

Order Subscription Now

You can initiate orders from active subscriptions with either all subscription items, or manually select only some of the items to place a partial order. A partial order will also allow you to add additional one-time purchase items.

Preferences

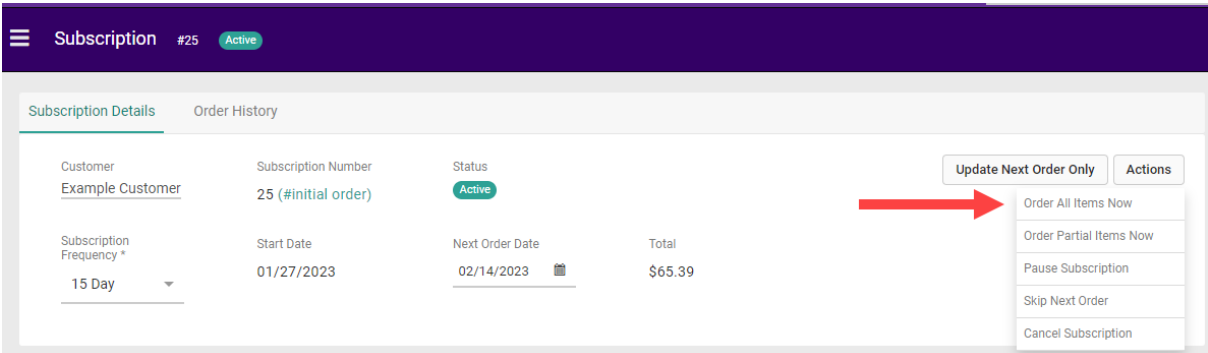
There are two optional site settings that allow you to configure Order Now behavior if desired. These are available under the Subscriptions tab on **System > Settings > General**.

- **Order Now Resets Next Order Date:** When enabled, the next order date will be reset based on the current date and frequency whenever the Order Now action is performed on a subscription. If disabled, the next order date that already exists will remain unchanged. This is enabled by default.
- **Allow Order All or Partial Items Now Once Every _ Days :** After ordering either all or partial items now, both of these actions will be restricted for this amount of days. For example, if a full order is created on September 20 and this setting is configured as 10 days, then both the entire order and partial order actions will not be available until September 30.

Order All Items

If you have prepared any [Next Order Only updates](#), then that version will be used for this order and will be removed from the subscription after it is placed. Whether placing this order immediately updates the Next Order Date on the subscription will depend on the Order Now Resets Next Order Date [setting](#). Whether item pricing is refreshed and how the order total is determined depends on your [subscription site settings](#).

1. Click **Order All Items Now** in the Actions menu.



The screenshot shows the 'Subscription #25' interface. The header bar is purple with a menu icon, 'Subscription #25', and an 'Active' status badge. Below the header, there are two tabs: 'Subscription Details' (active) and 'Order History'. The 'Subscription Details' tab contains a table with the following information:

Customer	Subscription Number	Status
Example Customer	25 (#initial order)	Active

Below this table, there is another table with the following information:

Subscription Frequency *	Start Date	Next Order Date	Total
15 Day	01/27/2023	02/14/2023	\$65.39

On the right side of the interface, there is an 'Update Next Order Only' button and an 'Actions' button. A red arrow points from the 'Update Next Order Only' button to the 'Actions' button. The 'Actions' button is open, showing a list of options: 'Order All Items Now', 'Order Partial Items Now', 'Pause Subscription', 'Skip Next Order', and 'Cancel Subscription'.

2. Click **Confirm**. You will not have the opportunity to make any changes to the shipping and payment information, nor add any additional coupons or one-time purchase items because the order will be immediately placed as-is.

Order items in this subscription
now?

An order for items in Subscription 25 will
be placed now.

Cancel

Confirm

Order Partial Items

Unlike Order All Items Now, initiating a partial order will allow you to add one-time purchase items and change the shipping, payment, or coupon information for the order. Placing a partial order will not change the Next Order Date on the original subscription.

1. Click **Order Partial Items Now** in the Actions menu.



If you have already prepared changes for the subscription's next continuity order via the [Update Next Order Only feature](#), those changes will be removed before you select items for a partial order. If this is the case, a pop-up will appear and ask you to confirm before any action is taken.

Subscriptions #2260 Active

Subscription Details

Order History

Customer Example Customer	Subscription Number 2260 (#initial order)	Status Active	
Subscription Frequency * 1 Month	Start Date 05/10/2024	Next Order Date 06/10/2024	Total \$448.81

Update Next Order Only

Actions

Order All Items Now

Order Partial Items Now

Pause Subscription

Skip Next Order

Cancel Subscription

2. In the modal that appears, change the **Fulfillment Information** shipping address or shipping method and/or the **Payment** details if needed. By default, this order will have the same shipping and payment information as the subscription.

Order Partial Items Now

Fulfillment Information Shipping Address * Example Customer 1817 W Braker Ln #200 Dallas TX 75201-6501 US Home: 5129991111 Primary Pickup Contact Example Customer example.customer@kibocommerce.com 5129991111	Change Address Shipping Method * Flat Rate Primary Pickup Contact Example Customer example.customer@kibocommerce.com 5129991111	Payment Method * VISA CreditCard*****1111 Bill To: Example Customer 717 N Hardwood St Dallas TX 75201-6501 US Home: 5129991111 Change Payment
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3. In the **Items to Order Now** table, ensure that items you want to order are selected using the checkboxes. Uncheck a line item to exclude it from the order, which will update the order summary with new totals.

Items to Order Now

Price List Applied : VolumnPL

Line	Image	Code	Name	Subscribed	Fulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/> 1		Code: Configura...	ConfigurableSO01 size: l (l)	Yes	Picku... X	\$147.00	2	\$24.26	\$0.00	\$294.00	X
<input type="checkbox"/> 2		Code: StandardS...	StandardSAOT01	Yes	Direct... X	\$99.00	1	\$8.17	\$0.00	\$99.00	X

+ Add Item



The order must include at least one subscription item, so you cannot uncheck all subscription items. You will receive an error message if you attempt to remove the last subscription item from the line items.

4. Change fulfillment methods, including switching between pickup locations, by using the dropdown **Fulfillment** menus. You can have a combination of Direct Ship and Pickup items in the order, but if you include at least one Direct Ship item then you must ensure that a shipping method and address are selected in the Fulfillment Information section.

Items to Order Now

Price List Applied : VolumnPL

Line	Image	Code	Name	Subscribed	Fulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/> 1		Code: Configura...	ConfigurableSO01 size: l (l)	Yes	Picku... X	\$147.00	2	\$24.26	\$0.00	\$294.00	X
<input type="checkbox"/> 2		Code: StandardS...	StandardSAOT01	Yes	Direct... X	\$99.00	1	\$8.17	\$0.00	\$99.00	X

+ Add Item

5. Change quantities as needed using the editable **Quantity** fields. You will not be able to increase the amount of an item to more than the subscription's existing amount, only reduce

quantity (which will then prompt you to select a reason).

Items to Order Now
Price List Applied : VolumnPL

Line	Image	Code	Name	Subscribed	Fulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/>	1	Code: Configura...	ConfigurableSO01 size: l (f)	Yes	Picku... x	\$147.00	2	\$24.26	\$0.00	\$294.00	x
<input type="checkbox"/>	2	Code: StandardS...	StandardSAOT01	Yes	Direct... x	\$99.00	1	\$8.17	\$0.00	\$99.00	x

+ Add Item

- Click **Add Item** to add a new empty line item to the order.

Items to Order Now
Price List Applied : VolumnPL

Line	Image	Code	Name	Subscribed	Fulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/>	1	Code: Configura...	ConfigurableSO01 size: l (f)	Yes	Picku... x	\$147.00	2	\$24.26	\$0.00	\$294.00	x
<input type="checkbox"/>	2	Code: StandardS...	StandardSAOT01	Yes	Direct... x	\$99.00	1	\$8.17	\$0.00	\$99.00	x

+ Add Item

- Use the dropdown option in the new line to select the product, then set its **Fulfillment Method** (either **Direct Ship** or **Pickup** at a selected location) and **Quantity**. If you select a product with options, an additional pop-up will prompt you to select your options. Then click **Add Item** on the right to confirm.
 - You can have a combination of Direct Ship and Pickup items in the same order.
 - Items that are enabled for both subscription and one-time purchases will only use their non-subscription pricing, and you will not be able to add any subscription-only items. These items will not be added to the subscription itself, and so will not be included on future continuity orders.

Items to Order Now
Price List Applied : VolumnPL

Line	Image	Code	Name	Subscribed	Fulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/>	1	Code: Configura...	ConfigurableSO01 size: l (f)	Yes	Picku... x	\$147.00	2	\$24.26	\$0.00	\$294.00	x
<input type="checkbox"/>	2	Code: StandardS...	StandardSAOT01	Yes	Direct... x	\$99.00	1	\$8.17	\$0.00	\$99.00	x

BasicProduct	x	Direct Ship	x	\$100.00	1	Add Item	x
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+ Add Item

- Add any coupons in the coupon section, if applicable.

Add a coupon (Subscription, Item, or Shipping)

- For coupon codes belonging to a coupon set, manually enter (free type) the coupon code and select Apply.
- Coupons applied in next order only mode, will apply to next order only.

Add Coupon

Apply

9. When complete, click **Order # Items Now** under the Order Summary. The order will be placed immediately.

Order Summary

> Item Total	\$21.65
> Shipping	\$16.24
> Handling	\$11.26
Duty Total	\$0.00

Total

\$49.15

 Changes made to the order may affect pricing.

Cancel

Order (1) Items Now