

Shipped

1. Click **Order**
2. Then click **Shipped**, all the order that has been packed by staff, ready to be ship. If the parcel already been process by courier, admin will update the tracking number and customer can track the parcel by viewing at order's status.

Orders - Shipped

E-Commerce / Orders / Shipped

+

Show

10

▼

entries

Search:

Order	Customer	Method	Shipment	Status	Amount	Date
#00000008	MET00000093	Online Payment (FPX)	Standard Shipping (West Malaysia)	Shipped	MYR 1,449.00	08/06/2022 2:25 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

#00000008

/ Orders / #00000008

Menu

Order

Items

Payment

Shipment

Customer

Backend Order	No
Order ID	#00000008
Order Type	Outright Purchase
Order Status	Shipped
Payment Method	Online Payment (FPX)
Shipping Method	Standard Shipping (West Malaysia)
Created	08/06/2022 02:25 PM
Paid	08/06/2022 02:26 PM
Updated	08/06/2022 02:42 PM

Total Weight	5g
Premium Fee	MYR 10.00
Shipping	MYR 10.00
Amount Payable	MYR 1,449.00

Shipping Detail

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

Billing Detail

Name	MADEEHAH 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 **Mark as Fulfilled**
5. Then click **OK** in confirmation pop up.

Confirmation

Mark as Fulfilled?

OK

Cancel

6. The pop up Order #000008 (Order number) is marked fulfilled will be displayed. Click **Close** to end the process.

Order #00000008 marked fulfilled.



Revision #5

Created 30 May 2022 08:37:14 by Madeehah Rasid

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