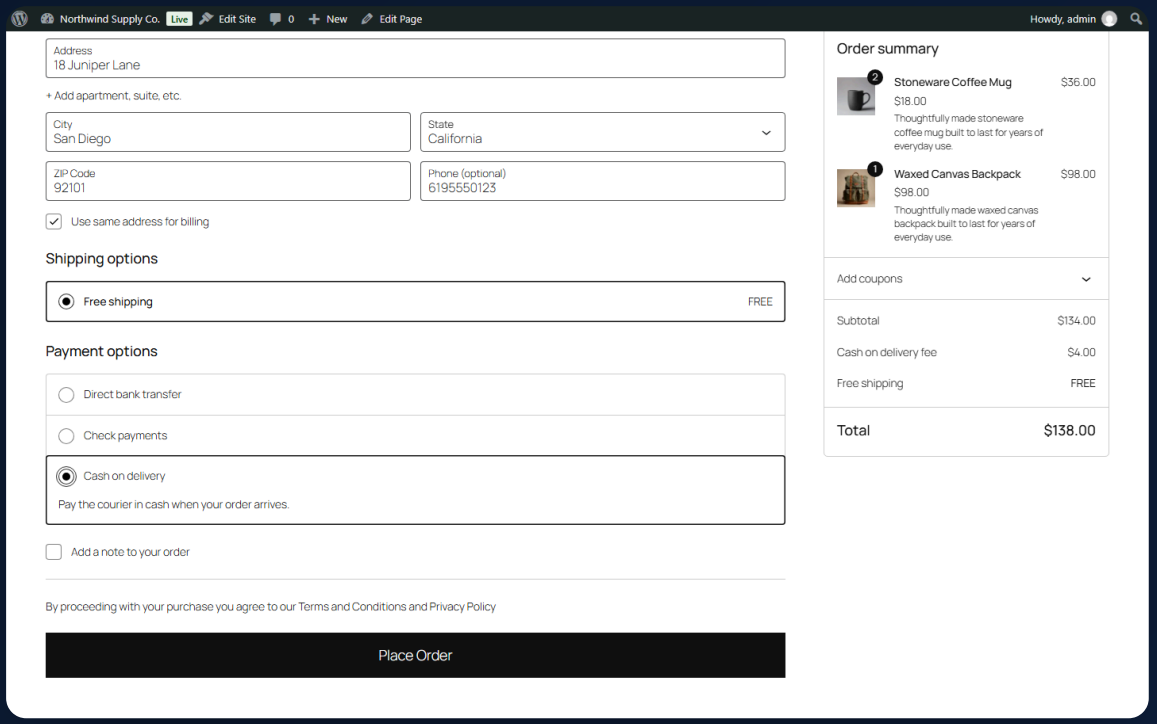
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WOOCOMMERCE PLUGIN · USER GUIDE

# Gatewise — Payment Method Fees & Discounts for WooCommerce

Version 1.0.0 · Installation, licence activation, every setting explained, FAQ and troubleshooting.




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# Gatewise — Payment Method Fees & Discounts for WooCommerce: user guide

Gatewise adds a fee or a discount to the WooCommerce order total depending on the payment method the shopper picks — for example a cash on delivery (COD) fee, or a discount for paying in advance by bank transfer, UPI or card. The line updates live on the classic (shortcode) checkout and the block checkout, and the saved order always carries the fee or discount of the method that was really used.

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## 1. Installation

1. WooCommerce must be installed and active (version 8.0 or newer).
2. In WordPress go to **Plugins** → **Add New** → **Upload Plugin**, choose the Gatewise `.zip` and click **Install Now**, then **Activate**. (The Free version can also be installed from WordPress.org by searching for "Gatewise".)
3. The plugin lives under **WooCommerce** → **Payment fees**.

### Moving from Free to Pro

Deactivate and delete the Free plugin, then upload and activate the Pro zip. Your rules are kept, as long as **Delete all plugin data when the plugin is deleted** (Settings tab) is not ticked.

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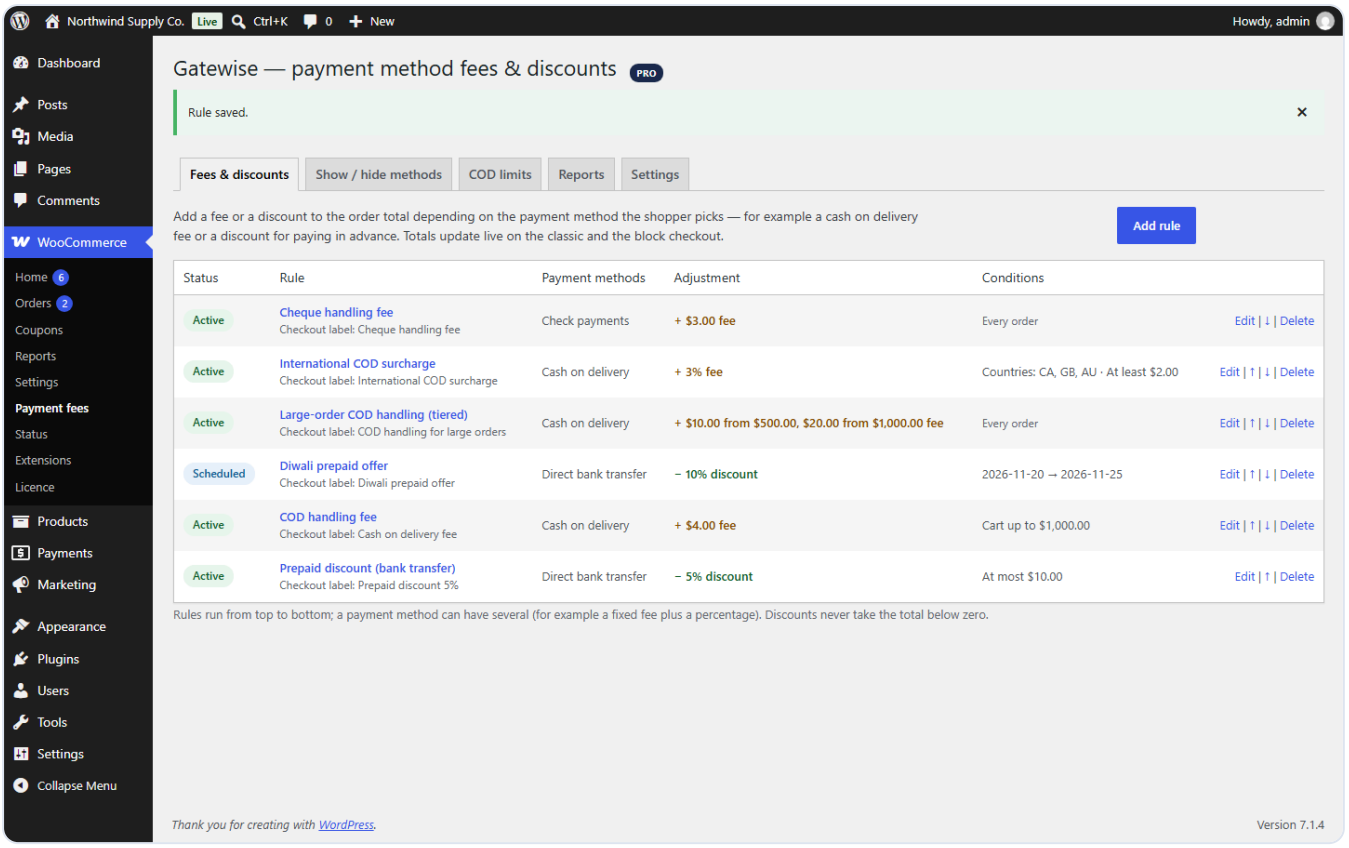
## 2. Licence activation (Pro)

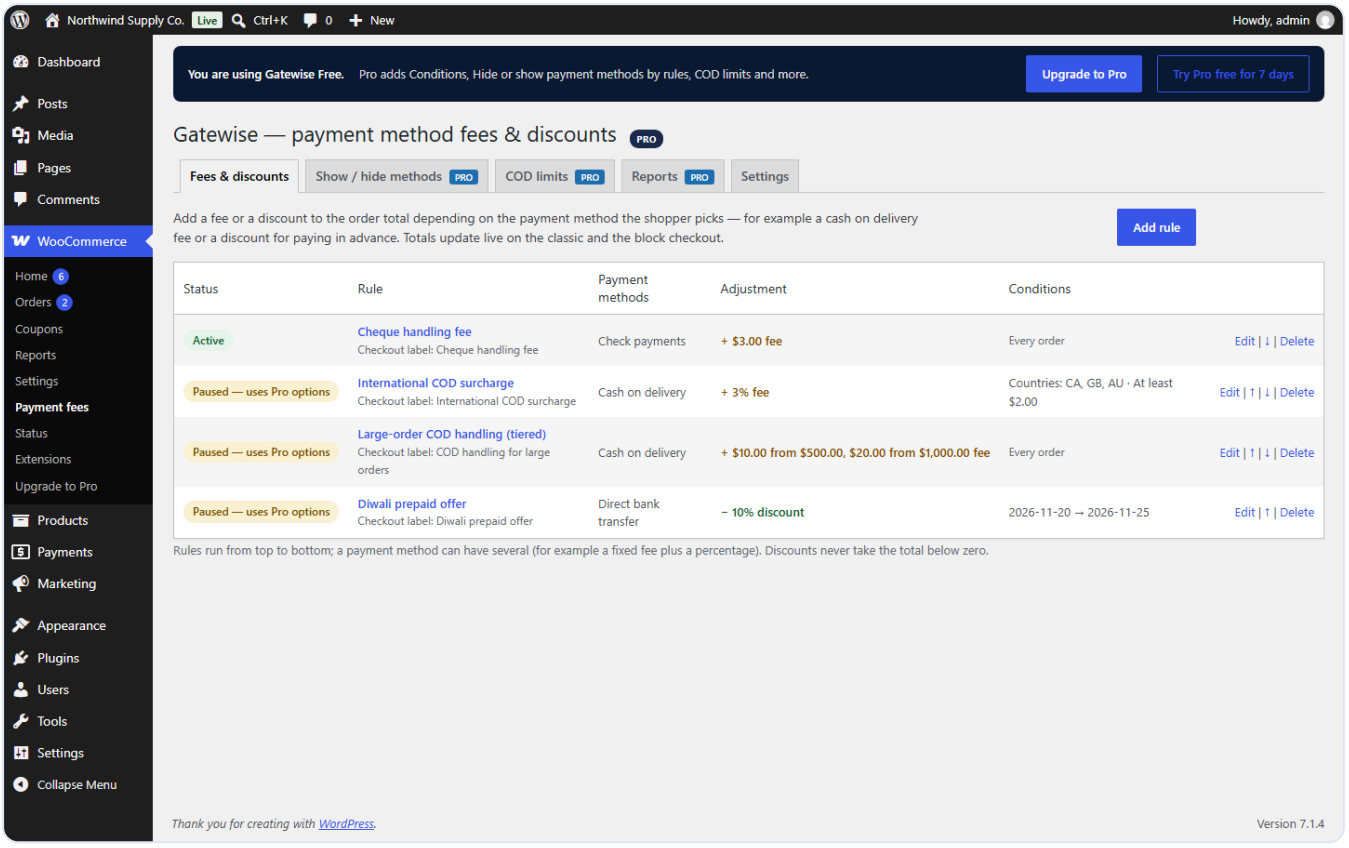
1. Buy a plan on coodecraft.com. Your licence key arrives by email and is in your Code Craft account.
2. Go to **WooCommerce** → **Licence**, paste the key and click **Activate**.
3. Monthly, yearly and trial licences switch Pro off when they end and back on when renewed. While Pro is off: rules that use only Free options keep working; rules that use Pro options (conditions, dates, caps, tiers) show **Paused — uses Pro options** and are not applied; hidden payment methods are shown again; COD limits stop. Nothing is deleted. After renewing, click **I have paid — check again** on the Licence screen.

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## 3. Fees & discounts (rules list)

Screenshot: `(` in the Free version).




Every rule is one row: status, name and checkout label, payment methods, the adjustment ("+ $4.00 fee", "− 5% discount") and its conditions.

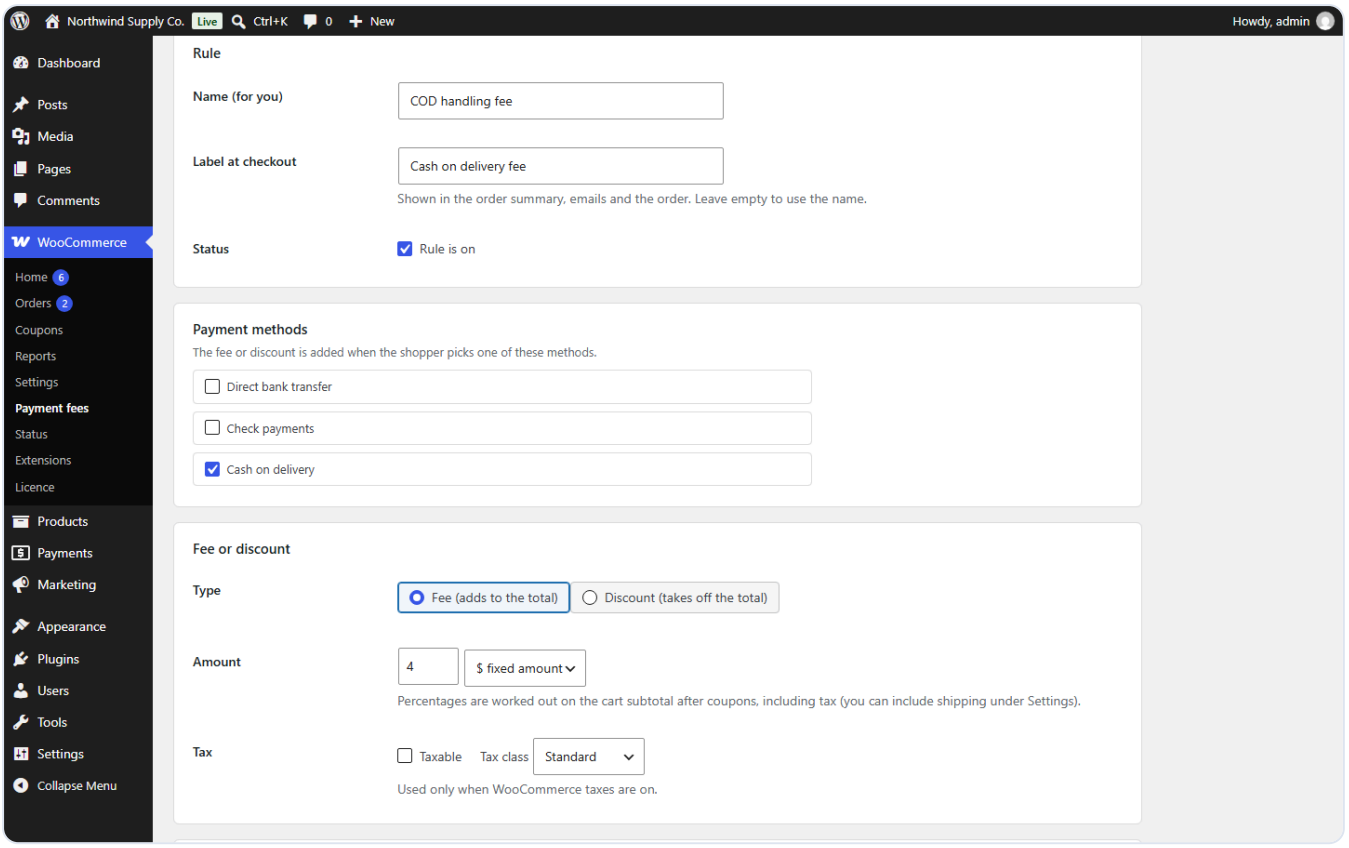
- Click the **status pill** to switch a rule on or off. Status can be *Active*, *Off*, *Scheduled* (start date in the future), *Ended* (end date passed) or *Paused — uses Pro options* (Free / ended licence).

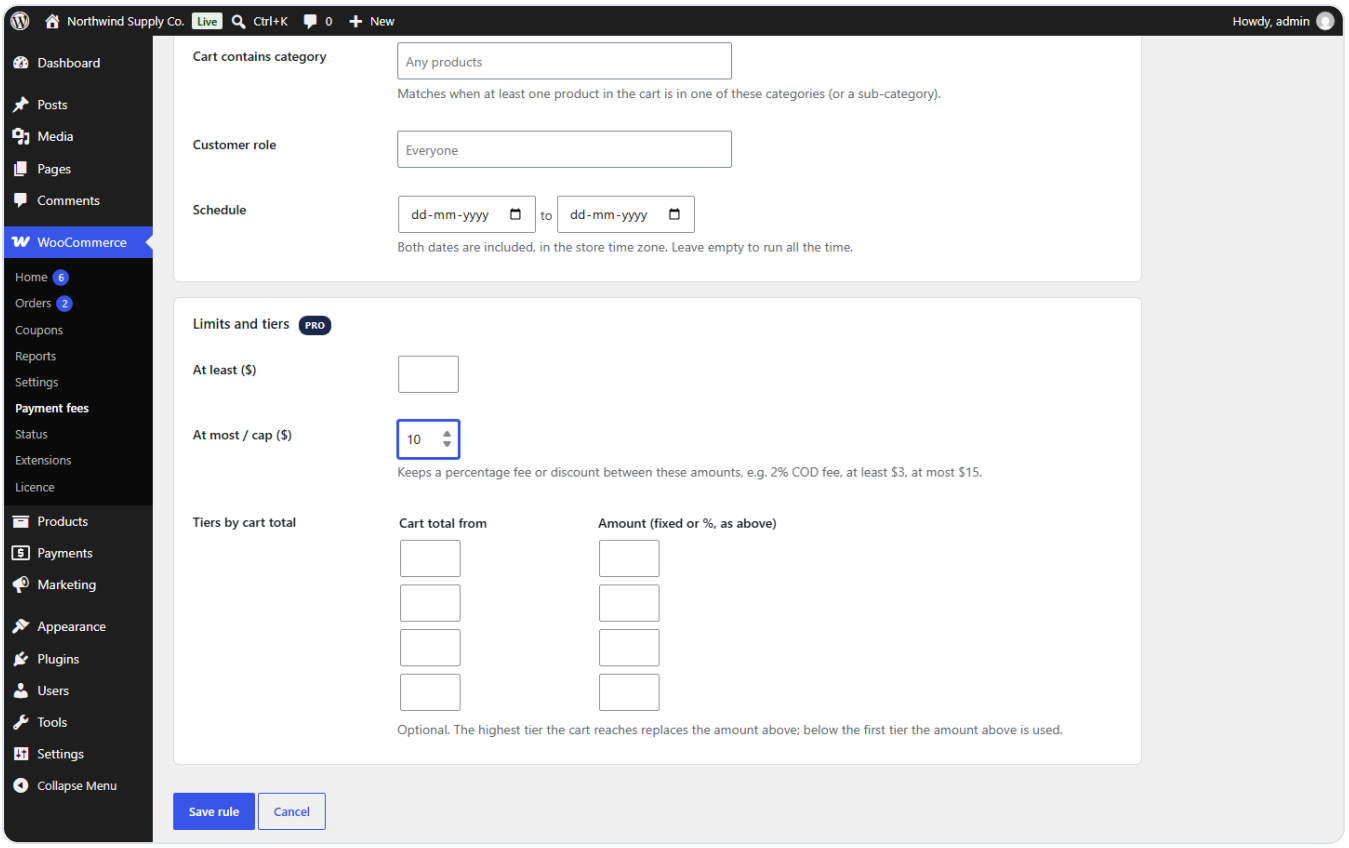
- ↑ / ↓ change the order. Rules run from top to bottom; one payment method can have several rules (for example a fixed fee plus a percentage).
- **Delete** removes the rule. Fee lines already saved on orders stay on those orders.

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## 4. Creating a rule

Screenshots: , .






Click **Add rule**.

| Field | What it does |
|---|---|
| Name (for you) | Only shown in the admin. |
| Label at checkout | The line name shoppers see in the order summary, emails and the order. Empty = the name. |
| Rule is on | Switch the rule on or off. |
| Payment methods | Tick one or more. Methods switched off in WooCommerce are listed but marked. |
| Type | **Fee** adds to the total, **Discount** takes off it (never below zero). |
| Amount | A fixed amount in your currency, or a % of the cart. |
| Tax | Tick **Taxable** and pick a tax class if the fee should be taxed (only when WooCommerce taxes are on). |
| Minimum / maximum cart total | The rule only applies when the cart is within these amounts. Empty = no limit. |

**Cart total** means the products after coupons, including tax. Percentages use the same amount, or the amount plus shipping if you choose that under Settings.

## Pro options in the editor

- **Conditions** — customer country (shipping country, or billing country when there is no shipping address), shipping method, "cart contains a product from category" (sub-categories count),

customer role (including *Guest*). Every filled-in condition must match.

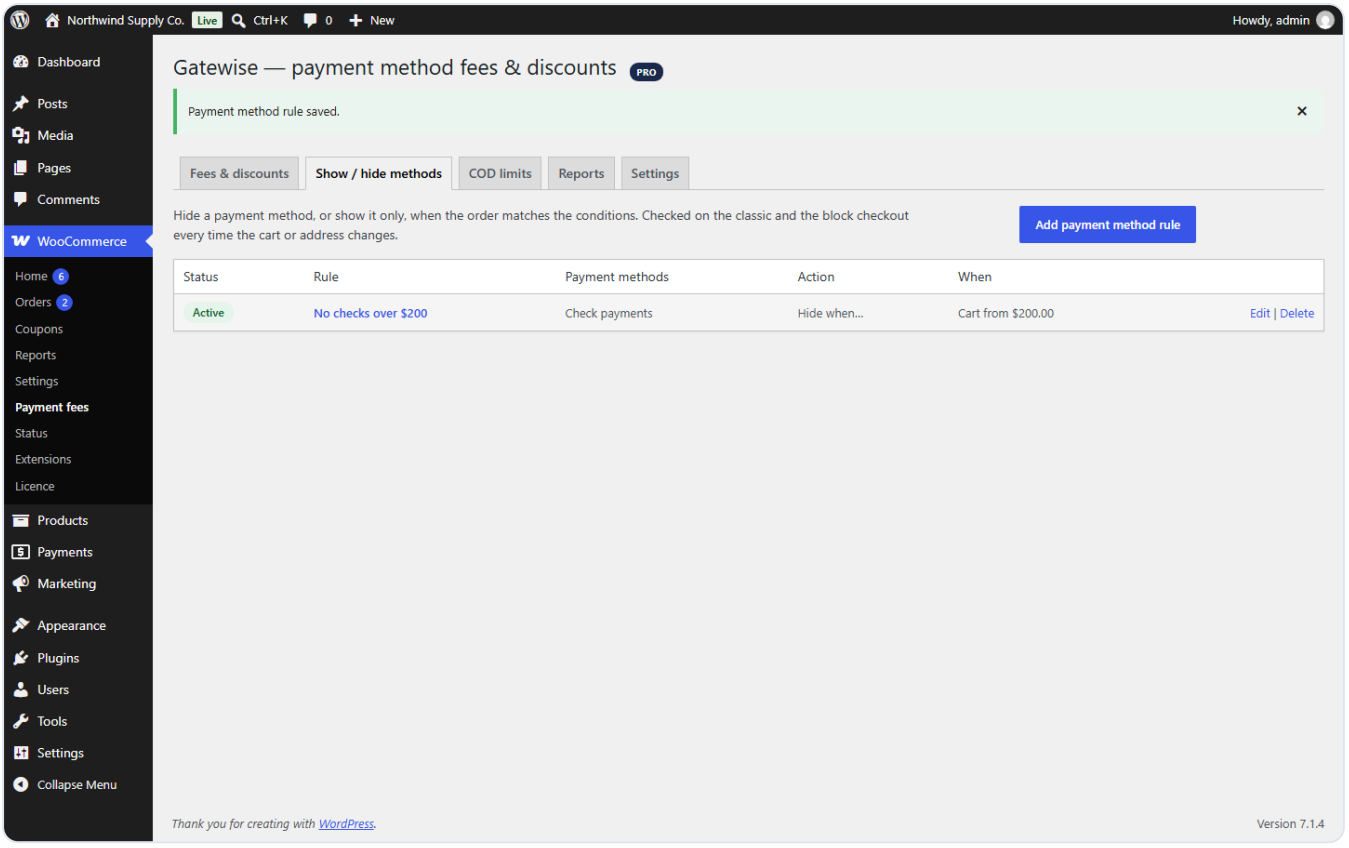
- **Schedule** — from / to dates (both included, store time zone).
- **At least / At most** — keep a percentage between two amounts, e.g. 2% COD fee, at least $3, at most $15.
- **Tiers by cart total** — up to four rows "cart total from → amount". The highest tier the cart reaches replaces the amount; below the first tier the normal amount is used (0 means no fee).

In the Free version these fields are visible but disabled.

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## 5. Show / hide methods (Pro)

Screenshot: .



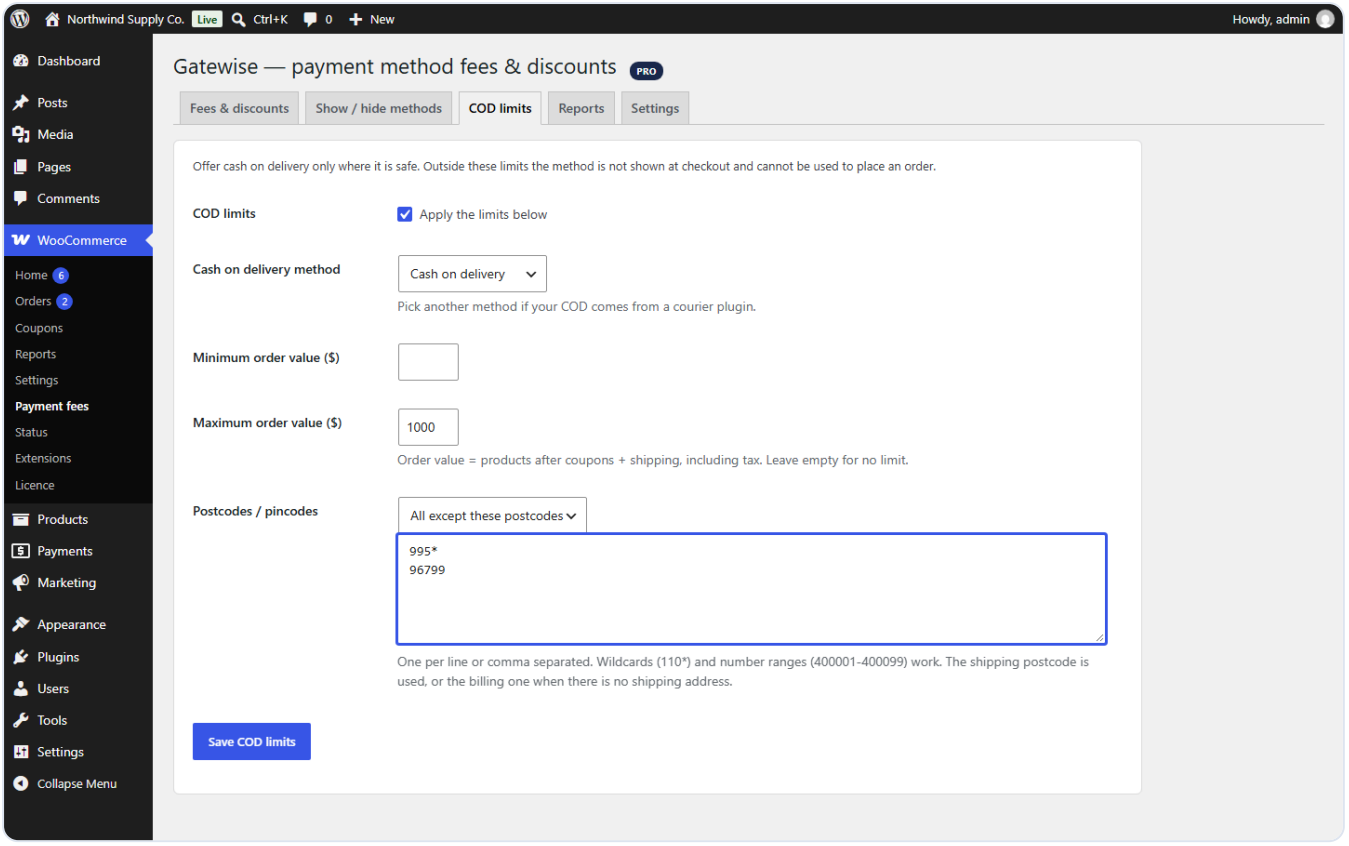

**Add payment method rule**, then choose:

- **Action** — *Hide these methods when the conditions match*, or *Show these methods only when the conditions match*.
- **Payment methods** to hide / show.
- **Conditions** — cart total from / up to, country, shipping method, category, role and a postcode list (one per line or comma separated; wildcards `110*` and number ranges `400001-400099`).

Rules are checked every time the cart or address changes, on both checkouts. A hidden method cannot be used to place an order.

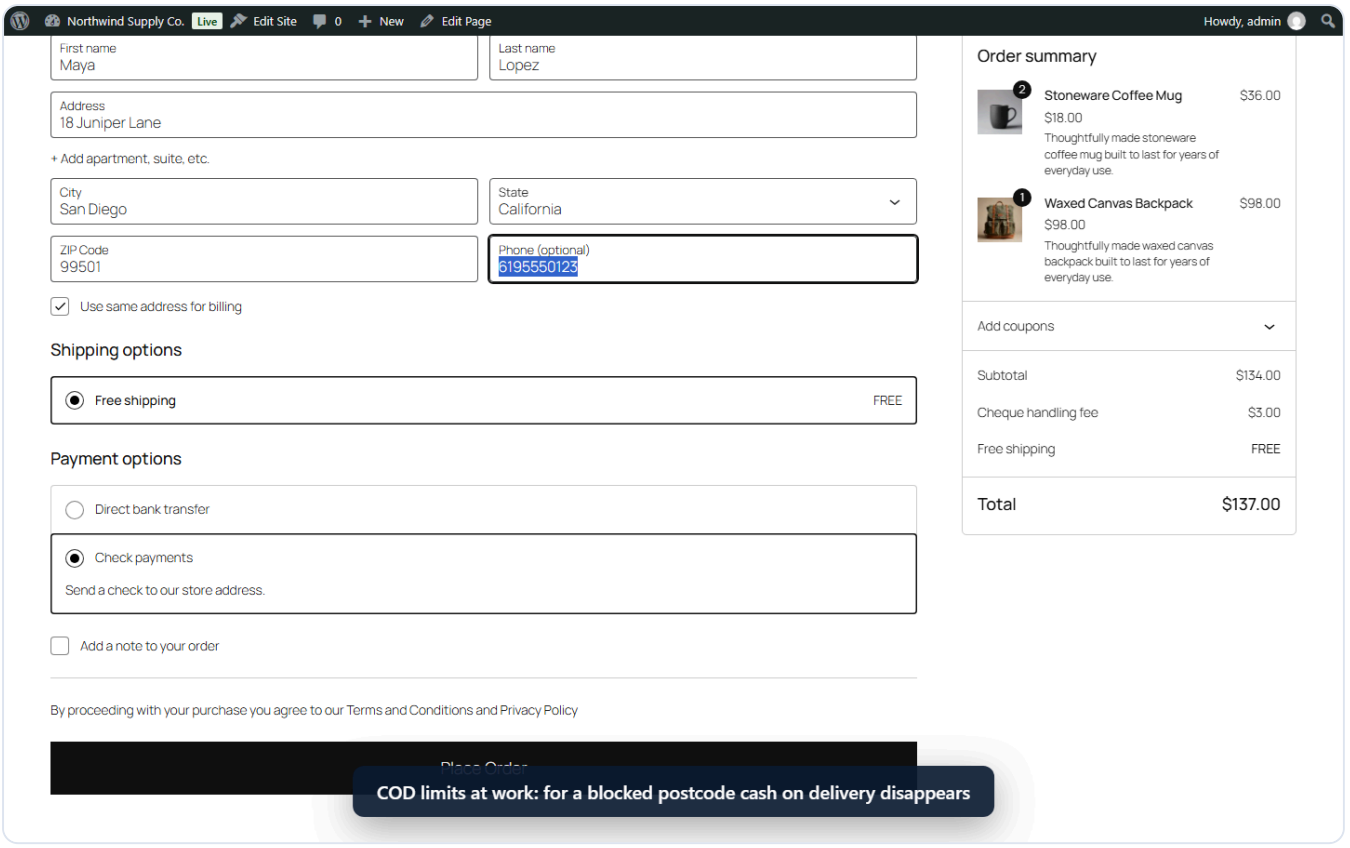
# 6. COD limits (Pro)

Screenshot: .



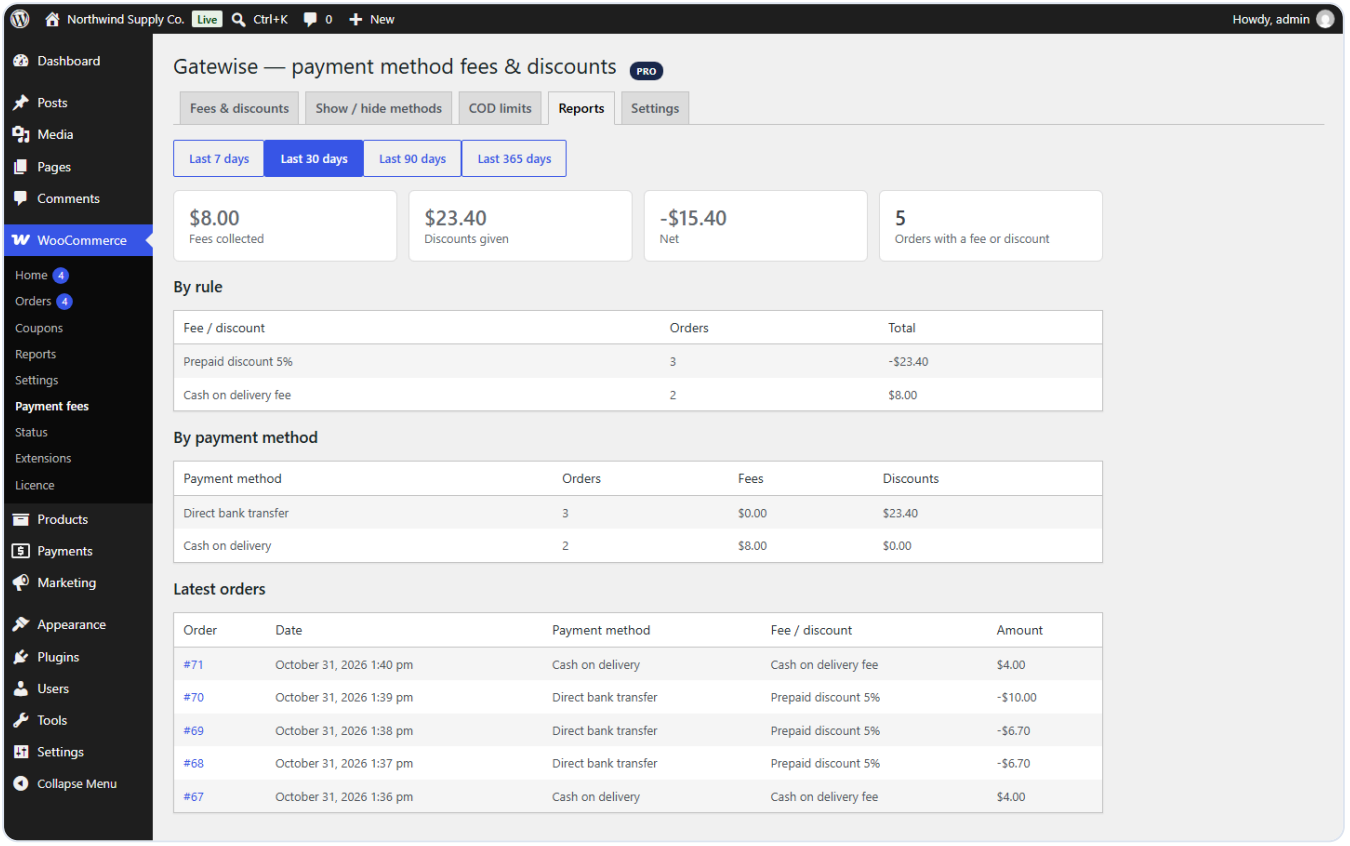

- **Apply the limits below** — on / off.
- **Cash on delivery method** — normally *Cash on delivery*; pick another if your COD comes from a courier plugin.
- **Minimum / maximum order value** — products after coupons + shipping, including tax.
- **Postcodes / pincodes** — *All postcodes*, *Only these postcodes* or *All except these postcodes*, with the list below. Until the shopper has entered a postcode, COD stays visible; it is checked again as soon as the postcode is entered.

Outside the limits, cash on delivery does not appear at checkout ( ).




# 7. Reports (Pro)

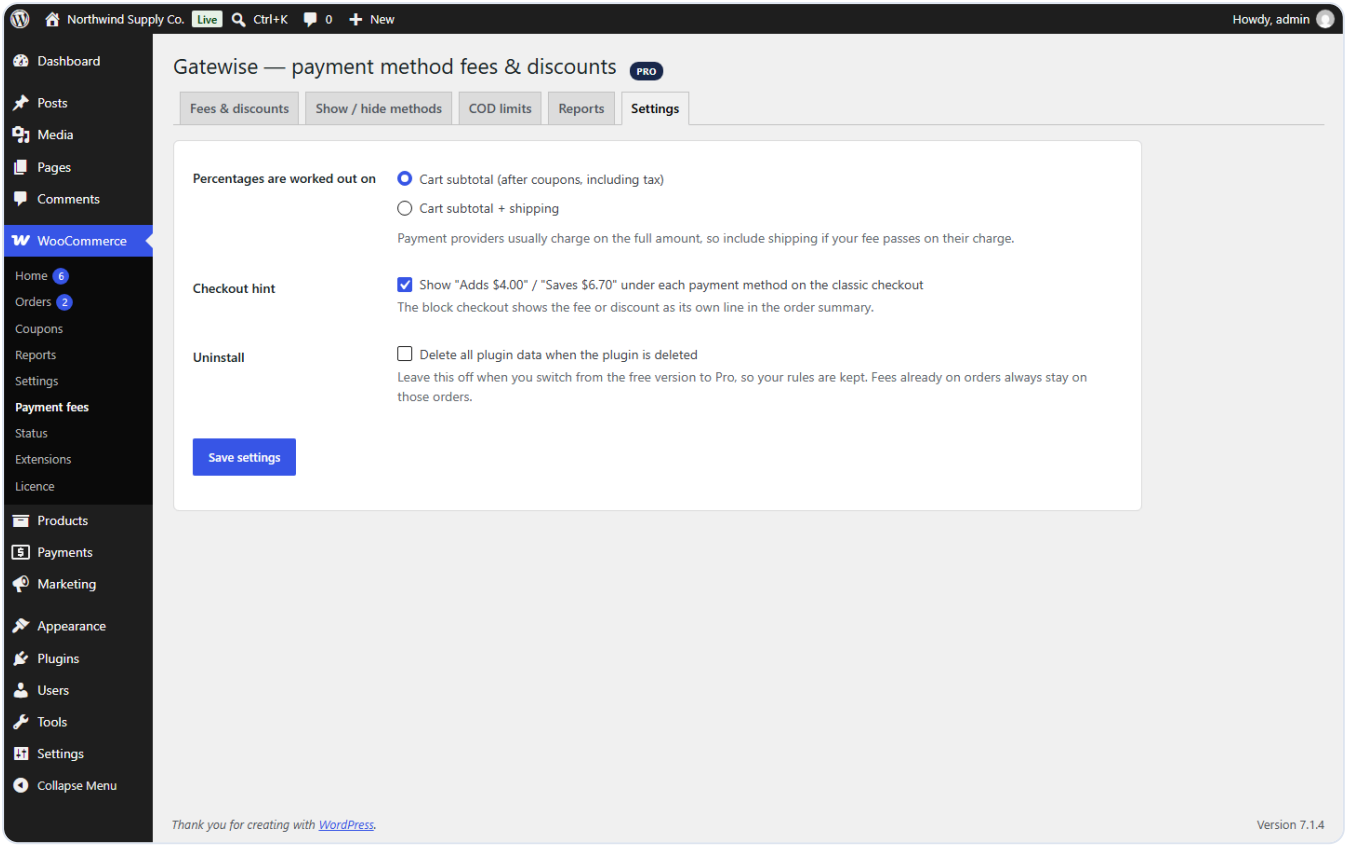
Screenshot: .



Pick the last 7, 30, 90 or 365 days to see: fees collected, discounts given, the net amount, the number of orders, totals per rule and per payment method, and the latest orders with a link to each order. Cancelled, failed, refunded and deleted orders are left out. Orders are counted from the moment Pro is active (orders placed before that are not in the report).

## 8. Settings

Screenshot: .




- **Percentages are worked out on** — cart subtotal, or subtotal + shipping.
- **Checkout hint** — on the classic checkout, show "Adds $4.00 (Cash on delivery fee)" / "Saves $6.70 (Prepaid discount)" under each method ( `pro-16-front-classic-cod-fee.png` ). The block checkout shows the line in the order summary instead ( `pro-12-front-block-cod-fee.png` ).
- **Delete all plugin data when the plugin is deleted** — off by default.

## 9. What the shopper sees

- **Block checkout** — as soon as a method is selected the fee or discount appears as its own line in the order summary and the total changes ( `pro-12-front-block-cod-fee.png` , `pro-13-front-block-prepaid-discount.png` ).
- **Classic checkout** — the same line in the order review table, plus the optional hint ( `pro-16-front-classic-cod-fee.png` , `pro-17-front-classic-discount.png` ).

- **Order received page, emails and the admin order** show the line with your label ( `pro-15-front-block-order-received.png` , `pro-19-admin-order.png` ).

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## 10. FAQ

**Does it work with the block checkout?** Yes. When the order is placed Gatewise recalculates it from the payment method in the checkout request, so the order cannot be saved without the fee or discount.

**Can I charge a percentage with a minimum?** Yes, in Pro: percentage amount + *At least*.

**Can I hide COD for some pincodes?** Yes, in Pro: COD limits → *All except these postcodes*.

**Does it work with card / UPI gateways from other plugins?** Any gateway set up in WooCommerce is listed. Gatewise was tested with WooCommerce's own Cash on delivery, Direct bank transfer and Check payments.

**Do old orders change when I edit a rule?** No. Only new orders use the new rule.

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## 11. Troubleshooting

- **The fee does not appear.** Check the rule is *Active*, the right payment method is ticked, and the cart is inside the minimum / maximum. A *Paused* rule needs an active Pro licence.
- **The fee shows on the cart page.** The cart uses the last payment method the shopper picked at checkout; that is expected.
- **A method disappeared at checkout.** Look at Show / hide methods and COD limits (Pro).
- **A full-page cache** must not cache the checkout (WooCommerce's normal rule).