

## Cara memproses order

The screenshot shows the Shopify Order Details page for a pending order. At the top left, there's a summary section for an order with two items: Alfred Black (SKU: XAC20BK0305NFWF.F) and Arlos Black (SKU: XAC19BK0147NFWF.F). The total amount is IDR 432,700.00. Below this is a large green button labeled "Fulfill items". To the right, there's a "Notes" section with a "Edit" link and a note stating "No notes from customer".

On the left, there's a "Pending" section showing the breakdown of the order amount: Subtotal (IDR 425,000.00), Shipping (POS - Paket Kilat Khusus (850 g) IDR 7,700.00), and Total (IDR 432,700.00). It also shows that the payment was made by the customer (IDR 0.00) and there is no payment due date. Buttons for "Send invoice" and "Collect payment" are present.

On the right, there's a "Customer" section with a link to "riza restiana" and "2 orders", a "CONTACT INFORMATION" section with an email address "rizalalfa17@gmail.com" and an "Edit" link, a "SHIPPING ADDRESS" section with a detailed address in Bandung, Indonesia, and a "View map" link, and a "BILLING ADDRESS" section stating "Same as shipping address".

At the bottom left, there's a "Timeline" section with a comment from "GS" dated "AUGUST 10" saying "Leave a comment...". A note below says "Only you and other staff can see comments". To the right, there's a "Conversion summary" section with metrics: "This is their 0th order", "1st session was direct to your store", "1 session over 1 day", and a "View conversion details" link.

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

Order	Date	Customer	Total	Payment	Fulfillment	Items	Delivery method	Tags
#1007	Aug 10 at 5:14 pm	riza restiana	Rp432,700.00	<span>Payment pending</span>	<span>Unfulfilled</span>	2 items	POS - Paket Kilat Khusus	
#1006	Aug 10 at 2:59 pm	riza restiana	Rp307,700.00	<span>Payment pending</span>	<span>Unfulfilled</span>	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
<b>Total</b>		<b>IDR 18,000.00</b>
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
<b>Total</b>		<b>IDR 432,700.00</b>
Paid by customer		IDR 0.00
No payment due date		<a href="#">Add payment terms</a>
	<a href="#">Send invoice</a>	<a href="#">Collect payment ▾</a>
<b>Timeline</b>		
		<a href="#">Pay by credit card</a>
		<a href="#">Mark as paid</a>
 Leave a comment		<a href="#">Post</a>

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	
 <a href="#">Alfred Black</a>	SKU: XAC20BK0305NFWF.F
 <a href="#">Arlos Black</a>	SKU: XAC19BK0147NFWF.F

350 g 1 of 1

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.

**Fulfilled (1) #1048-F1**

Other tracking  
[1234567890 ↗](#)

 1	<a href="#">Sample Product</a>	IDR 10,000.00 × 1	IDR 10,000.00
SKU: sample-product			

**Paid**

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

**Timeline**  Show comments

GS Leave a comment...  Post  
Only you and other staff can see comments

TODAY

This order was archived. 5:01 PM

You sent a shipping confirmation email to WWW Test (rizky@waitwhatweb.com). 5:01 PM

[Resend email](#)

You fulfilled 1 item from Geoff Max Warehouse. 5:01 PM

**Notes** [Edit](#)  
No notes from customer

**Customer**  
[WWW Test](#)  
[6 orders](#)

**CONTACT INFORMATION** [Edit](#)  
rizky@waitwhatweb.com

**SHIPPING ADDRESS** [Edit](#)  
WWW Test  
Jl. Ciampelas gg Maung, RT.04, RW.07  
Ciampelas  
Bandung  
Jawa Barat 40562  
Indonesia  
0857-5926-5959

**BILLING ADDRESS**  
Same as shipping address

**Conversion summary**  
 This is their 6th order  
 1st session was direct to your store  
 8 sessions over 12 days  
[View conversion details](#)

Setelah melakukan fulfill items, maka status orderan akan menjadi "Fulfilled" dan status payment "Paid". Orderan tersebut akan otomatis masuk ke arsip.