



## Small Order Fee 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: [surchargesmallorder.demo-m2.fooman.co.nz](http://surchargesmallorder.demo-m2.fooman.co.nz)
- Backend: [surchargesmallorder.demo-m2.fooman.co.nz/admin](http://surchargesmallorder.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 Small Order Fee in the following way: (v1.0.0+). This extensions adds two types of Surcharges:

1. Minimum Order Fee - add a fee to enforce a minimum order amount
2. Small Order Fee - if the order is below this amount add a set fee

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

Surcharges will be automatically be displayed everywhere where totals are displayed to the customer and the admin including customer emails and pdfs generated by Magento (as well a pdfs generated using [Fooman Pdf Customiser](#)).

## Add Surcharge - Minimum Order Fee

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

Click on the “Add Surcharge” dropdown button and select “Minimum Order Fee” to create a new surcharge based on an enforced minimum order amount.

### Surcharges

demo ▾

Add Surcharge ▲

Filters Defau

Actions ▾ 0 records found 20 ▾ per page < 1 of 1 >

|                               | ID | ↓ | Status | Type | Description | Store View | Created | Modified | Action |
|-------------------------------|----|---|--------|------|-------------|------------|---------|----------|--------|
| We couldn't find any records. |    |   |        |      |             |            |         |          |        |

## General Settings

[← Back](#)[Save](#)

## SURCHARGE

General 

Minimum Order Fee

## General Settings

Description \* Status \* Active ▾Store \* All Store Views ▾Tax Rate \* Taxable Goods ▾Apply Group Filter Yes ▾

Groups

- NOT LOGGED IN
- General
- Wholesale**
- Retailer

**Description (2.2.0+)**

Enter the surcharge description (displayed to the customer) - e.g. 'Our Minimum Order Amount is\$50'.

**Status (2.2.0+)**

When set to "Active", the small order fee surcharge will be enabled.

**Store (2.2.0+)**

Choose which store the surcharge should be applied to.

**Tax Rate (2.2.0+)**

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

**Apply Group Filter (2.3.0+)**

If set to "Yes" this surcharge only applies to the groups selected below

**Groups (2.3.0+)**

Only apply the surcharge to customers of these groups. Select multiple groups by CTRL clicking.

**Minimum Order Fee Settings**

SURCHARGE

General

Minimum Order Fee

Minimum Order Fee Settings

Minimum Amount \*

Order Minimum

Order Maximum

## Minimum Amount (2.2.0+)

Enter the minimum order amount (tax exclusive subtotal without currency symbols) - eg. 100. The surcharge will be applied to any order below this minimum order amount to make up the difference to your desired minimum order amount.

Note: Don't use the default Magento "Minimum Order Amount" feature if you want to this fee.

Click "save" to add the new surcharge.

## Order Minimum (2.3.0+)

Surcharge is only applied for orders above this value - leave empty to apply to all order.

## Order Maximum (2.3.0+)

Surcharge is only applied for orders below this value - leave empty to apply to all order.

## Add Surcharge - Small Order Fee

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

Click on the "Add Surcharge" dropdown button and select "Small Order Fee" to create a new surcharge based on a minimum order amount.

Surcharges

demo

Add Surcharge

Small Order Fee

Minimum Order Fee

Search by keyword

Filters

Default

20 per page

1 of 1

Actions

0 records found

| ID                            | Status | Type | Description | Store View | Created | Modified | Action |
|-------------------------------|--------|------|-------------|------------|---------|----------|--------|
| We couldn't find any records. |        |      |             |            |         |          |        |

You can set up multiple small order fees - but remember that they will cumulate. For

example, a \$5 small order fee of orders below \$10 and another \$2 small order fee for orders below \$20 will give a total surcharge of \$7.

## General Settings

New Surcharge

13

← BackSave

SURCHARGE

General

Small Order Fee

General Settings

Description \*

Small Order Fee

Status \*

Active

Store \*

All Store Views

Tax Rate \*

Taxable Goods

Apply Group Filter

Yes

Groups

NOT LOGGED IN

General

Wholesale

Retailer

Based On

Subtotal

Shipping

### Description (1.0.0+)

Enter the surcharge description (displayed to the customer) - e.g. '\$5 small order fee on orders below \$50'.

### Status (1.0.0+)

When set to "Active", the small order fee surcharge will be enabled.

### Store (1.0.0+)

Choose which store the surcharge should be applied to.

### Tax Rate (2.0.0+)

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

### Apply Group Filter (2.3.0+)

If set to "Yes" this surcharge only applies to the groups selected below

## Groups (2.3.0+)

Only apply the surcharge to customers of these groups. Select multiple groups by CTRL clicking.

## Based On (v2.1.0+)

Choose how your surcharge will be calculated. Control-click to select the variables which you would like the surcharge or discount to be calculated on:

**Subtotal:** The order subtotal after discount, excluding tax or shipping

**Shipping:** The total shipping cost, excluding any shipping tax

## Small Order Fee Settings

**SURCHARGE**

General 

Small Order Fee 

### Small Order Fee Settings

|                              |                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------|
| Minimum Amount *             | <input type="text" value="100"/>                                                                       |
| Order Minimum                | <input type="text"/>                                                                                   |
| Order Maximum                | <input type="text"/>                                                                                   |
| Surcharge Calculation Mode * | <div>Fixed </div> |
| Surcharge % *                | <input type="text" value="0"/>                                                                         |
| Surcharge Fixed Cost *       | <input type="text" value="5"/>                                                                         |

## Minimum Amount (1.0.0+)

Enter the minimum order amount (tax exclusive subtotal without currency symbols) - eg. 20. The surcharge will be applied to any order below this minimum order amount.

Note: Don't use the default Magento "Minimum Order Amount" feature if you want to apply a small order fee.

## Order Minimum (2.3.0+)

Surcharge is only applied for orders above this value - leave empty to apply to all order.

## Order Maximum (2.3.0+)

Surcharge is only applied for orders below this value - leave empty to apply to all order.

## 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.

# Surcharge Small Order Fee Tax Settings

## 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 (2.1.0+)

Choose your preferred tax display mode:

- Excluding Tax
- Including Tax
- Including and Excluding Tax

## Display Zero Surcharge (2.1.0+)

Display the Surcharge if it's value is 0.00.

Click “save” to apply the settings.

# Where will my surcharges be displayed?

Fooman Surcharge has fully integrated Magento 2 display.

Remember to give your surcharge a descriptive label, so your customer can easily identify what the additional charge is for and the value they are getting out of this charge. Small order fee surcharges are not displayed on the product page.

Surcharges will be shown the following places:

## Checkout


**LUMA**
[Sign In](#)

✓

Shipping

✓

Review & Payments

### Payment Method

☐ Check / Money order

☐ Cash On Delivery

☐ Bank Transfer Payment

☐ Purchase Order

[Apply Discount Code](#)

### Order Summary

|                                 |                 |
|---------------------------------|-----------------|
| Cart Subtotal                   | 99,90 €         |
| Shipping                        | 50,00 €         |
| Flat Rate - Fixed               |                 |
| Customs Fee - Orders Outside EU | 5,00 €          |
| <b>Order Total</b>              | <b>154,90 €</b> |
| 10 Item in Cart                 | ▼               |

### Ship To:

Test User

123 Test Street

Test City, Arkansas 12345

Vereinigste Staaten

123467

### Shipping Method:

Flat Rate - Fixed

## Print Order page - Magento 2 Order, Invoice and Credit Memo Totals

## Order Totals

|                                         |                |
|-----------------------------------------|----------------|
| Subtotal                                | €829.20        |
| Shipping & Handling                     | €15.00         |
| International Shipping Insurance (2.9%) | €24.48         |
| <b>Grand Total</b>                      | <b>€868.68</b> |

## My Account Order View page

Welcome, Test User! ▾



Search entire store here...  

Category 1 ▾ Category 2 ▾ Category 3 ▾ Category 4 ▾ Category 5 ▾

My Account

**My Orders**

My Downloadable Products

My Wish List

Address Book

Account Information

Stored Payment Methods

My Product Reviews

Newsletter Subscriptions

Compare Products

You have no items to compare.

Recently Ordered

☐ Simple Product 126

[Add to Cart](#) [View All](#)

My Wish List

You have no items in your wish list.

### Order # 000000001

PENDING

11. August 2020

[Reorder](#)

[Print Order](#)

Items Ordered

| Product Name                    | SKU                 | Price  | Qty         | Subtotal        |
|---------------------------------|---------------------|--------|-------------|-----------------|
| Simple Product 126              | product_dynamic_126 | 9,99 € | Ordered: 10 | 99,90 €         |
| Subtotal                        |                     |        |             | 99,90 €         |
| Shipping & Handling             |                     |        |             | 50,00 €         |
| Customs Fee - Orders Outside EU |                     |        |             | 5,00 €          |
| <b>Grand Total</b>              |                     |        |             | <b>154,90 €</b> |

### Order Information

#### Shipping Address

Test User  
123 Test Street  
Test City, Arkansas, 12345  
Vereinigte Staaten  
T: 123467

#### Shipping Method

Flat Rate - Fixed

#### Billing Address

Test User  
123 Test Street  
Test City, Arkansas, 12345  
Vereinigte Staaten  
T: 123467

#### Payment Method

Check / Money order

[Search Terms](#)  
[Privacy and Cookie Policy](#)  
[Advanced Search](#)  
[Contact Us](#)

 Enter your email address [Subscribe](#)

## Magento 2 customer sales emails



Test Order,

Thank you for your order from Main Website Store. Once your package ships we will send you a tracking number.

If you have questions about your order, you can email us at [support@example.com](mailto:support@example.com).

### Your Order #0000000004

Placed on Aug 24, 2020, 12:34:23 AM

#### Billing Info

Test Order  
Testing Street  
Test City, Auckland, 12345  
New Zealand  
T: 1234

#### Shipping Info

Test Order  
Testing Street  
Test City, Auckland, 12345  
New Zealand  
T: 1234

#### Payment Method

Check / Money order

#### Shipping Method

Flat Rate - Fixed

| Items                                             | Qty | Price    |
|---------------------------------------------------|-----|----------|
| <b>Simple Product 1</b><br>SKU: product_dynamic_1 | 2   | \$14.44  |
| <b>Simple Product 2</b><br>SKU: product_dynamic_2 | 4   | \$491.24 |

|                                          |                 |
|------------------------------------------|-----------------|
| Subtotal                                 | \$505.68        |
| Shipping & Handling                      | \$30.00         |
| Shipping Insurance for Orders over \$500 | \$18.71         |
| <b>Grand Total</b>                       | <b>\$554.39</b> |

## Pdfs generated by Magento 2

Fooman Surcharge is also compatible out-of-the-box with [Fooman Pdf Customiser](#) PDF's.

Invoice # 000000001  
Order # 000000001  
Order Date: 09.02.2017

**Sold to:**

Test User  
123 Test Street  
Test City, Arkansas, 12345  
Vereinigte Staaten  
T: 123467

**Ship to:**

Test User  
123 Test Street  
Test City, Arkansas, 12345  
Vereinigte Staaten  
T: 123467

**Payment Method:**

Check / Money order

**Shipping Method:**

Flat Rate - Fixed

(Total Shipping Charges 50,00 €)

| Products           | SKU               | Price  | Qty | Tax    | Subtotal |
|--------------------|-------------------|--------|-----|--------|----------|
| Simple Product 126 | product_dynamic_1 | 9,99 € | 10  | 0,00 € | 99,90 €  |
| 26                 |                   |        |     |        |          |

**Subtotal:** 99,90 €

**Shipping & Handling:** 50,00 €

**Customs Fee - Orders Outside EU:** 5,00 €

**Grand Total:** 154,90 €

## 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.