

Pending Collection

1. Click **Order**
2. Then click **Pending Collection**, all the order has been process and ready to be collect by customer will be display.

Orders - Ready For Collection

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Show

10

 entries

Search:

| Order | Customer | Method | Shipment | Status | Amount | Date |
|-----------|-------------|----------------------|--------------------|----------------------|------------|--------------------|
| #00000007 | MET00000093 | Online Payment (FPX) | Cash on Collection | Ready for Collection | MYR 296.00 | 07/06/2022 4:56 PM |

Showing 1 to 1 of 1 entries

Previous

1

Next

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

Orders

#00000007

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Menu

Order

Items

Payment

Customer

| | |
|-----------------|----------------------|
| Backend Order | No |
| Order ID | #00000007 |
| Order Type | Outright Purchase |
| Order Status | Ready for Collection |
| Payment Method | Online Payment (FPX) |
| Shipping Method | Cash on Collection |
| Created | 07/06/2022 04:56 PM |
| Paid | 07/06/2022 10:52 PM |
| Updated | 07/06/2022 11:04 PM |
| Total Weight | 1g |
| Premium Fee | MYR 10.00 |
| Shipping | MYR 0.00 |
| Amount Payable | MYR 296.00 |

Billing Detail

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

✓ Mark as Fulfilled

Invoice

4. Admin will check on all the detail displayed and to proceed, Click on



5. Then click **OK** in confirmation pop up

Confirmation

Mark as Fulfilled?



6. The pop up Order #000007(Order number) is marked fulfilled will be displayed. Click Close to end the process.

Order #00000007 marked fulfilled.



Revision #5

Created 30 May 2022 08:37:38 by Madeehah Rasid

Updated 13 June 2022 07:36:17 by Madeehah Rasid