

Order Management

Jennifer M - 2024-04-17 - Customize My Site

In the Order Management section, you can manage the order process, shipping, and sales tax information for your site.

Payment Management

The first section, Payment Management, is where you can choose to accept quotes, set up payment methods, and whether to charge sales tax.

Setup

Do you want to receive orders or quotes from the site?


Accept Orders
Customers will be able to purchase from the site with payment.
[Manage Payment Methods](#)

Accept Quotes
Your website will only feature a Quote Request for customers to inquire about your products.

To enable customers to place quote requests through your ESP+ Website, select the Accept Quotes option. Clicking on the Setup Payment button will open the Payment Providers section of the Account area. In this section, you can connect your PromoPayment, Authorize.net, Stripe, and/or PayPal accounts. You can connect one, two, three, or all four of these payments providers.

Payment Management

Site Setup
Set up the site to either receive quote inquiries or orders

Accept Quotes 
Your website will only feature a Quote Request for customers to inquire about your products.

Accept Orders
Customers will be able to purchase from the site with payment.

To enable orders for this site, visit the integrations admin within your account and setup payment.

[Setup Payment](#)

In the Sales Tax section, you can choose whether to have the sales tax information established in the Account area applied to your ESP+ Website. Select Yes or No in this

section.

Sales Tax

Decide whether or not to include sales tax in the final total.

- Do not include sales tax in the total
- Include sales tax in total

Shipping

Use this section to indicate if the shipping charge that will be applied. There are three options:

- **Ship Orders for Free**

No shipping fee will be applied to the order.

- **Charge a Percentage Based Fee**

Apply a set percentage shipping fee to be applied to the order price range. You can use one or multiple ranges.

Shipping Charges

Ship orders for free or require customers to pay for their own shipping

- Ship Orders for Free
- Charge a Percentage Based Fee

Range 1 

For orders between \$1 and \$25 make the shipping fee 10%

Range 2

For orders between Min and Max make the shipping fee Percent

Cancel

Save 

[+ Add Another Range](#)

- Charge a Fixed Rate Fee

- **Charge a Fixed Rate Fee**

Apply a standard charge for shipping to all orders on your site.

Shipping Charges

Ship orders for free or require customers to pay for their own shipping

- Ship Orders for Free
- Charge a Percentage Based Fee
- Charge a Fixed Rate Fee

Fixed Rate Fee

Charge a shipping fee no matter the order total

Cancel

Save

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