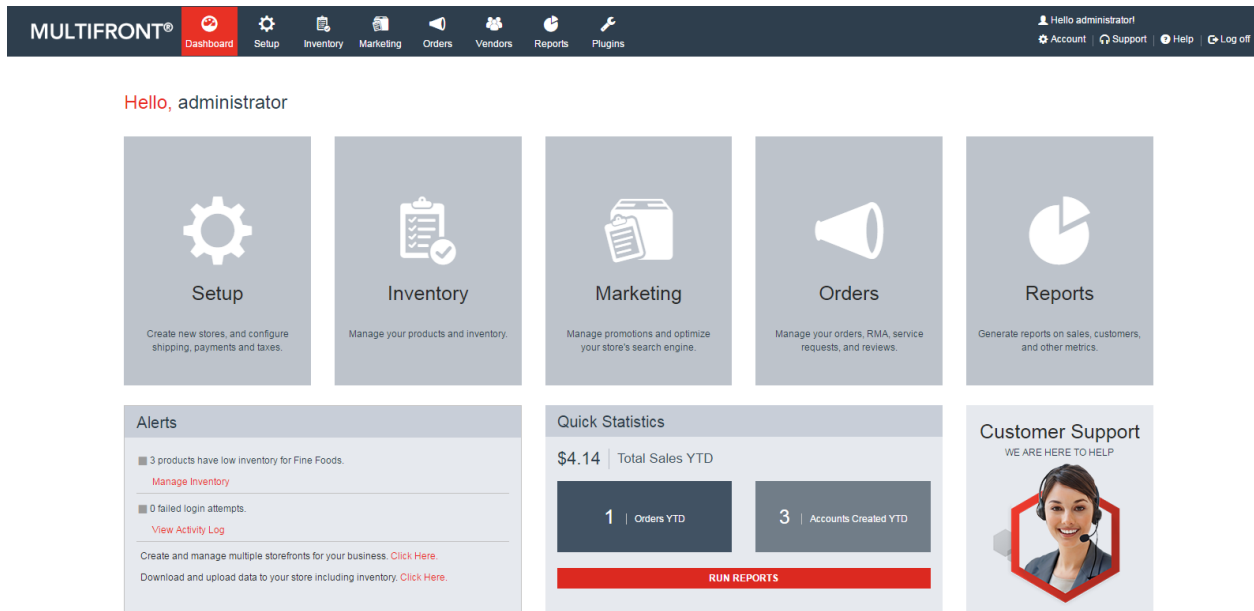
relevant ecommerce™

ZNODE - PURCHASE ORDER PAYMENT TYPE

May 2016

Purchase Order Payment Type

1. Log into Multifront and select the **Setup** icon/link.



2. Select the Payments link. Payment option page is displayed listing all the available payment for the store.
3. Click on the ADD button to associate Purchase Order payment type. Enter following details to add purchase order payment type.

- **Select Profile:** Select the profiles from the drop down.

Note -

1. If "**All Profile**" is selected from the drop down then this payment type will display to all the customers i.e. Guest as well as registered user.
2. If site admin select other than All Profile (Ex. Retail Customer profile is used for registered users in stores > Profiles) then it will only displayed to registered users while checkout.

- **Select Payment type:** Select Purchase Order payment method.
- **Display Setting:** Set display setting as True.
- **Display Order:** Enter valid display order.

MULTIFRONT® Dashboard Setup Inventory Marketing **Orders** Vendors Reports Advanced Plugins

Hello administrator! Account Support Help Log off

Add Payment Option

General Settings

Select Profile * Retail Customer

Select Payment Type Purchase Order

Display Setting Enable this payment option during checkout

Display Order * 1
Enter a number. Items with a lower number are displayed first on the page.

SUBMIT CANCEL

4. If the site admin create Purchase Order payment for "All Profile" then this payment method will displayed to all the customers i.e. Guest as well as Registered users

MULTIFRONT® Dashboard Setup **Advanced** Plugins

Hello administrator! Account Support Help Log off

Payment Options + ADD

Set up payment options such as credit cards, purchase order

ID *	Payment Option	Payment Gateway	Profile Name	Enable	Display Order	Action	Delete
51	Purchase Order		All Profiles	✓	1		
50	Purchase Order		Retail Customer	✓	1		
49	Credit Card	CyberSource	All Profiles	✓	1		
48	Credit Card	BrainTree	All Profiles	✗	1		

Advanced Search | Clear

OR

5. Create purchase order payment method for Retail Customer. Profile based "Purchase Order" payment method is created.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Plugins

Hello administrator! Account Support Help Log off

Payment Options + ADD

Set up payment options such as credit cards, purchase order

ID *	Payment Option	Payment Gateway	Profile Name	Enable	Display Order	Action	Delete
50	Purchase Order		Retail Customer	✓	1		
49	Credit Card	CyberSource	All Profiles	✓	1		
48	Credit Card	BrainTree	All Profiles	✗	1		

Advanced Search | Clear

- Go to the Setup - Stores . Available stores are displayed in the list.
- Click on the Manage link of any store then go to the Profile tab. Click on the **Add** button to associate profile to the store.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Plugins Hello administrator! Account Support Help Log off

Select Profile

Profile Details

Select Profile * Retail Customer

This is the default profile for anonymous users.

This is the default profile for registered users.

SUBMIT CANCEL

- Select Retail Customer profile and make it available only for registered users/customers.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Plugins Hello administrator! Account Support Help Log off

Manage Stores - Fine Foods BACK

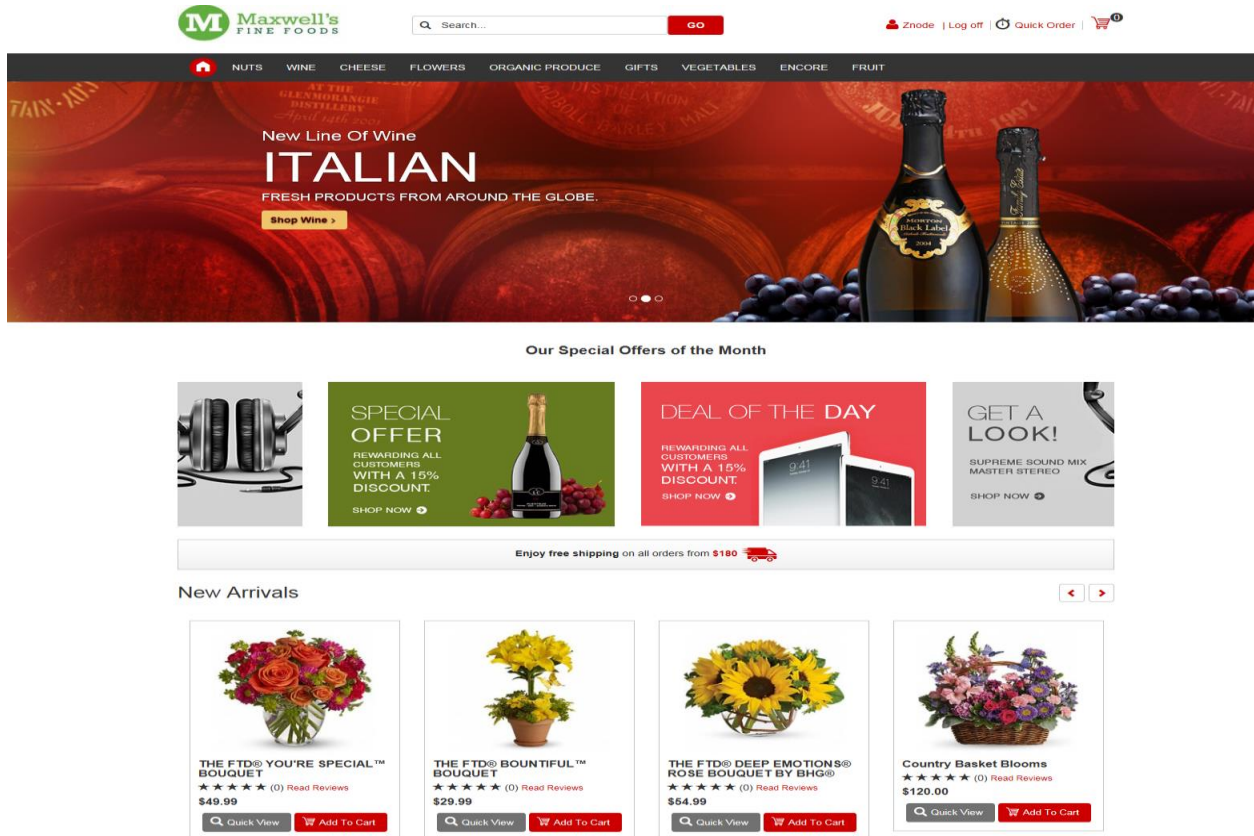
General Catalog URL Profile Display Units Countries Shipping JavaScript SMTP ADD

ID	Name	Is Default Anonymous Profile	Is Default Registered Profile	Edit	Delete
1	Anonymous	✓	✗		
14	Retail Customer	✗	✓		

Show 50 Per Page Page 1 / 1

Login the demo site as Registered User:

9. Open the demo site and login the site. Home page is displayed with special products. (Set profile based payment method from site admin)



10. Select any product and click on the Add to cart. Shopping cart page is displayed.



Znode | Log off | Quick Order |

- [NUTS](#)
- [WINE](#)
- [CHEESE](#)
- [FLOWERS](#)
- [ORGANIC PRODUCE](#)
- [GIFTS](#)
- [VEGETABLES](#)
- [ENCORE](#)
- [FRUIT](#)

SHOPPING CART

Your Total is \$48.99 for 1 items

Item(s)	Item Price	Quantity	Total
<div style="display: flex; align-items: center;"> × <div> <p style="color: red; font-weight: bold; margin: 0;">THE FTD® YOU'RE SPECIAL™ BOUQUET</p> <p style="margin: 0;">Vase - No Vase</p> </div> </div>	\$49.99	<input style="width: 40px;" type="text" value="1"/>	\$49.99
× Remove All Cart Items		Sub Total	\$49.99
Have A Promo Code? <input style="width: 100%;" type="text"/> <input style="background-color: red; color: white; padding: 2px 5px; margin-left: 5px;" type="button" value="Apply"/>		Discounts	(\$1.00)
Order Total			\$48.99
*Shipping and Taxes will be added during checkout			

11. Click on the checkout to proceed for next step. Single page checkout is displayed.
12. Enter all valid details in mandatory fields. Select **Purchase Order** payment method from the payment drop down. Enter your purchase order number in the appropriate field i.e. Purchase order field.

The screenshot shows the checkout process for Maxwell's Fine Foods. A red callout box highlights the 'Purchase Order' payment method, stating: "This purchase order number will be useful in matching the shipping of your order. This will only use for reference purpose." The 'Purchase Order' field contains the number '111'. The 'Review Your Order' section shows a table with one item: 'THE FTD® YOU'RE SPECIAL™ BOUQUET Vase - No Vase' priced at \$49.99. The order total is \$49.99. The 'Complete Purchase' button is visible at the bottom right.

1 Shipping Address

Address
Select an address from your address book or enter a new address.
Default Address

Display Name *
Examples: Home, Grandma, Dad, Aunt Sally
Default Address

First Name *
Danial

Last Name *
Nicholas

Company Name

Street Address *
527 Pleasant hill road Lot b

Country *
UNITED STATES

State *
LOUISIANA

City *
Jena

Zip Code *
71342

Email Address *
test@znode.com

Phone Number *
1800232323

Billing address is same as shipping

2 Shipping Method

Select Method:
 Custom Flat Rate
 FedEx 2 Day®
 FedEx Ground®
 USPS
 UPS - Next Day Air

3 Payment Method

Payment
Purchase Order
Purchase Order *
111

4 Review Your Order

Item(s)	Item Price	Quantity	Total
THE FTD® YOU'RE SPECIAL™ BOUQUET Vase - No Vase	\$49.99	1	\$49.99
Sub Total			\$49.99
Discounts			(\$1.00)
Shipping			\$1.00
Order Total			\$49.99

Have A Promo Code?
Apply

Gift Card Number
Apply Gift Card

Additional Instructions

[Complete Purchase](#)

13. Click on the Complete Purchase button to complete the order.
14. This purchase order number is displayed to the site admin. Go to Orders - View Orders - Click on the Manage. Here all the details are display with Purchase Order Number.

MULTIFRONT® Dashboard Setup Inventory Marketing **Orders** Vendors Reports Advanced Plugins Hello administrator! Account Support Help Log off

Order ID : 53 Customer entered Purchase order number is displayed. + BACK

Order Information

Order Status	PENDING APPROVAL UPDATE ORDER STATUS	Gift Card Amount	\$0.00
Payment Status	Purchase Order Payment Pending	Payment Method	Purchase Order
Order Date	11-May-2016 6:41:39	Transaction ID	
Order Amount	\$49.99	Purchase Order	111
Shipping Amount	\$1.00	Shipping Method	Custom Flat Rate
Tax Amount	\$0.00	Tracking Number	
Discount Amount	\$1.00	Promotion Codes	

Customer Information

Shipping Address	Danial Nicholas 527 Pleasant hill road Lot b Jena, LA 71342 Tel: 1800232323 Email: test@znode.com	Billing Address	Danial Nicholas 527 Pleasant hill road Lot b Jena, LA 71342 Tel: 1800232323 Email: test@znode.com
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Order Items

Line Item ID	Product Name	Product Code	Description	SKU	Quantity	Price	Ship Date	Ship Address	Tracking Number	Transaction Number	License Key
96	THE FTD® YOU'RE SPECIAL™ BOUQUET	15-F1	Vase - No Vase	15-F1	1	\$49.99		Default Address			
97	Vase	Vase	No Vase	112	1	\$0.00		Default Address			

Note -

If the purchase order payment method is set for Registered user then for the guest user this payment method will not be displayed.