

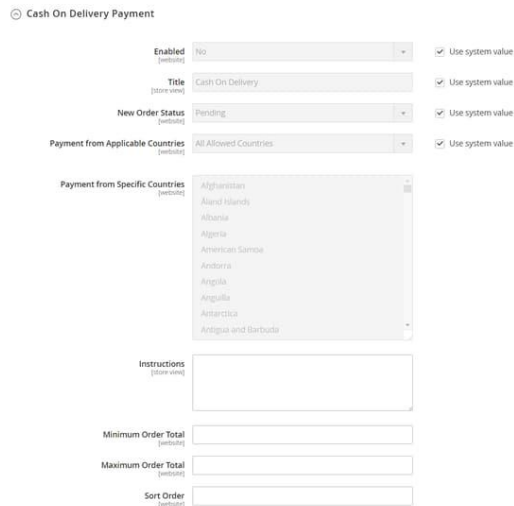
Payment Guideline

Cash on delivery (COD)

The shipping carrier receives payment from the customer at the time of delivery, which is then transferred to you. You can make an adjustment for any fee charged by the carrier service in your shipping and handling charges.

To set up cash on delivery payments:

1. Under *Other Payment Methods*, expand  the Cash On Delivery Payment section.



The screenshot shows the 'Cash On Delivery Payment' configuration form. It includes the following fields and options:

- Enabled:** A dropdown menu set to 'No'. To its right is a checked checkbox labeled 'Use system value'.
- Title:** A text input field containing 'Cash On Delivery'. To its right is a checked checkbox labeled 'Use system value'.
- New Order Status:** A dropdown menu set to 'Pending'. To its right is a checked checkbox labeled 'Use system value'.
- Payment from Applicable Countries:** A dropdown menu set to 'All Allowed Countries'. To its right is a checked checkbox labeled 'Use system value'.
- Payment from Specific Countries:** A list box showing a scrollable list of countries including Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Anguilla, Antigua and Barbuda, etc.
- Instructions:** A large text area for entering instructions.
- Minimum Order Total:** A text input field.
- Maximum Order Total:** A text input field.
- Sort Order:** A text input field.

NOTE

If necessary, first clear the Use system value checkbox to change these settings.

2. To activate cash on delivery payment, set Enabled to Yes.
3. For Title, enter a title that identifies the COD payment method during checkout.
4. Set New Order Status to Pending until receipt of payment is confirmed.

If you prefer, you can use the Processing or Suspected Fraud status for new orders with this payment method.

5. Set Payment from Applicable Countries to one of the following:
 - All Allowed Countries - Customers from all [countries](#) specified in your store configuration can use this payment method.
 - Specific Countries - After you choose this option, the *Payment from Specific Countries* list appears. To select multiple countries, hold down the Ctrl key (PC) or the Command key (Mac) and click each option.
6. Enter the Instructions for accepting delivery of a COD order.
7. Set Minimum Order Total and Maximum Order Total to the order amounts that are required to qualify for COD payment.

NOTE

An order qualifies if the total is between, or matches, the minimum or maximum order total.

8. For Sort Order, enter a number that determines the position of this item in the list of payment methods that is displayed during checkout.
9. When complete, click Save Config.