

Administration :: Import data - A

Vendor: Baby Boo Store

Add-onsAdministrationDesign123

OrdersProductsCustomersMarketingWebsiteVendors

Search

Orders

ID	Status	Date	Customer	Phone	Delivery date	Current orders	Total
Order #10000935	Open	03/03/2023, 06.41.16 PM				0	RM16.00
Order #10000929	Return or Refund	15/02/2023, 10.13.06 AM				0	RM41.51
Order #10000784	Canceled	14/11/2022, 09.49.06 PM				0	RM9.41

Gross total: RM66.92
Total paid: RM0.00

Search

Customer

Email

Phone

Total (RM)

SearchAdvanced search

Click on (the Order ID that you wanted to open)

3

Type here to search

27°C Mostly sunny

10:23 AM 10/21/2021

Administration :: Import data - A

Vendor: Baby Boo Store

Add-onsAdministrationDesign123

OrdersProductsCustomersMarketingWebsiteVendors

Search

Order #10000935

Total: RM16.00 / Baby Boo Store / 03/03/2023,06.41.16 PM


Save changes

Chat with customer

1. Whatsapp

2. Viber

GeneralAdd-onsDelivery date

Product	Price	Quantity	Subtotal
 HALOMAMA LOVE SHAPE BABY INFANT PILLOW (Pink) CODE:Baby002 Price in points: 100	RM1.00	1	RM1.00

Totals

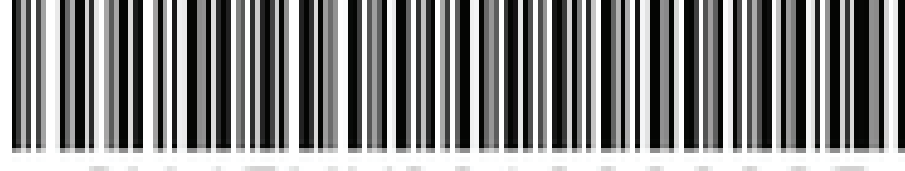
Subtotal: RM1.00

Shipping cost: RM15.00

Total: **RM16.00**

Customer notes

Staff only notes


SM45MY9910000935

StatusOpen

Order Status

Payment information

MethodC.O.D (Cashiers Check or Cash Only)

Payment Method

Manager

Type to search...

Shipping information

Baby Boo Store

MethodLALAMOVE MOTOBIKE - SM MALL

Shipping Method

Tracking number

Carrier

Create detailed shipment >

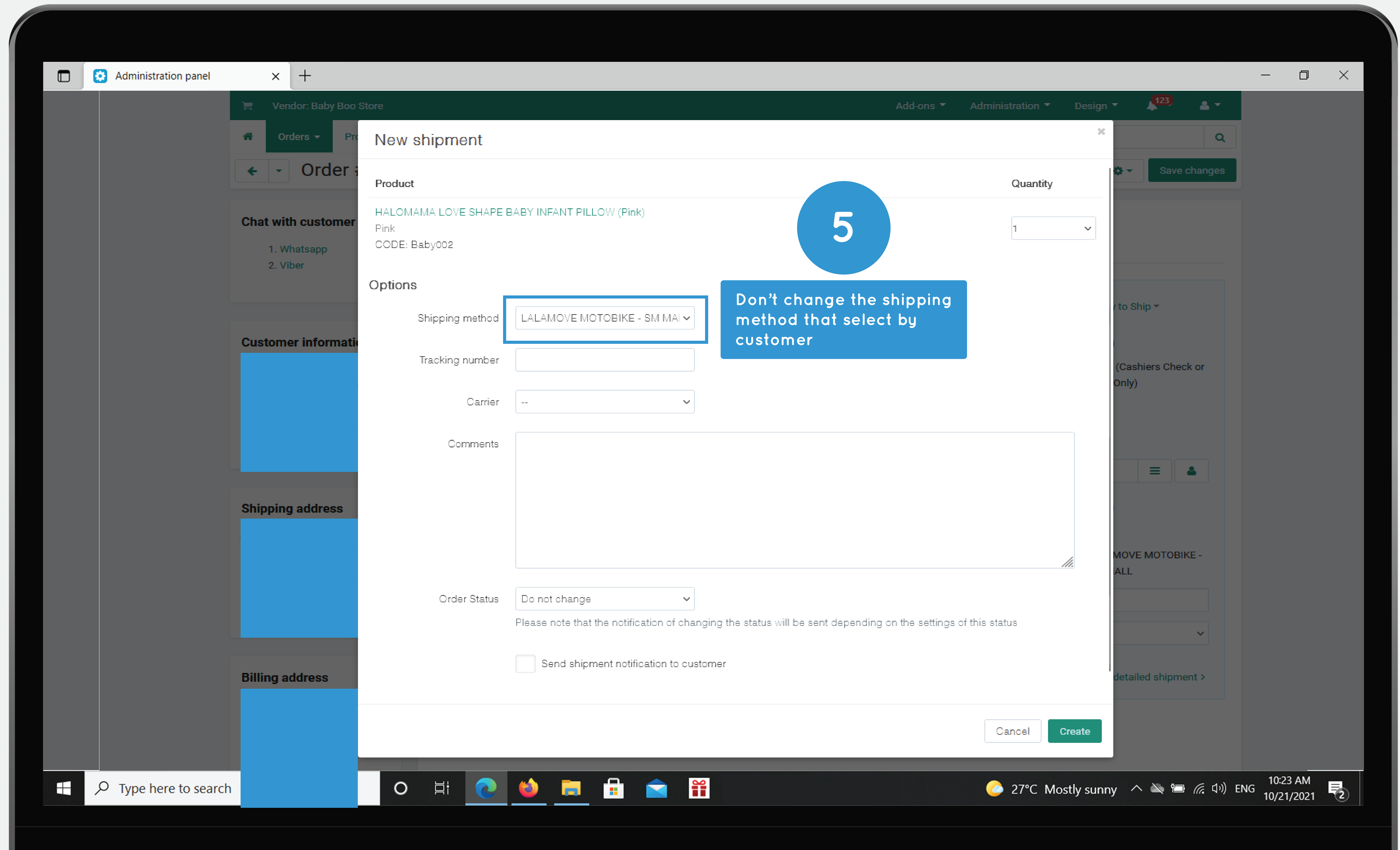
Create the detailed shipment.

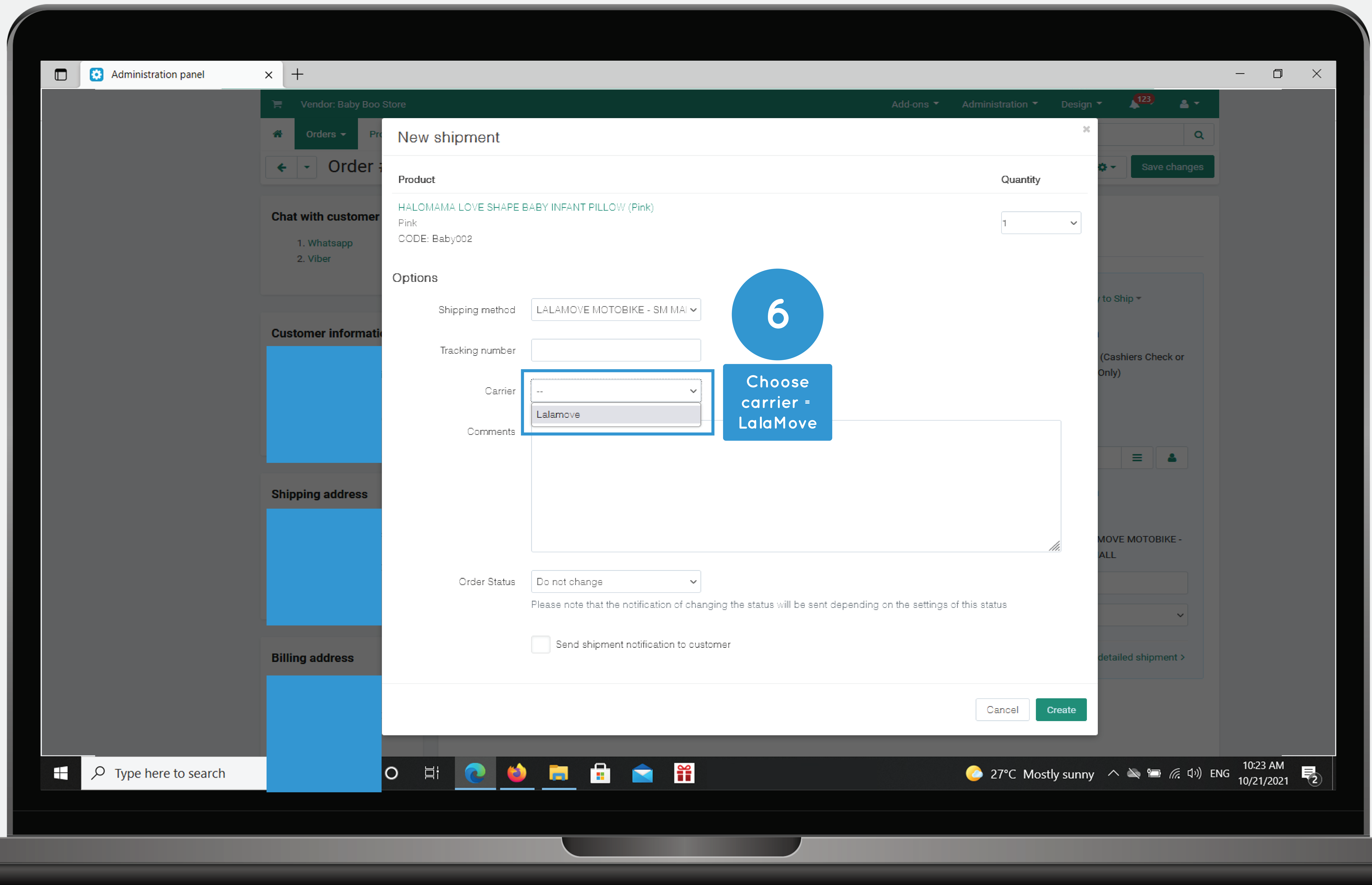
4

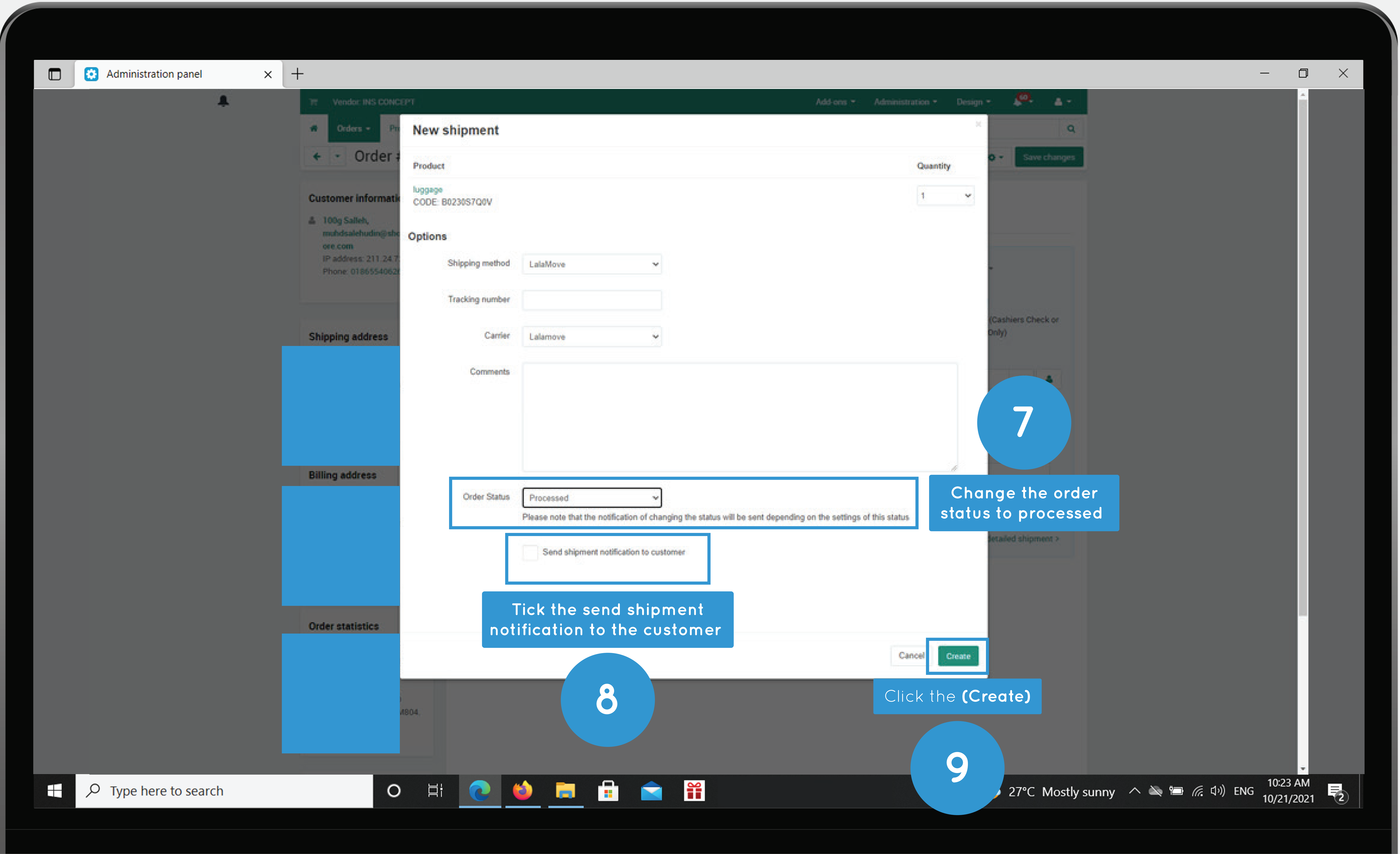
Type here to search

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New shipment

Product

luggage
CODE: B0230S7Q0V

Quantity

1

Options

Shipping method

LalaMove

Tracking number

Carrier

Lalamove

Comments

Order Status

Processed

Please note that the notification of changing the status will be sent depending on the settings of this status

☐

Send shipment notification to customer

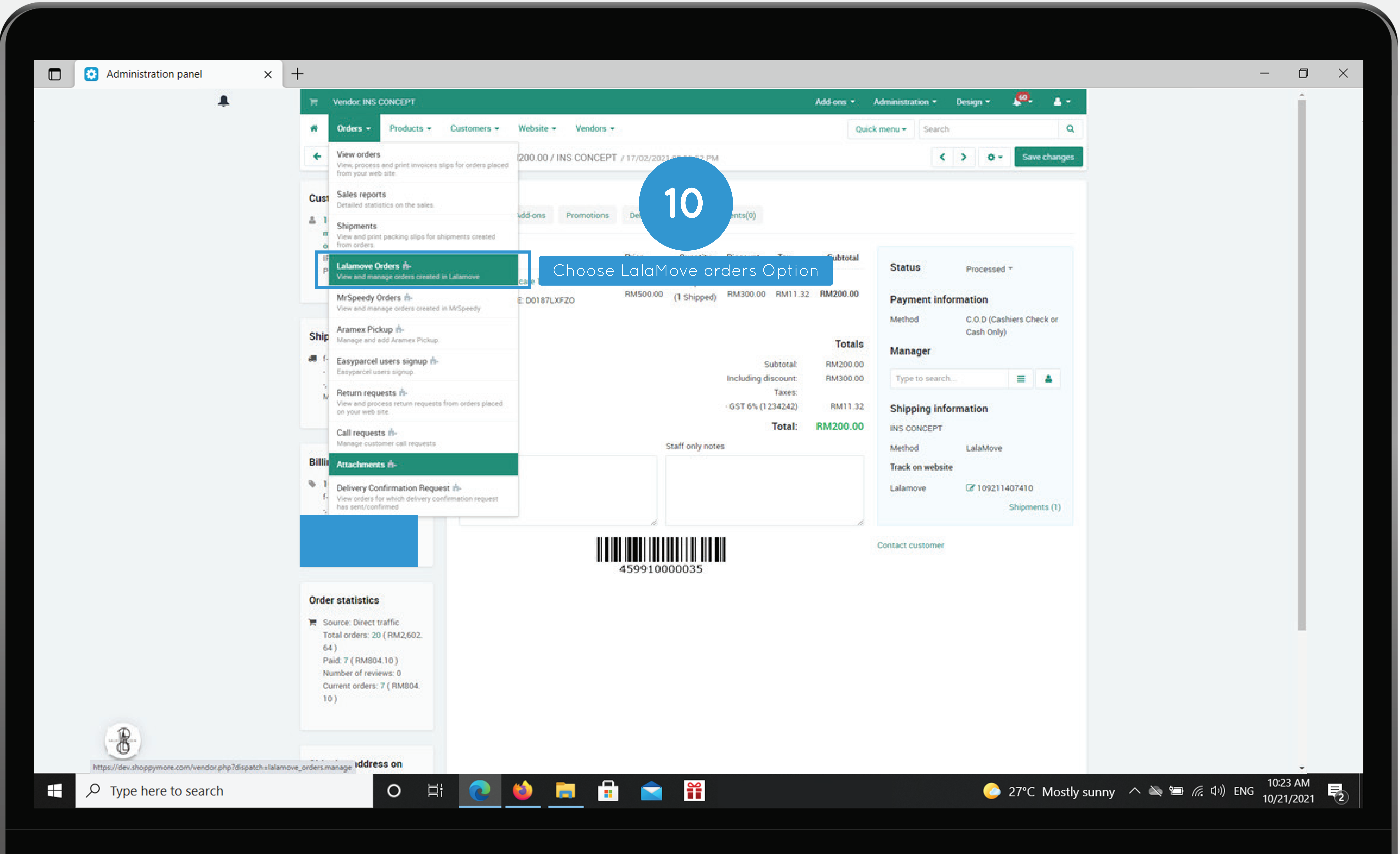
Cancel

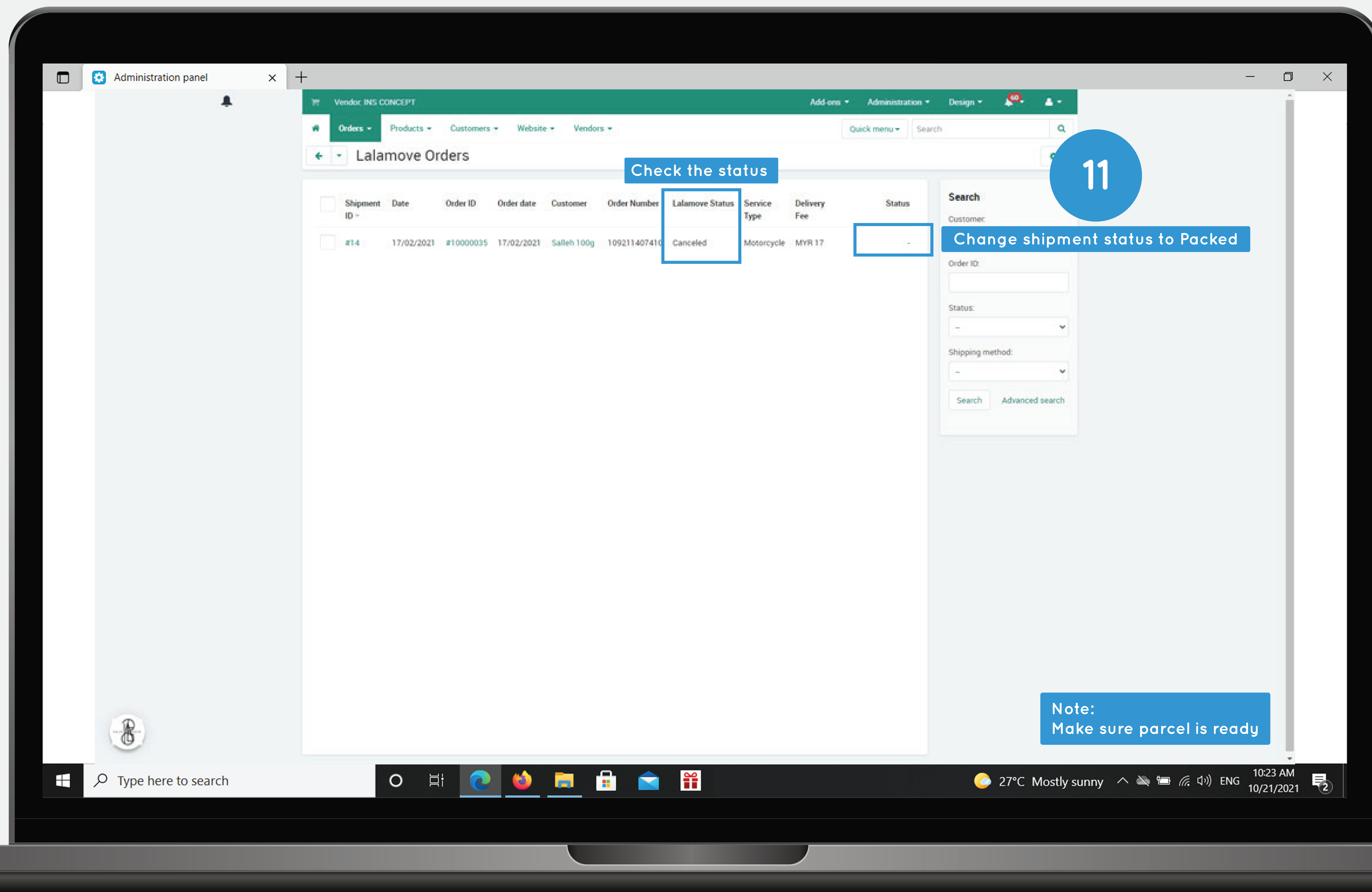
Create

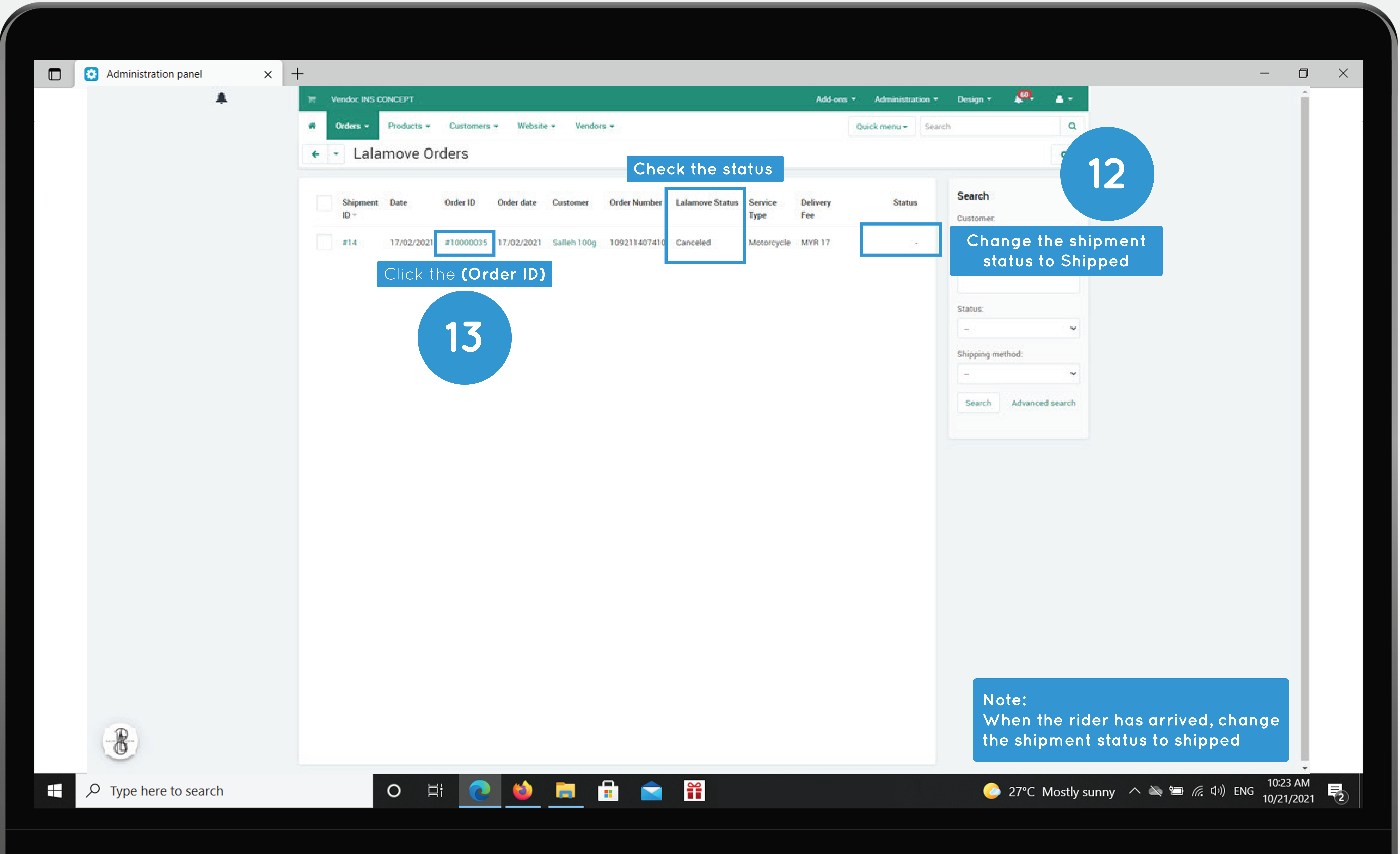
7
Change the order status to processed

8
Tick the send shipment notification to the customer

9
Click the (Create)





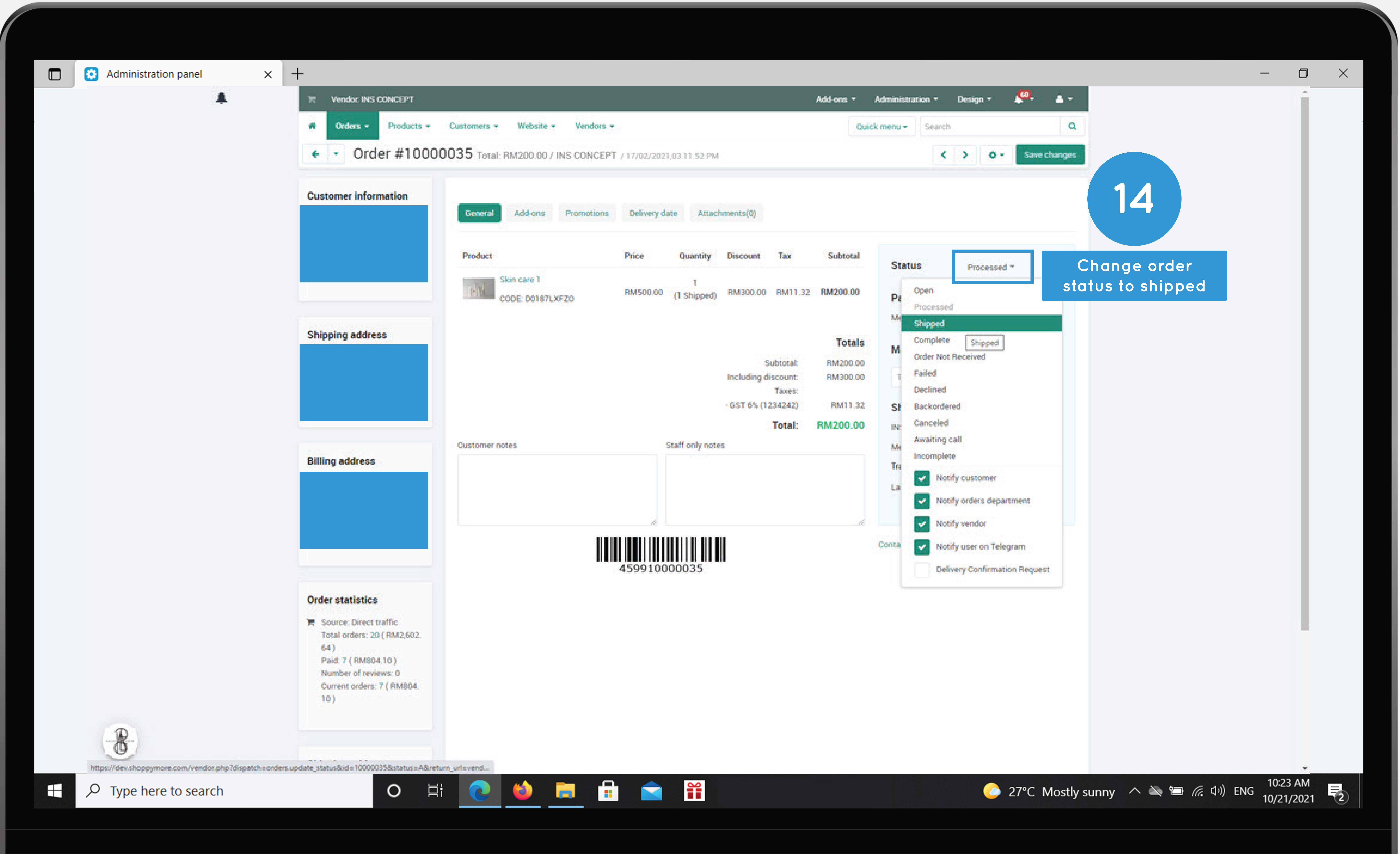


Check the status

Click the (Order ID)

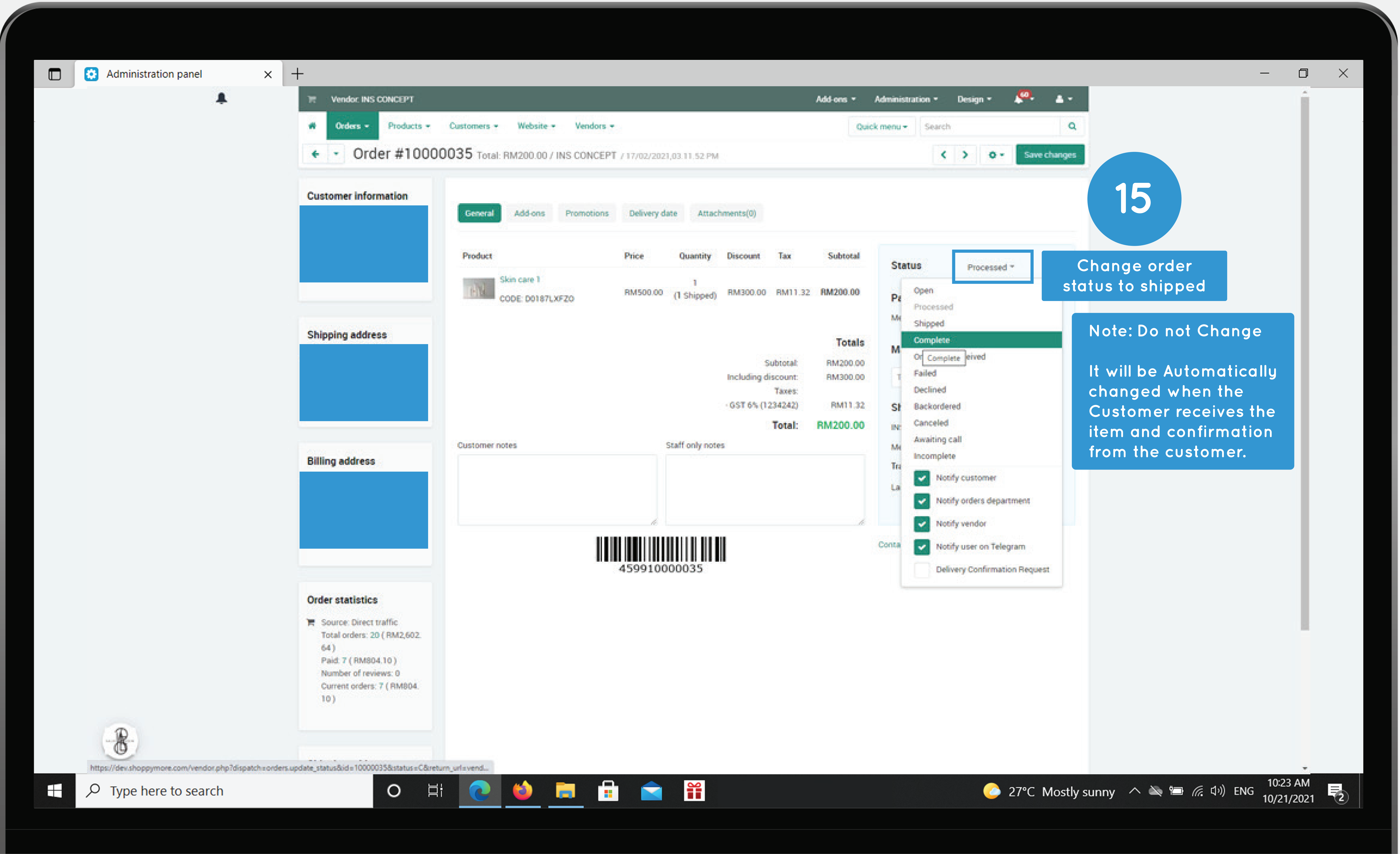
Change the shipment status to Shipped

Note:
When the rider has arrived, change the shipment status to shipped



14

Change order status to shipped



15

Change order status to shipped

Note: Do not Change
It will be Automatically changed when the Customer receives the item and confirmation from the customer.

