

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

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Options

Bypass Current Gold Price

Customer

Base Price

262.38

Shipping Method

Orders

| 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

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](#)

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

Orders #00000010 [Menu](#)

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| | |
|-----------------|------------------------------------|
| 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 | MADEEHAH RASID |
| Contact No. | 0111111111 |
| Address | NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS |
| City | BANDAR PUSAT JENGA |
| Postcode | 26400 |
| State | Pahang |

Billing Detail

| | |
|----------|--|
| Name | MADEEHAH RASID |
| Address | NO10 A, LORONG BAKTI 2,, RANTAU PERINTIS |
| City | BANDAR PUSAT JENGA |
| Postcode | 26400 |
| State | Pahang |

[Upload Proof of Payment](#) [Cancel Order](#) [Invoice](#)

8. Admin need to

Then

Proof of Payment *

 No file chosen

Reference No. *

Transaction Date *

Cancel

Upload

click **Upload**.

Revision #4

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

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