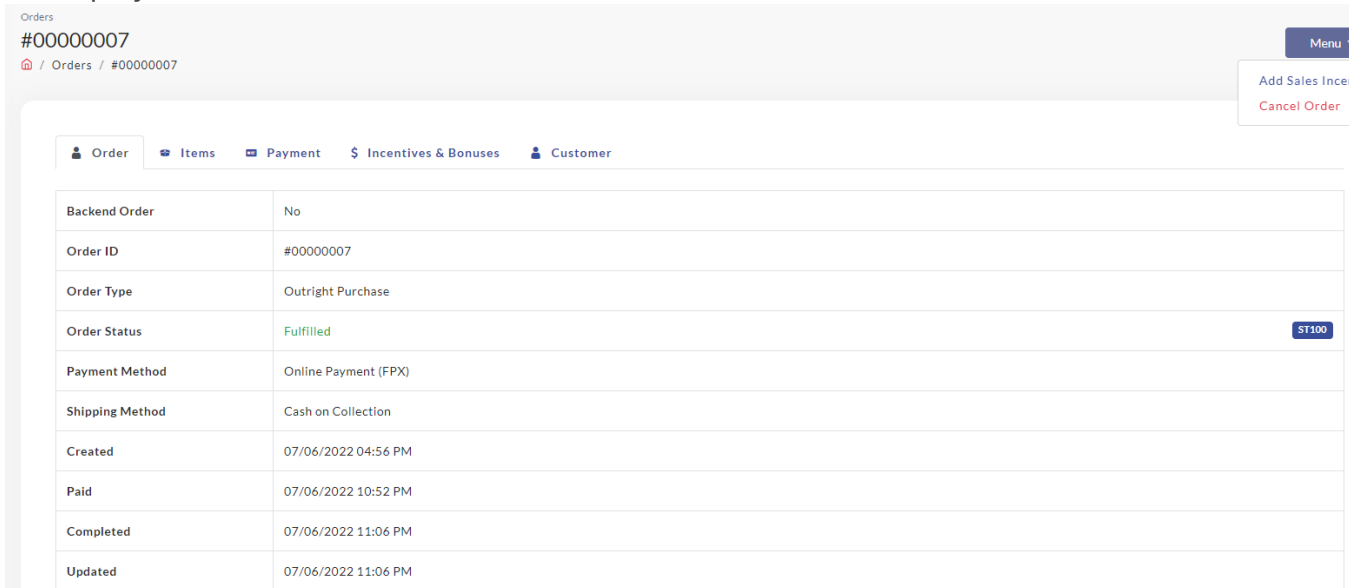


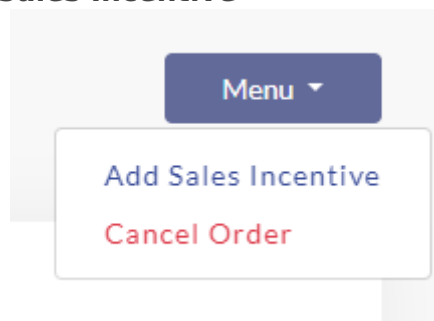
Add Sales Incentives (Manually)

1. To view the order's detail, Click on **Order Number** (highlighted in blue).All the detail will be display as below.



Backend Order	No
Order ID	#00000007
Order Type	Outright Purchase
Order Status	Fulfilled ST100
Payment Method	Online Payment (FPX)
Shipping Method	Cash on Collection
Created	07/06/2022 04:56 PM
Paid	07/06/2022 10:52 PM
Completed	07/06/2022 11:06 PM
Updated	07/06/2022 11:06 PM

2. Click on **Menu**, Choose **Add Sales Incentive**



3. **Add Sales Incentives** Pop up will appear. Select **Customer** and put the **Amount** of incentives (* is compulsory) and **remark** if needed. Then click **Submit**

Add Sales Incentive



Customer *

Search customer...

▼

Amount *

Remark

Cancel

Submit