

Simple Shopping Cart – Enabling Manual/Offline Checkout

The **Manual/Offline Checkout** feature in the [Simple Shopping Cart plugin](#) allows customers to complete their purchases without making an online payment at checkout. Instead, they can place an order and manually arrange payment through offline methods such as bank transfers, cash on delivery, or other custom payment arrangements. This feature is particularly useful for businesses that accept alternative payment methods or operate in regions where online transactions are less common.

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Enabling Manual Checkout

To enable the **Manual Checkout** feature in the Simple Shopping Cart plugin, follow these steps:

1. Navigate to the “**Manual/Offline Checkout**” tab in the plugin’s **Settings** menu.
2. Check the “**Enable Manual Checkout**” checkbox to activate this feature.

3. (Optional) Use the **“Manual Checkout Instructions on Checkout Form”** field to provide instructions for buyers at checkout. This can include payment details or any specific steps they need to follow.
4. If you want to send payment instructions via email after a manual checkout is submitted, enable the **“Send Manual Checkout Payment Instructions to Buyer via Email”** option.
5. (Optional) To receive a notification when a manual checkout is placed, check the **“Send Manual Checkout Notification to Seller via Email”** box. This ensures the site admin is notified and can follow up with the buyer as needed.

Manual Checkout Settings

For instructions on enabling Manual Checkout, please refer to [this documentation](#).

Enable Manual Checkout
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Select this option to enable manual or offline checkout in the cart.

Manual Checkout Button Text

Customize the manual checkout button text in the cart. The default text is 'Proceed to Manual Checkout'.

Manual Checkout Instructions on Checkout Form

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Add manual checkout instructions here to display them above the form.

Send Manual Checkout Payment Instructions to Buyer via Email
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If enabled, the plugin will send an email to the buyer after completing a manual checkout.

Payment Instruction Email Subject

This is the subject line for the email sent to the buyer.

Payment Instruction Email Body

Dear {first_name}


Thank you for your purchase. Please follow the instructions below to complete your payment.

Kindly transfer the amount of {purchase_amt} to the following bank account:
Account Number: XXXX-XXXX-XXXX-XXXX

Shopping Cart Example with Manual Checkout Enabled

Once **Manual Checkout** is enabled, buyers will see an option to proceed with checkout. By default, this button is labeled **“Proceed to Checkout”**, but you can customize its text from the plugin settings to better suit your store’s needs.

Items in Your Cart

Item Name	Quantity	Price	
Test Product with shipping	1	\$25.00	
Subtotal:		\$25.00	
Shipping:		\$6.00	
Total:		\$31.00	

Enter Coupon Code

Apply

Proceed to Manual Checkout

When a customer selects the manual checkout option, they will be presented with a form to submit their order. This form allows them to provide any necessary details before completing the checkout process.

Refer to the following screenshots for a visual example of how manual checkout appears on the shopping cart page.

Items in Your Cart

Item Name

Test Product with shipping

Quantity

1

Price

\$25.00



Subtotal: \$25.00

Shipping: \$6.00

Total: \$31.00

Enter Coupon Code

Apply

First Name

Last Name

Email

Shipping Address

Street Address

City

Country

Select one

State

Postal Code

Place Order

Cancel

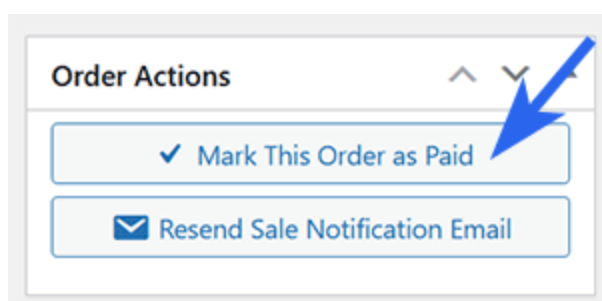


What to Do After the Payment is Received

Once the buyer has completed the payment using an accepted offline method, follow these steps to update the order status:

1. Navigate to the **"Orders"** menu in the plugin dashboard.
2. Locate and edit the order in question.
3. Click the **"Mark This Order as Paid"** button.

See the screenshot below for a visual reference.



Marking the order as paid will trigger the **post-payment processing**, automatically sending confirmation emails to both the buyer and seller based on the settings configured in the **Email Settings** menu.

- If the product is a **physical item**, the seller can proceed with shipping arrangements.
- If the product is a **digital item**, the system will deliver it via email upon marking the order as paid.

By following these steps, you ensure a smooth order fulfillment process for both you and your customers.

Your Shopping Cart



Shopping Cart is Empty
[Visit The Shop](#)

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