

Cara memproses order

Unfulfilled (2)

Alfred Black

SKU: XAC20BK0305NFWF.F

IDR 175,000.00 × 1

IDR 175,000.00

Arlos Black

SKU: XAC19BK0147NFWF.F

IDR 250,000.00 × 1

IDR 250,000.00

Fulfill items

Pending

Subtotal2 itemsIDR 425,000.00

ShippingPOS - Paket Kilat Khusus (850 g)IDR 7,700.00

TotalIDR 432,700.00

Paid by customerIDR 0.00

No payment due date

Send invoice

Collect payment

Timeline

GS

Leave a comment...

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AUGUST 10

Order confirmation email was sent to rizal restiana (rizalalfa17@gmail.com) 5:14 PM

Notes

Edit

No notes from customer

Customer

[rizal restiana](#)

[2 orders](#)

CONTACT INFORMATION

Edit

[rizalalfa17@gmail.com](#)

SHIPPING ADDRESS

Edit

[rizal restiana](#)

JL.Cihampelas-gg.Cimaung

RT.04, RW.07

Bandung

Jawa Barat 40116

Indonesia

0857-5964-4820

[View map](#)

BILLING ADDRESS

Same as shipping address

Conversion summary

This is their 0th order

1st session was direct to your store

1 session over 1 day

[View conversion details](#)


Orderan baru yang masuk kurang lebih memiliki tampilan seperti gambar diatas. Ada tombol Fulfill items, Send invoice dan Collect payment.

<input type="checkbox"/>	Order	Date	Customer	Total	Payment	Fulfillment	Items	Delivery method	Tags
<input type="checkbox"/>	#1007	Aug 10 at 5:14 pm	rizal restiana	Rp432,700.00	Payment pending	Unfulfilled	2 items	POS - Paket Kilat Khusus	
<input type="checkbox"/>	#1006	Aug 10 at 2:59 pm	rizal restiana	Rp307,700.00	Payment pending	Unfulfilled	2 items	POS - Paket Kilat Khusus	


Order baru yang masuk akan memiliki status payment “Payment pending” dan status Fulfillment “Unfulfilled”.

Status “Payment pending” artinya customer belum melakukan pembayaran ada orderannya(Unpaid).

Status “Unfulfilled” artinya orderan tersebut belum diproses untuk dilakukan pengiriman kepada customer..

 Paid		
Subtotal	1 item	IDR 10,000.00
Shipping	JNE - REG (500 g)	IDR 8,000.00
Total		IDR 18,000.00
<hr/>		
Paid by customer		IDR 18,000.00

Jika status otomatis sudah menjadi “Paid” artinya customer sudah melakukan pembayaran melalui payment gateway. Yang artinya orderan tersebut sudah bisa dilanjut untuk diproses(fulfilled).

 **Pending**

Subtotal	2 items	IDR 425,000.00
Shipping	POS - Paket Kilat Khusus (850 g)	IDR 7,700.00
Total		IDR 432,700.00

Paid by customer
IDR 0.00


No payment due date
[Add payment terms](#)





Send invoice

Collect payment ▼

Pay by credit card
Mark as paid

Timeline



Post

Untuk memproses pembayaran customer secara manual dapat dilakukan dengan cara seperti diatas, yaitu dengan klik tombol “Collect payment” dan pilih “Mark as paid”. Maka status payment orderan tersebut akan berubah menjadi “Paid”.

←

Fulfill items

Print packing slip


#1007

rizal restiana

Unfulfilled

Geoff Max Warehouse

ITEMS




Alfred Black

SKU: XAC20BK0305NFWF.F

350 g

1 of 1



Arlos Black

SKU: XAC19BK0147NFWF.F

500 g

1 of 1

TRACKING INFORMATION (OPTIONAL)

Tracking number

Shipping carrier

Other

Tracking URL

Enter the tracking page link

NOTIFY CUSTOMER OF SHIPMENT

☒

Send shipment details to your customer now

Shipping address

Edit

rizal restiana

JL.Cihampelas-gg.Cimaung

RT.04. RW.07

Bandung

Jawa Barat 40116

Indonesia

0857-5964-4820

[View map](#)

The customer selected **POS - Paket Kilat Khusus (IDR 7,700.00)** at checkout.

Summary

Fulfilling from Geoff Max Warehouse

2 of 2 items

Fulfill items

Untuk memproses orderan yang sudah paid, klik tombol “Fulfill items”. Selanjutnya akan muncul form field seperti diatas.

Tracking number, Shipping carrier, dan Notify customer shipment bisa dilakukan pengisian. Jika sudah yakin, maka bisa klik tombol “Fulfill items”.

Customer akan menerima email, bahwa orderannya sudah dilakukan proses pengiriman, disertai dengan nomor resi dan link tracking.

