

# View Order Detail

To view the order's detail, Click on Order Number (highlighted in blue) All the order's detail will be display. There are 6 tabs in order's detail which is a) Order b) Items c) Payment d) Shipment e) Incentives & Bonuses f) Customer

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# Order

To view all the order's detail, click on **Order** Tab. Admin can check all the order's detail or Print the order's invoice.

Orders

#00000004

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Order Items Payment Shipment Incentives & Bonuses Customer

|                 |                              |
|-----------------|------------------------------|
| Backend Order   | No                           |
| Order ID        | #00000004                    |
| Order Type      | Outright Purchase            |
| Order Status    | Fulfilled <span>ST100</span> |
| Payment Method  | Online Payment (FPX)         |
| Shipping Method | KBSEdeliver                  |
| Created         | 03/09/2021 06:59 PM          |
| Paid            | 03/09/2021 06:54 PM          |
| Completed       | 01/03/2022 12:17 PM          |
| Updated         | 01/03/2022 12:17 PM          |

|                |            |
|----------------|------------|
| Total Weight   | 2g         |
| Premium Fee    | MYR 20.00  |
| Shipping       | MYR 15.00  |
| Amount Payable | MYR 565.00 |

Shipping Detail

|             |   |
|-------------|---|
| Name        | HAFIFI MASOD  |
| Contact No. | 03-5511 1002  |
| Address     | No. 1-11-2 Presint Alami, Pusat Perdagangan Worldwide 2<br>Seksyen 13 |
| City        | Shah Alam   |
| Postcode    | 40100   |
| State       | Selangor  |

Billing Detail

|          |   |
|----------|---|
| Name     | HAFIFI MASOD  |
| Address  | No. 1-11-2 Presint Alami, Pusat Perdagangan Worldwide 2<br>Seksyen 13 |
| City     | Shah Alam   |
| Postcode | 40100   |
| State    | Selangor  |

📄 Invoice

To print the Invoice, Click on **Invoice** and the invoice in .pdf form will be displayed. Admin can either save the pdf or Print the invoice.



# Items

The next tab is Items. All the detail of the items will be displayed.

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| # | Description                   | Qty | Unit Price | Premium Fee                 | Amount            |
|---|-------------------------------|-----|------------|-----------------------------|-------------------|
| 1 | Gold Bar 1g (SKU: MET1G-B-V1) | 2   | MYR 275.00 | MYR 10.00                   | MYR 550.00        |
|   |                               |     |            | Premium Fee                 | MYR 20.00         |
|   |                               |     |            | Discount                    | MYR 0.00          |
|   |                               |     |            | Tax                         | MYR 0.00          |
|   |                               |     |            | Shipping Fee<br>KBSEdeliver | MYR 15.00         |
|   |                               |     |            | <b>Total Payable</b>        | <b>MYR 565.00</b> |

# Payment

The payment's detail will be displayed in **Payment** tab. Admin can check the detail such as transaction date and amount that has been paid.

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Order Items **Payment** Customer

|                  |                         |
|------------------|-------------------------|
| Payment Method   | Online Payment (FPX)    |
| Bill Code        | ub9bxhbu                |
| Reference No.    | TP122845227555122070622 |
| Payment Status   | Success                 |
| Transaction Date | 07/06/2022 10:53 PM     |
| Amount Payable   | MYR 296.00              |

# Shipment

If the order need to be ship, the **Shipment** tab will appear in Order's detail. All the information such as courier and tracking number will be display.

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|               |  |
|---------------|--|
| Type          | KBSEdeliver<br>KBSE delivery service for Klang Valley area |
| Courier       | ABX Express  |
| Tracking No.  | 42334243   |
| Shipment Date | 01/03/2022   |

# Incentives & Bonuses

Incentives & Bonuses tab will appear in order detail for customer which eligible to receive it.

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### Sales Incentives

| #                             | Description                                    | Customer    | Status  | Amount           |  |
|-------------------------------|--|-------------|---------|------------------|--|
| 1                             | #00000004 Sales Incentive MET00000092 (GGM L1) | MET00000092 | Created | MYR 11.30        |  |
| <b>Sales Incentives Total</b> |  |             |         | <b>MYR 11.30</b> |  |

### Group Sales Bonus

Group sales bonus for this record is not yet calculated. Bonuses is estimated to be calculated by 10/04/2022.

| #                              | Description | Customer | Status | Amount          |  |
|--------------------------------|-------------|----------|--------|-----------------|--|
| <b>Group Sales Bonus Total</b> |             |          |        | <b>MYR 0.00</b> |  |

# Customer

The customer's detail for the order will be display under **Customer** Tab. Admin will check on all the customer detail under this tab.

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|              |   |
|--------------|---|
| Active       | Yes   |
| Group        | Gold Group Manager  |
| Name         | MADEEHAH RASID <span>MET00000093</span>   |
| Malaysian IC | 123443326578  |
| Email        | madeehah@kbse.com.my  |
| Contact No.  | 0111111111  |
| Occupation   | GIS Engineer  |
| Industry     | Manufacturing   |
| Address      | NO10 A, LORONG BAKTI 2., RANTAU PERINTIS<br>BANDAR PUSAT JENGKA 26400<br>Pahang |