



## Order Fees for Magento 2

### Online Version

An online version of this user manual can be found [here](#).

### Demo Store

A demo store is available to trial the settings of this extension:

- Frontend: [orderfees.demo-m2.fooman.co.nz](http://orderfees.demo-m2.fooman.co.nz)
- Backend: [orderfees.demo-m2.fooman.co.nz/admin](http://orderfees.demo-m2.fooman.co.nz/admin)

*User: demo*

*Password: demo123*

### Quick Links

This User Manual is structured in the following sections:

[Install + Set Up \(User Manual\)](#)

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# Install + Set Up (User Manual)

We indicate which features are available on which version of Fooman Order Fees in the following way: (v1.0.0+).

## Add Surcharge - Order Fees

Head to **Sales > Surcharges** to configure your surcharge settings.

Click on the “Add Surcharge” dropdown button and select “Order Fee” to create a new order based surcharge. You can add as many different surcharges as you like based on your store's requirements.

The screenshot shows the 'Surcharges' management page in the Fooman Order Fees plugin. On the left is a sidebar with navigation links: DASHBOARD, SALES, CATALOG, CUSTOMERS, MARKETING, and STORES. The main content area has a header 'Surcharges' with a user profile 'demo' and a notification bell. Below the header is a search bar with the placeholder 'Search by keyword'. To the right of the search bar are buttons for 'Filters', 'Default View', and 'Columns'. Below these is a table with 8 records found. The table has columns: Actions, ID, Status, Type, Description, Store View, Total Amount Collected, Created, Modified, and Action. Two records are visible: 1. Enabled, Order Fee, Order Setup Fee, All Store Views, €0.00, Aug 24, 2020 5:20:37 AM, Sep 13, 2021 3:30:02 AM, Select. 2. Disabled, Order Fee, Recycling/Disposal Fee - EU Customers, All Store Views, €0.00, Aug 24, 2020 5:24:35 AM, Aug 24, 2020 5:24:35 AM, Select. Above the table is a button 'Add Surcharge' with a dropdown menu showing 'Order Fee'.

## Customer Emails and Pdf Documents (v1.0.0+)

Surcharges will be automatically added to customer emails and pdfs generated by Magento (including pdfs generated using Fooman Pdf Customiser).

## General Settings

### General Settings

Description \* Recycling Fee

Status \* Active

Store \* All Store Views

## Description (1.0.0+)

Enter the surcharge description - e.g. 'Recycling Fee'.

### Status (1.0.0+)

When set to “Active”, the product surcharge will be enabled.

### Store (1.0.0+)

Choose which store the surcharge should be applied to.

Tax Rate \*

None



Amounts are

Exclusive of Tax



### Tax Rate (1.0.0+)

Choose which store the tax rate should be applied to the surcharge amount.

### Amounts Are (1.0.0+)

Ability to specify if the surcharge amount is inclusive or exclusive of tax. When utilising tax inclusive amounts we suggest also enabling Magento's cross border mode if you are selling in multiple tax areas to avoid 0.01 differences.

Apply Group Filter

No



Groups

NOT LOGGED IN

General

Wholesale

Retailer

Apply Country Filter

No



Address

Billing Address



Countries

Afghanistan

Åland Islands

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antarctica

Antigua & Barbuda

### Apply Group Filter (1.0.0+)

When set to Yes the surcharge will only apply to the specified customer groups below.

### Group (1.0.0+)

Works in conjunction with the above Apply Group Filter setting. Choose the customer groups for which the surcharge should be applicable - for example Wholesale customers.

### Apply Country Filter (1.0.0+)

When set to Yes the surcharge will only apply to the specified countries below.

### Address (1.0.0+)

Which address type should be considered for the country choice.

### Countries (1.0.0+)

Choose the countries for which the surcharge should be applicable.

Based On

Subtotal

Shipping

### Based On (1.0.0+)

Choose to base the surcharge calculation on:

- Subtotal
- Shipping cost
- Subtotal + shipping

### Order Fee Settings

SURCHARGE

General

Order Fee 

## Order Fee Settings

Optional Fee \*

Optional Fees can be selected during checkout by the customer.

Checkout  
Description

Let our professionals connect your new appliance

Surcharge Calculation  
Mode \*

Surcharge % \*

Surcharge Fixed Cost \*

### Optional Fee (1.0.0+)

If set to Yes the customer will be able to select this fee during checkout. Fees that are not optional will apply once its conditions are met without offering the customer a choice to deselect it.

### Checkout Description (1.0.0+)

Description to display to end customer during checkout to explain the fee.

### Surcharge Calculation Mode (1.0.0+)

Choose your preferred surcharge calculation mode:

- Fixed: Charge the same surcharge amount for all transactions (e.g. \$5)
- Percent: Charge a variable surcharge amount as a % of the order subtotal (e.g. 3%)
- Fixed + Percent: Charge a combination of a fixed and % surcharge amount (e.g. \$5 + 3%)
- Maximum of Fixed or Percent: The higher of either the Fixed Surcharge (\$5) or Percent Surcharge (3%, if this is more than \$5)

All surcharges will be applied in the base currency of your store.

### Surcharge % (1.0.0+)

Enter the percentage that you wish to charge – eg. 2.5 (don't add the % symbol).

### Surcharge Fixed Cost (1.0.0+)

Enter the fixed surcharge cost you wish to charge – eg. 10 (don't add any currency symbols).

Click “save” to add the new surcharge.

## Tax Display Settings

The display of the surcharges can be configured alongside Magento’s default Tax settings under **Stores > Configuration > Sales >Tax** for both the shopping cart display, as well as once an order is placed.

#### Shopping Cart Display Settings

|                                                           |               |                                                      |
|-----------------------------------------------------------|---------------|------------------------------------------------------|
| Display Prices<br><small>[store view]</small>             | Excluding Tax | <input checked="" type="checkbox"/> Use system value |
| Display Subtotal<br><small>[store view]</small>           | Excluding Tax | <input checked="" type="checkbox"/> Use system value |
| Display Shipping Amount<br><small>[store view]</small>    | Excluding Tax | <input checked="" type="checkbox"/> Use system value |
| Display Surcharge Amount<br><small>[store view]</small>   | Excluding Tax | <input type="checkbox"/> Use system value            |
| Include Tax In Order Total<br><small>[store view]</small> | No            | <input checked="" type="checkbox"/> Use system value |
| Display Full Tax Summary<br><small>[store view]</small>   | No            | <input checked="" type="checkbox"/> Use system value |
| Display Zero Tax Subtotal<br><small>[store view]</small>  | No            | <input checked="" type="checkbox"/> Use system value |
| Display Zero Surcharge<br><small>[store view]</small>     | No            | <input type="checkbox"/> Use system value            |

#### Orders, Invoices, Credit Memos Display Settings

|                                                           |               |                                                      |
|-----------------------------------------------------------|---------------|------------------------------------------------------|
| Display Prices<br><small>[store view]</small>             | Excluding Tax | <input checked="" type="checkbox"/> Use system value |
| Display Subtotal<br><small>[store view]</small>           | Excluding Tax | <input checked="" type="checkbox"/> Use system value |
| Display Shipping Amount<br><small>[store view]</small>    | Excluding Tax | <input checked="" type="checkbox"/> Use system value |
| Display Surcharge Amount<br><small>[store view]</small>   | Excluding Tax | <input type="checkbox"/> Use system value            |
| Include Tax In Order Total<br><small>[store view]</small> | No            | <input checked="" type="checkbox"/> Use system value |
| Display Full Tax Summary<br><small>[store view]</small>   | No            | <input checked="" type="checkbox"/> Use system value |
| Display Zero Tax Subtotal<br><small>[store view]</small>  | No            | <input checked="" type="checkbox"/> Use system value |
| Display Zero Surcharge<br><small>[store view]</small>     | No            | <input type="checkbox"/> Use system value            |

### Display Surcharge Amount (1.0.0+)

Choose your preferred tax display mode:

- Excluding Tax
- Including Tax
- Including and Excluding Tax

### Display Zero Surcharge (1.0.0+)

Display the Surcharge if its value is 0.00.

Click “save” to apply the settings.

# Checkout Settings

## Configuration

Scope: Default Config ?

SALES ^

Sales

Sales Emails

PDF Print-outs

Tax

General

Checkout Totals Sort Order

Order Fees

Display [website]

After Payment Methods

Title [website]

Order Options

### Display (1.0.0+)

Choose to display the optional order fees either above the payment methods or below the payments during checkout.

### Title (1.0.0+)

Provide a title for the checkout display section.

Click “save” to apply the settings.

## Reporting Any Issues/Bugs

We are proud of our quality extension code - it's been widely tested and we stand by it 100%. If something does happen and you think you might be experiencing an issue or bug, please contact us via [support@fooman.co.nz](mailto:support@fooman.co.nz) and we will help you out.