

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**.

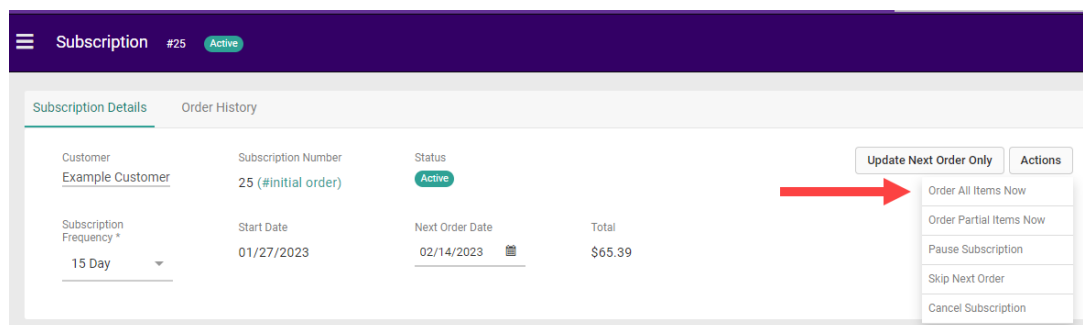
- **Order Now Resets Next Order Date:** When enabled, the next order date will be reset based on the current date and frequency whenever the Order Now action is performed on a subscription. If disabled, the next order date that already exists will remain unchanged. This is enabled by default.
- **Allow 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

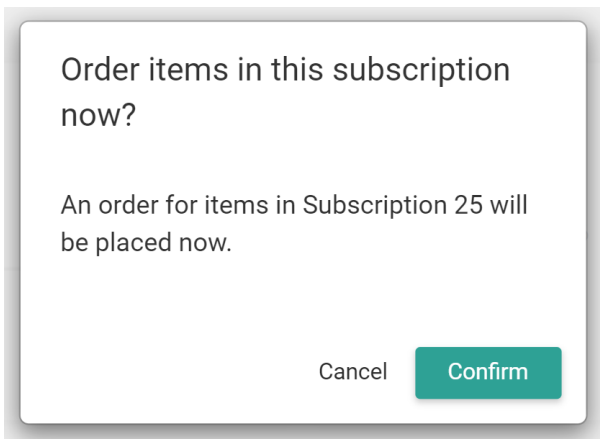
When you initiate an order for all subscription items, the system will create an order based on any [Next Order Only updates](#) if they exist. After placing the order, the Next Order Only updates will be removed from the subscription. If you have not prepared any Next Order Only updates, then the new order will use the same item, shipping, and payment information as the original subscription.

Whether or not placing this order updates the Next Order Date on the subscription will depend on the "[Order Now Resets Next Order Date](#)" site setting.

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



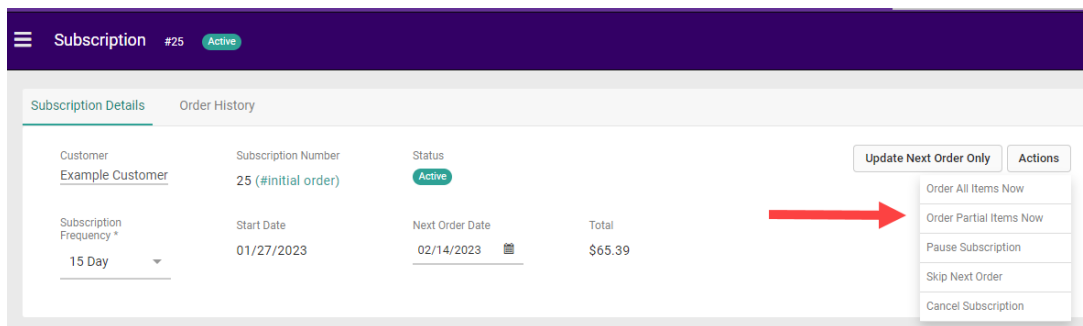
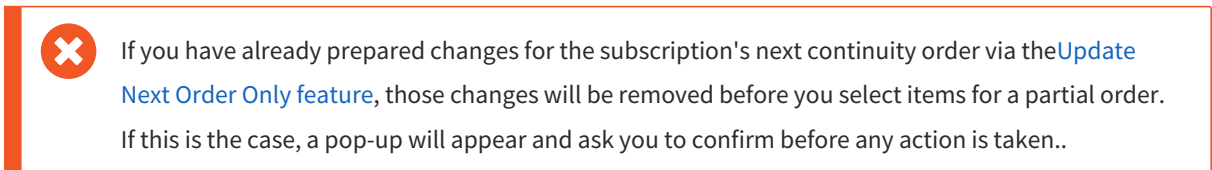
2. Click **Confirm**. You will not have the opportunity to make any changes to the shipping and payment information, nor add any additional coupons or one-time purchase items because the order will be immediately placed as-is.



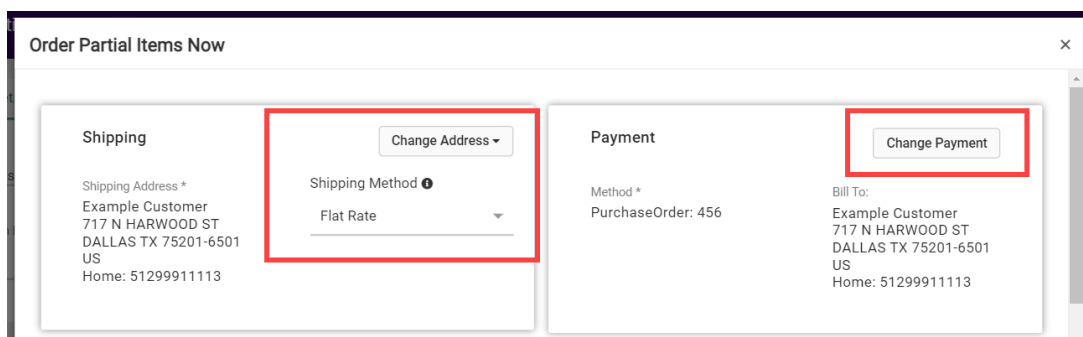
Order Partial Items

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.



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



3. Select items you want to order 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 : TestPrice

Line	Image	Code	Name	Subscribe	Bulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/> 1		Code: SP_05	SP_05	Yes	Direct Ship	\$10.00	2	\$1.65	\$0.00	\$20.00	×
<input type="checkbox"/> 2		Code: SP_06	SP_06 Subscription-LineItem-Product: \$0.20	Yes	Direct Ship	\$10.00	1	\$0.81	\$0.20	\$9.80	×

+ 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 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 : TestPrice

Line	Image	Code	Name	Subscribe	Bulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/> 1		Code: SP_05	SP_05	Yes	Direct Ship	\$10.00	2	\$1.65	\$0.00	\$20.00	×
<input type="checkbox"/> 2		Code: SP_06	SP_06 Subscription-LineItem-Product: \$0.20	Yes	Direct Ship	\$10.00	1	\$0.81	\$0.20	\$9.80	×

+ Add Item

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

Items to Order Now

Price List Applied : TestPrice

Line	Image	Code	Name	Subscribe	Bulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/> 1		Code: SP_05	SP_05	Yes	Direct Ship	\$10.00	2	\$1.65	\$0.00	\$20.00	×
<input type="checkbox"/> 2		Code: SP_06	SP_06 Subscription-LineItem-Product: \$0.20	Yes	Direct Ship	\$10.00	1	\$0.81	\$0.20	\$9.80	×

+ Add Item

6. Use the dropdown option in the new line to select the product, then set its **Fulfillment Method** 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.
 - 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 : TestPrice

Line	Image	Code	Name	Subscribed	Fulfillment	Unit Price	Quantity	Tax	Discount	Line Item Total	
<input checked="" type="checkbox"/>	1	Code: SP_05	SP_05	Yes	Direct Ship	\$10.00	2	\$1.65	\$0.00	\$20.00	×
<input type="checkbox"/>	2	Code: SP_06	SP_06 Subscription-LineItem-Product: \$0.20	Yes	Direct Ship	\$10.00	1	\$0.81	\$0.20	\$9.80	×
SingleOption × Direct Ship × \$10.00 1 Add Item ×											

+ Add Item

7. 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.

8. 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.