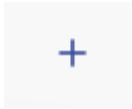
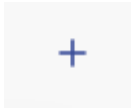


Bypass Order (Order by Admin)



1. Click  to add the order manually
2. The page **New Order** will be display.
3. Search customer's name or customer id under the **Customer** drop down.

4. Select **Shipping Method**.

New Order

E-Commerce / Orders / New

Options

☐

Bypass Current Gold Price

Customer

Search customer...

Base Price

RM

262.38

Shipping Method

Orders

Add Product

Product	Weight (g)	Spread (%)	Premium Fee	Quantity	Price	Total
No data available in table						

Showing 0 to 0 of 0 entries

Discount	0.00
Tax	0.00
Shipping Fee	0.00
Total	0.00

Shipping

Name

Contact No.

Address

City

Postcode

State

Billing

Name

Address

City

Postcode

State

Remark

Submit

Cancel

5. Under Order, Click **Add Product**. Select the desired product then click **OK**

Add Product



Product

Gold Bar 1g (MET1G-B-V1)



Quantity

1

Cancel

Add Product

- Admin need to double check on shipping or billing detail. Click **Submit**
- Next Step is **Upload Proof of Payment**.

Orders

#00000010

Menu

/ Orders / #00000010

Order

Items

Payment

Customer

Backend Order	Yes
Order ID	#00000010
Order Type	Outright Purchase
Order Status	Pending Payment ST001
Payment Method	Bank Transfer
Shipping Method	KBSEdeliver
Created	08/06/2022 03:13 PM
Updated	08/06/2022 03:13 PM
Total Weight	1g
Premium Fee	MYR 10.00
Shipping	MYR 15.00
Amount Payable	MYR 311.00
Shipping Detail	
Name	MADEEHAAH RASID
Contact No.	0111111111
Address	NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS
City	BANDAR PUSAT JENGKA
Postcode	26400
State	Pahang
Billing Detail	
Name	MADEEHAAH RASID
Address	NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS
City	BANDAR PUSAT JENGKA
Postcode	26400
State	Pahang

Upload Proof of Payment

Cancel Order

Invoice

8. Admin need to

Then

Proof of Payment *

Choose File

No file chosen

Reference No. *

Transaction Date *

click **Upload**.

Cancel

Upload

Revision #4

Created 7 June 2022 15:00:37 by Madeehah Rasid

Updated 8 June 2022 07:17:37 by Madeehah Rasid