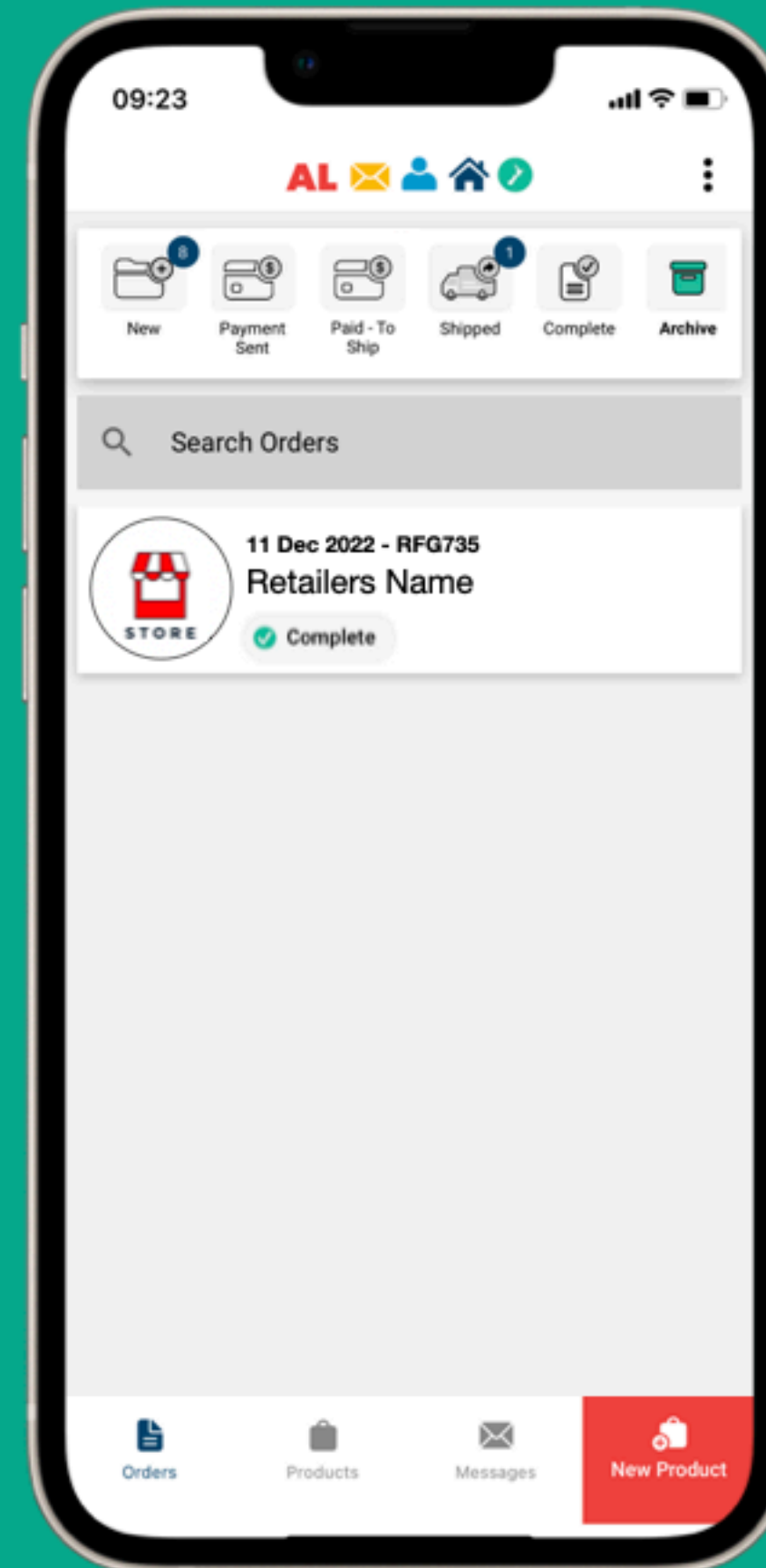
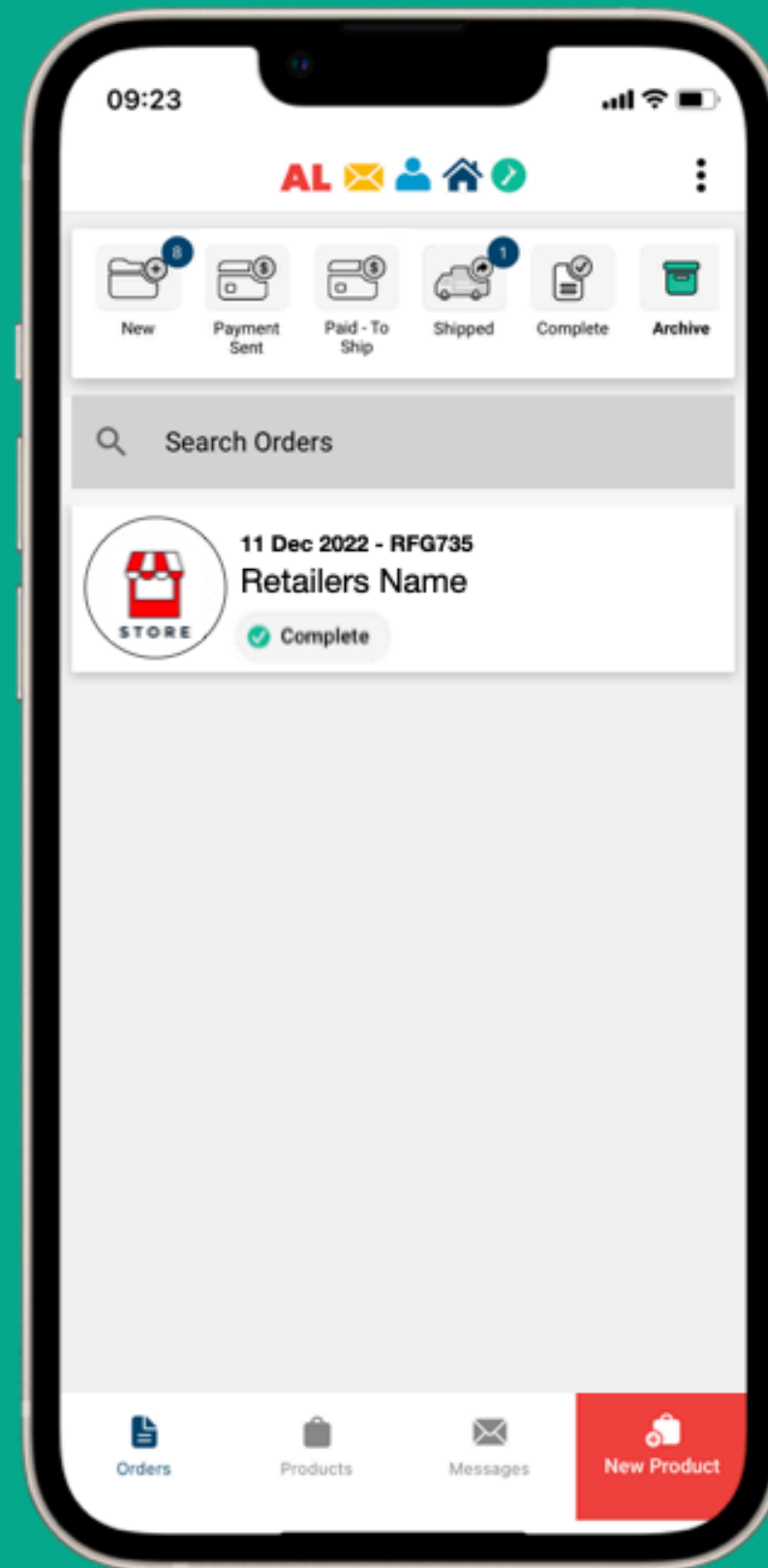


Taking orders

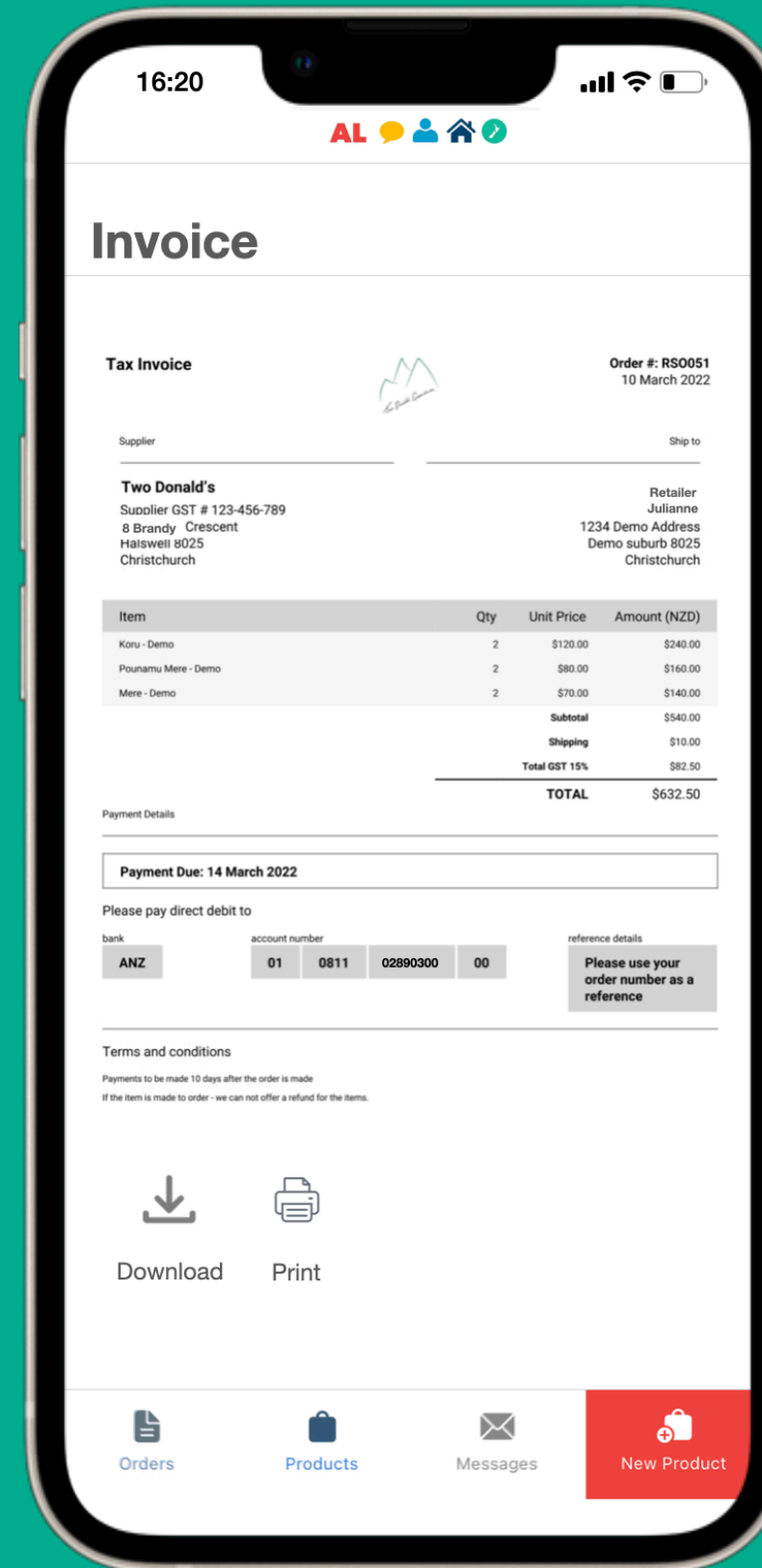


Learn how to take orders through our app

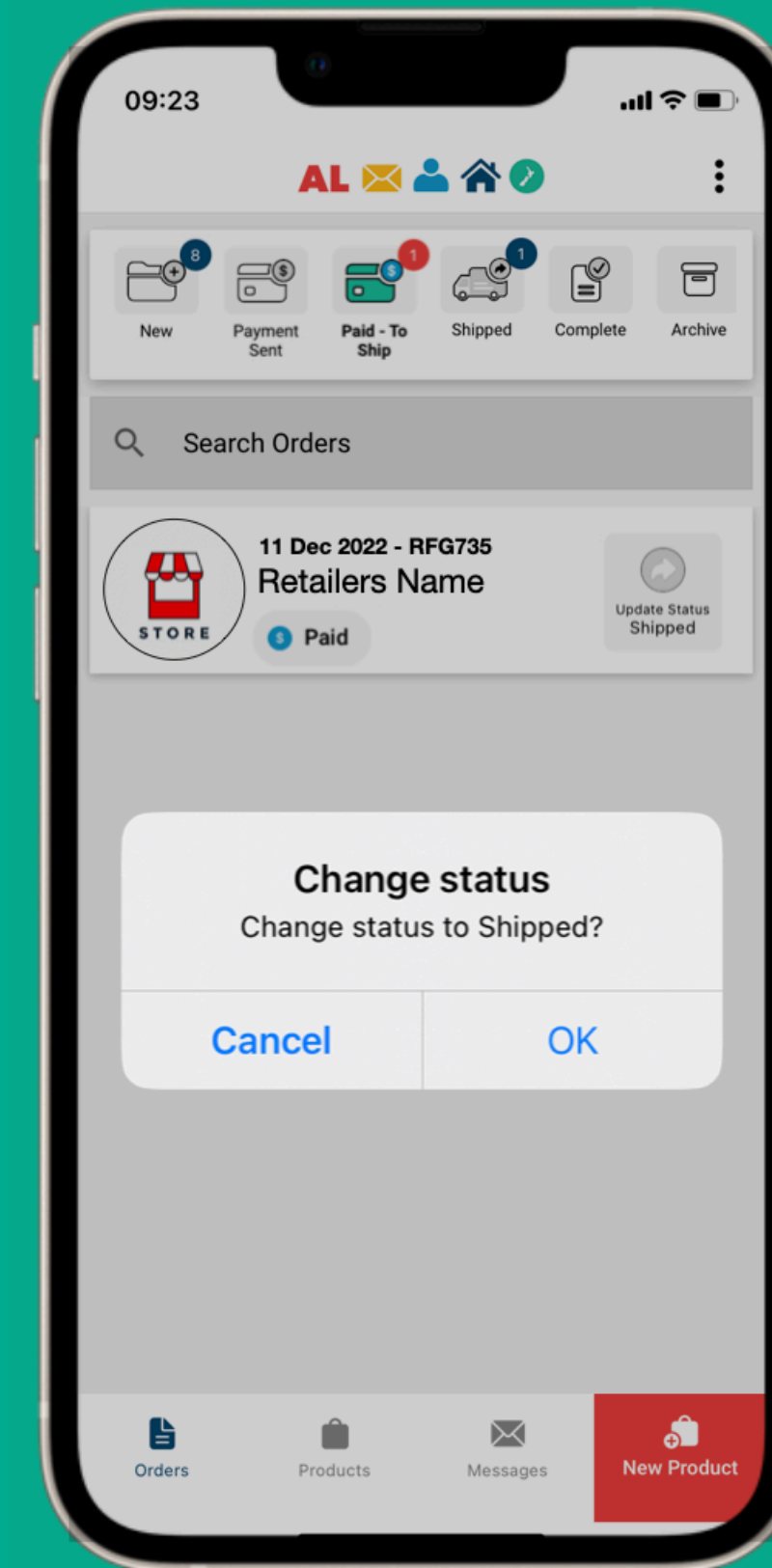
Taking orders



1. Taking an order

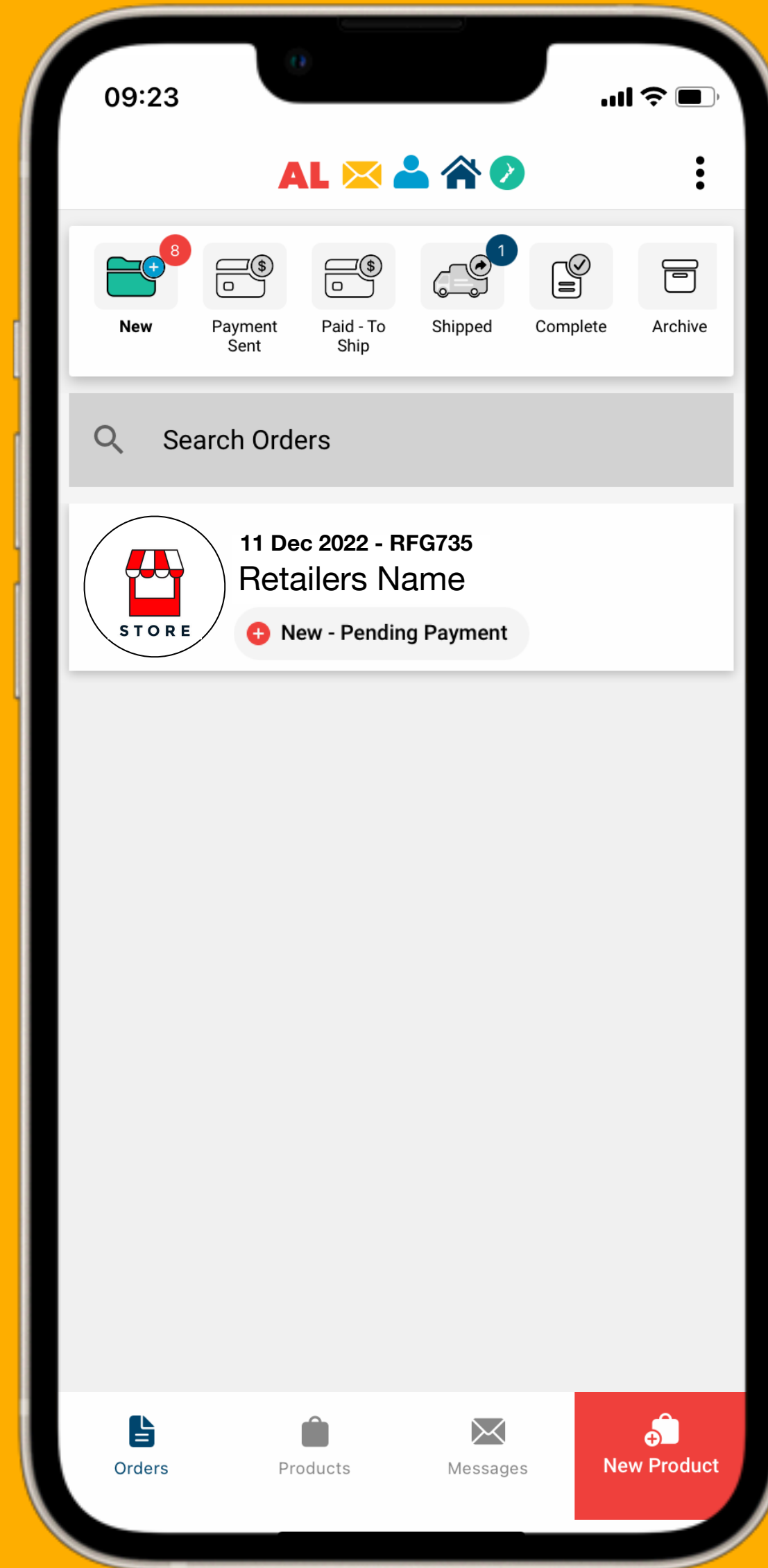


2. Viewing an order



3. Completing an order

New Orders



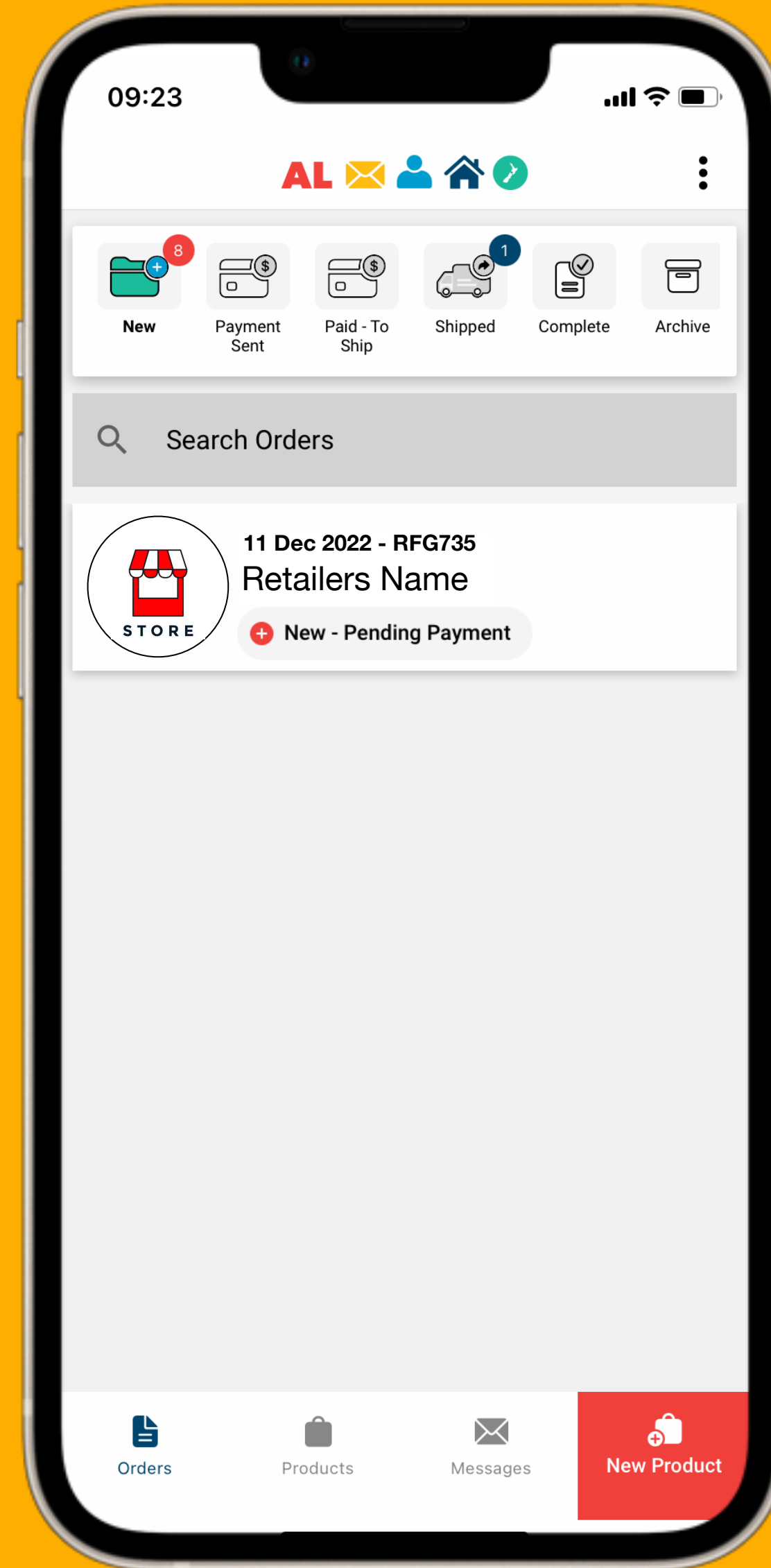
Select "Orders" page



New Orders

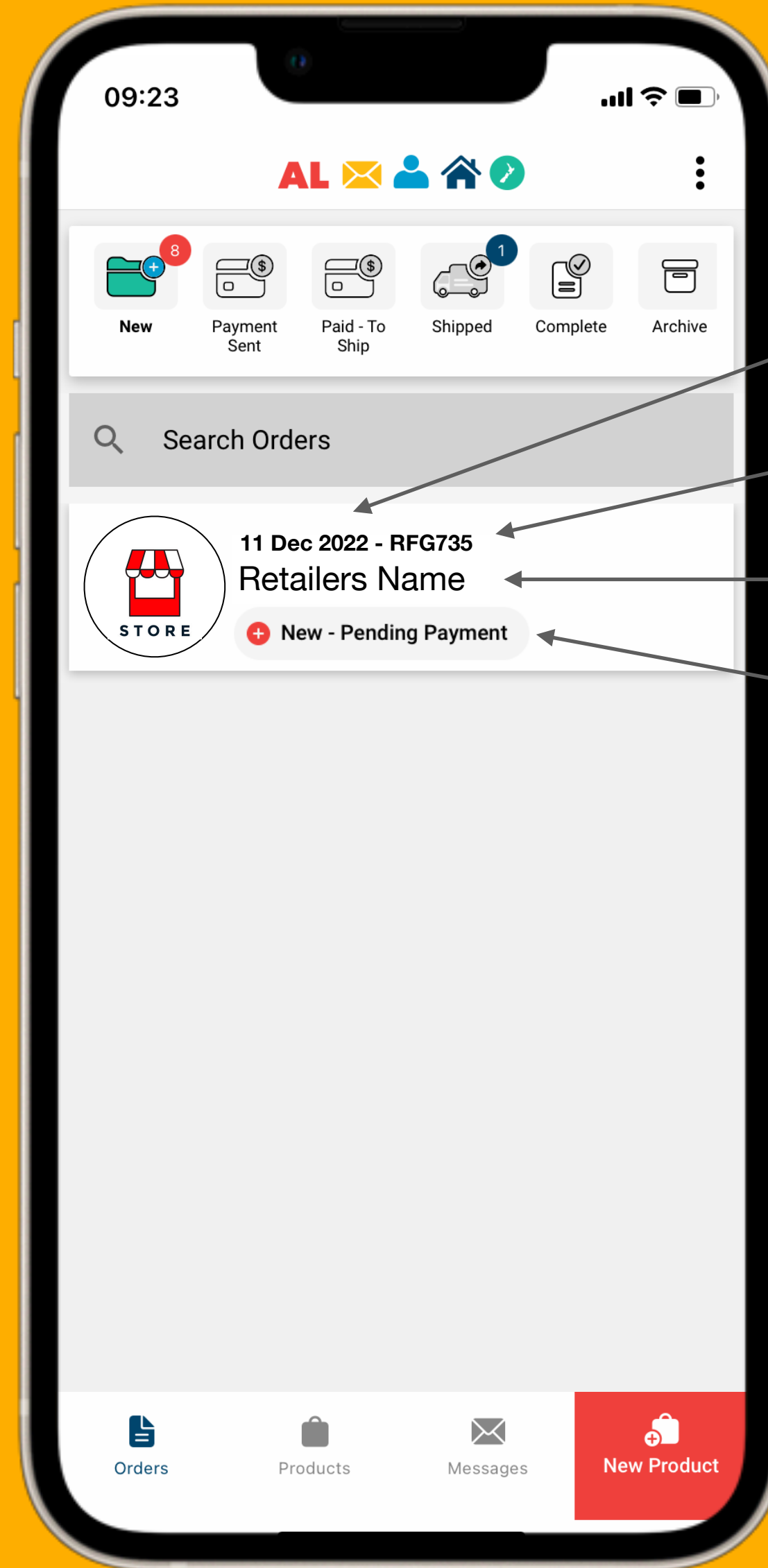
Select "New"

- These are the order status folders



A new order

New Orders

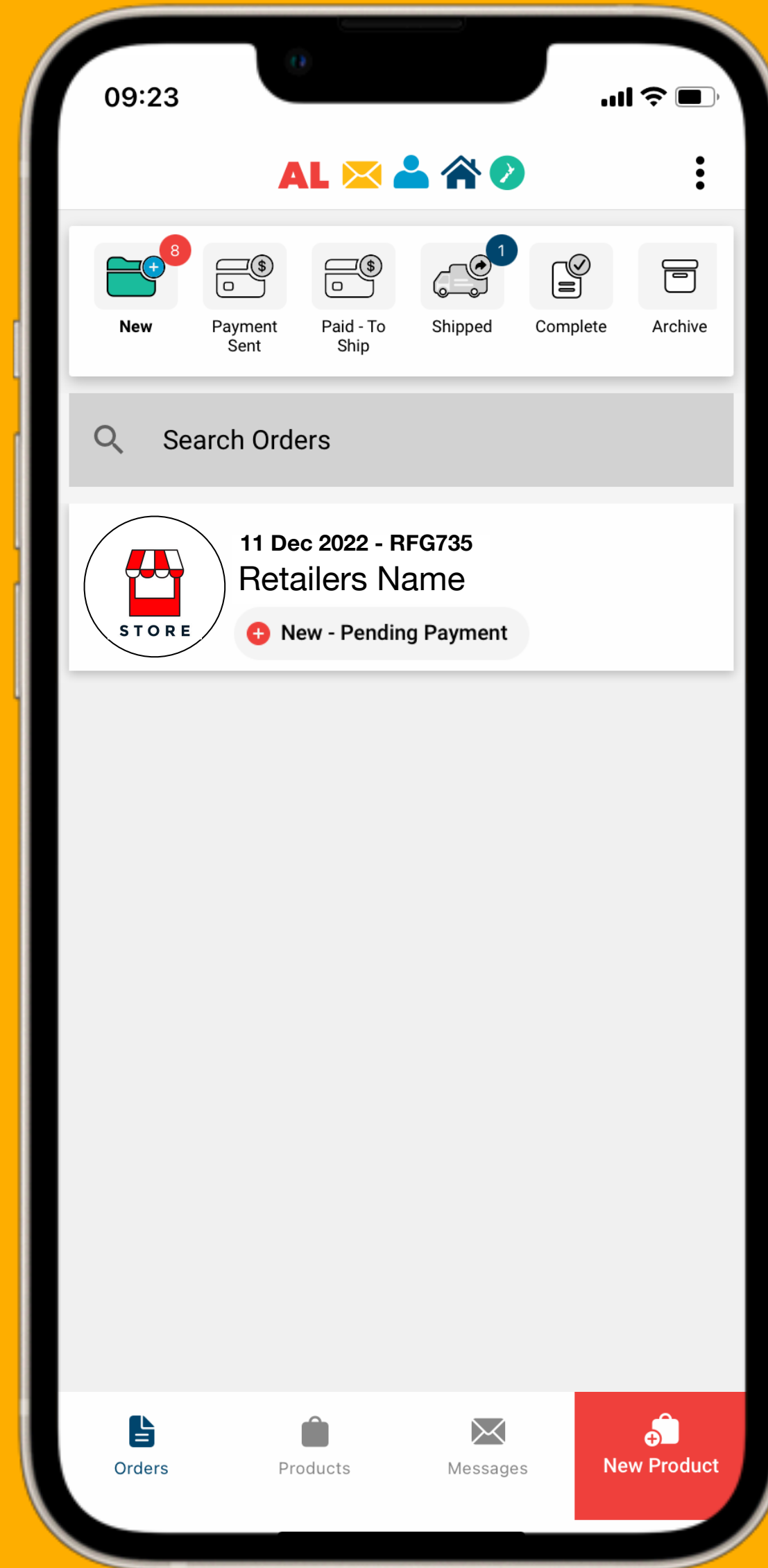


• Retailers logo →

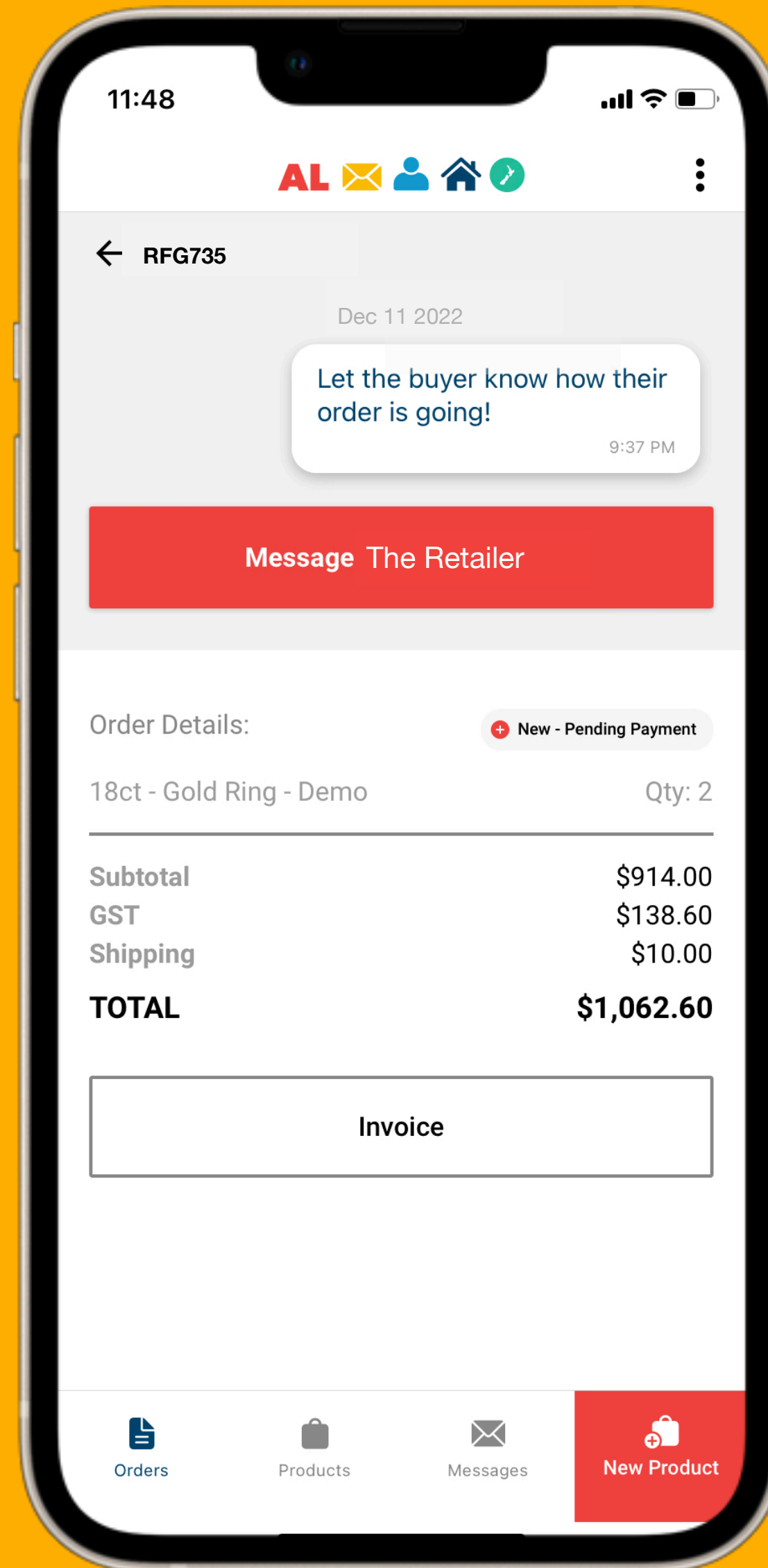
- Order date
- Order number
- Name of the retailer
- Status of the order

New Orders

Select the order →



New Orders






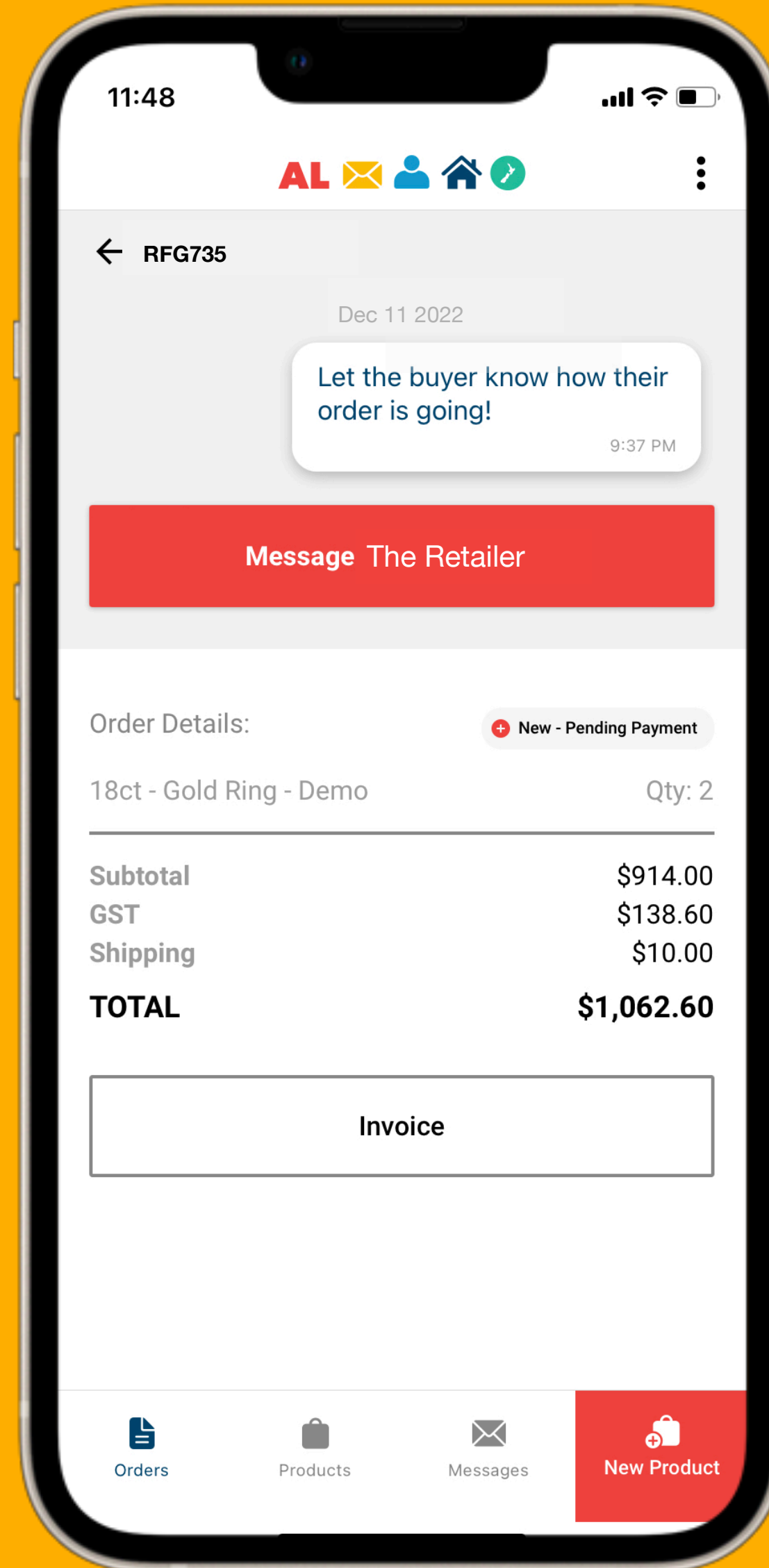
Order Chat

- Where you can message the retailer within the order.
- A simple way to keep the retailer updated.
- Message stay with the order so you don't lose them.

New Orders

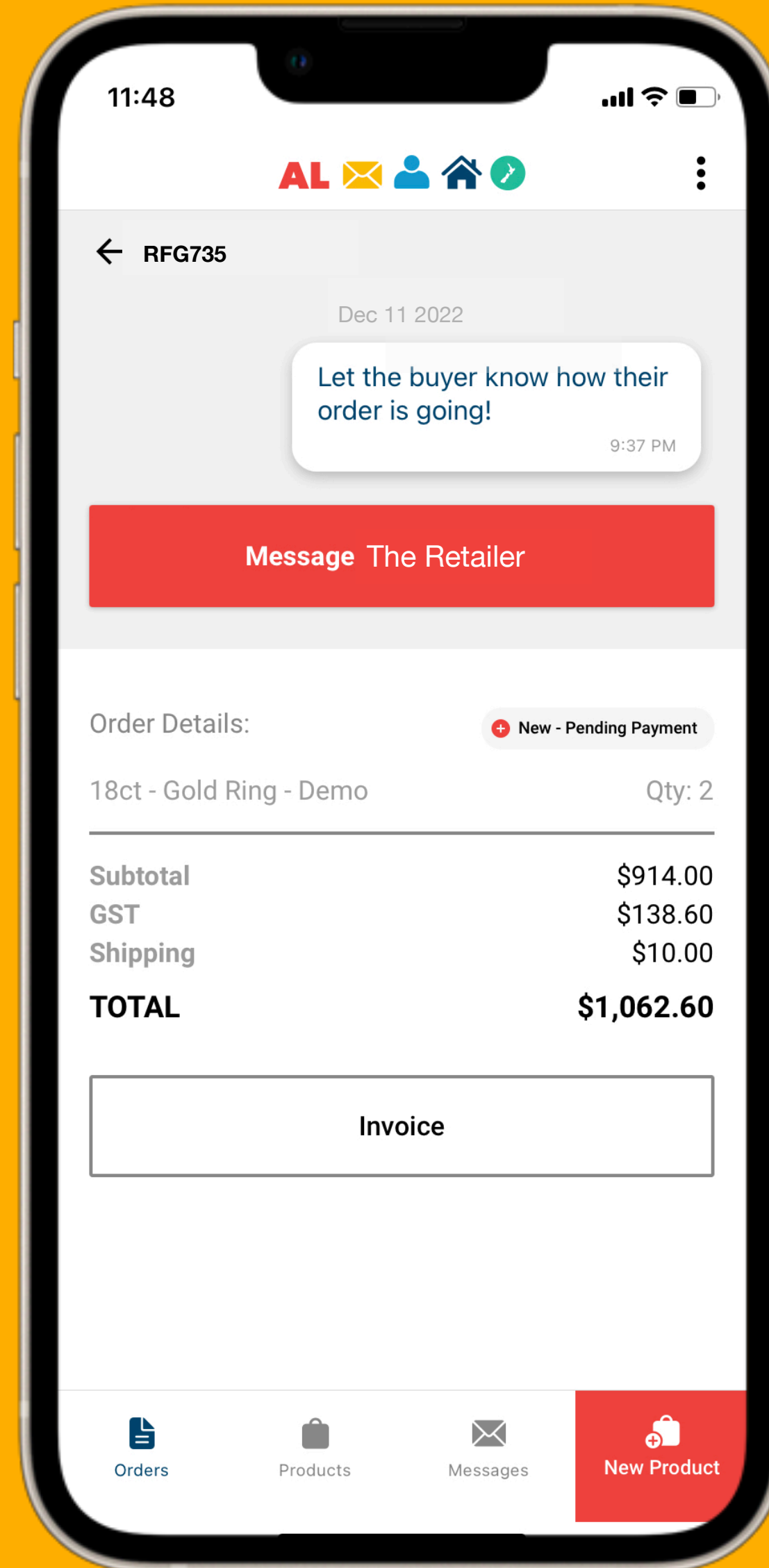
Order Overview

- Order details 
- Pricing 
- Invoice 



New Orders

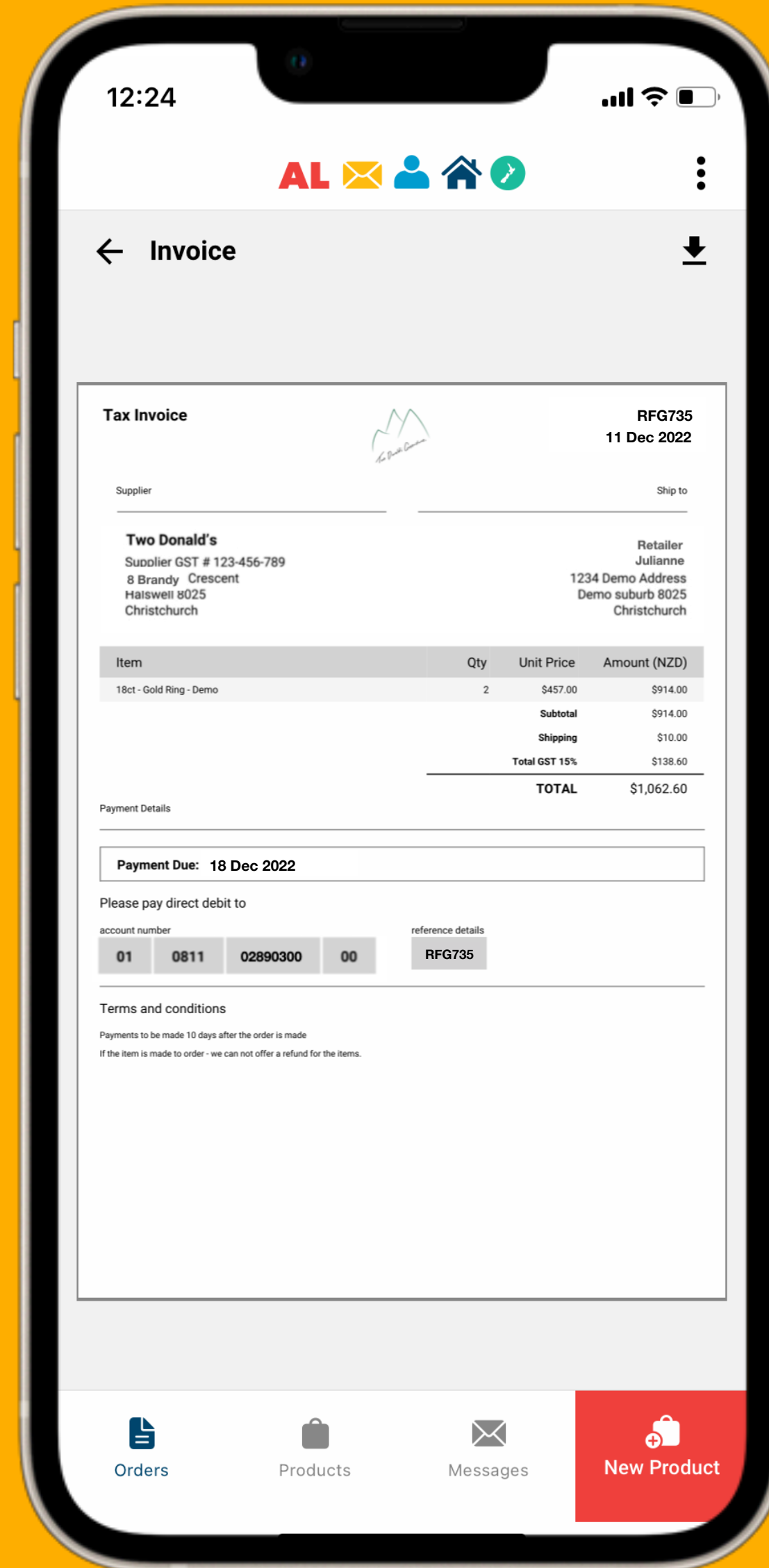
Select “Invoice” →



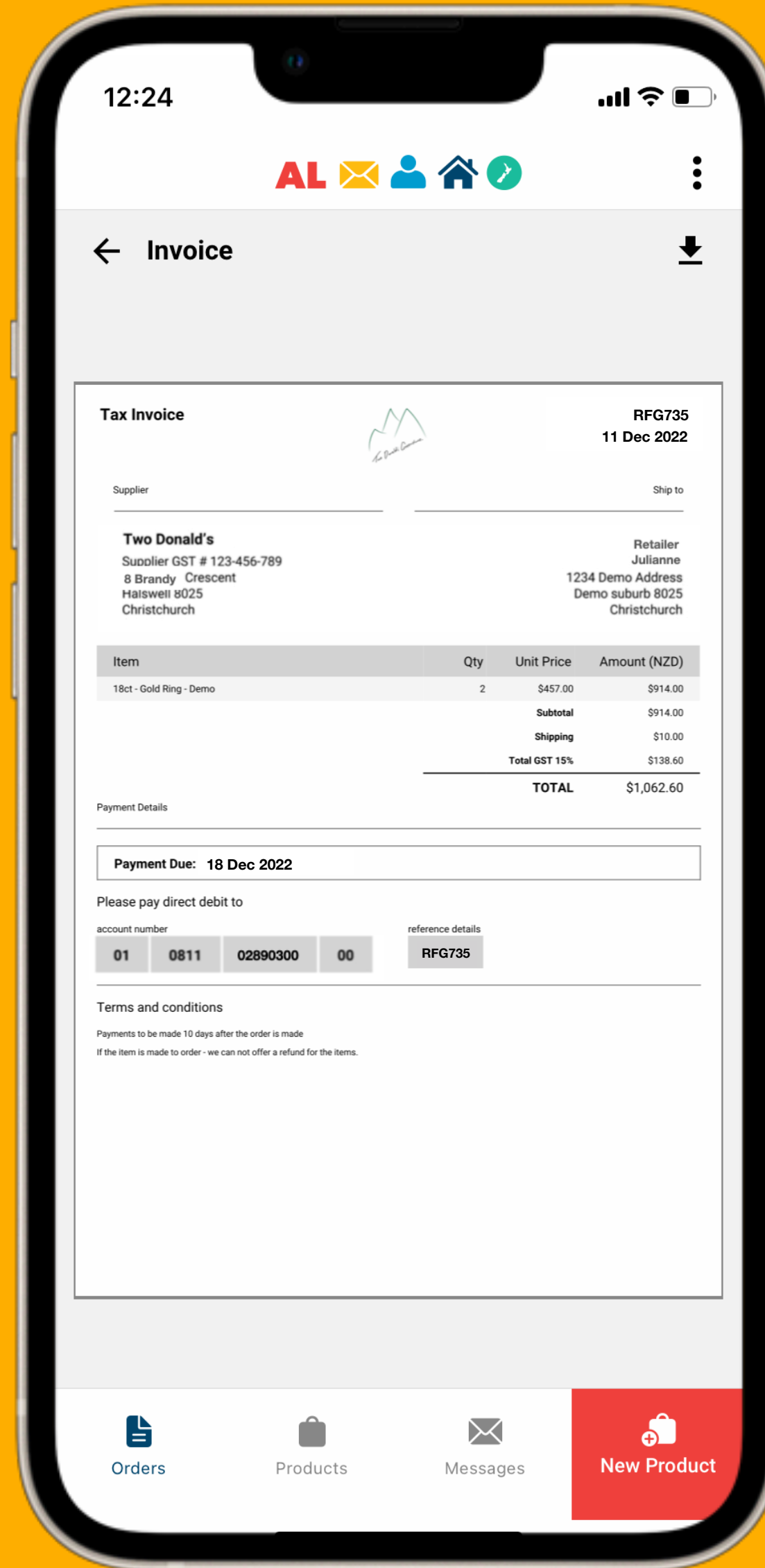
New Orders

Invoice

- This invoice is generated using the details in your invoice settings
- The buyer will get the same invoice
- The buyer will deposit the money in your account using the details on the invoice



New Orders



Select Download  to:

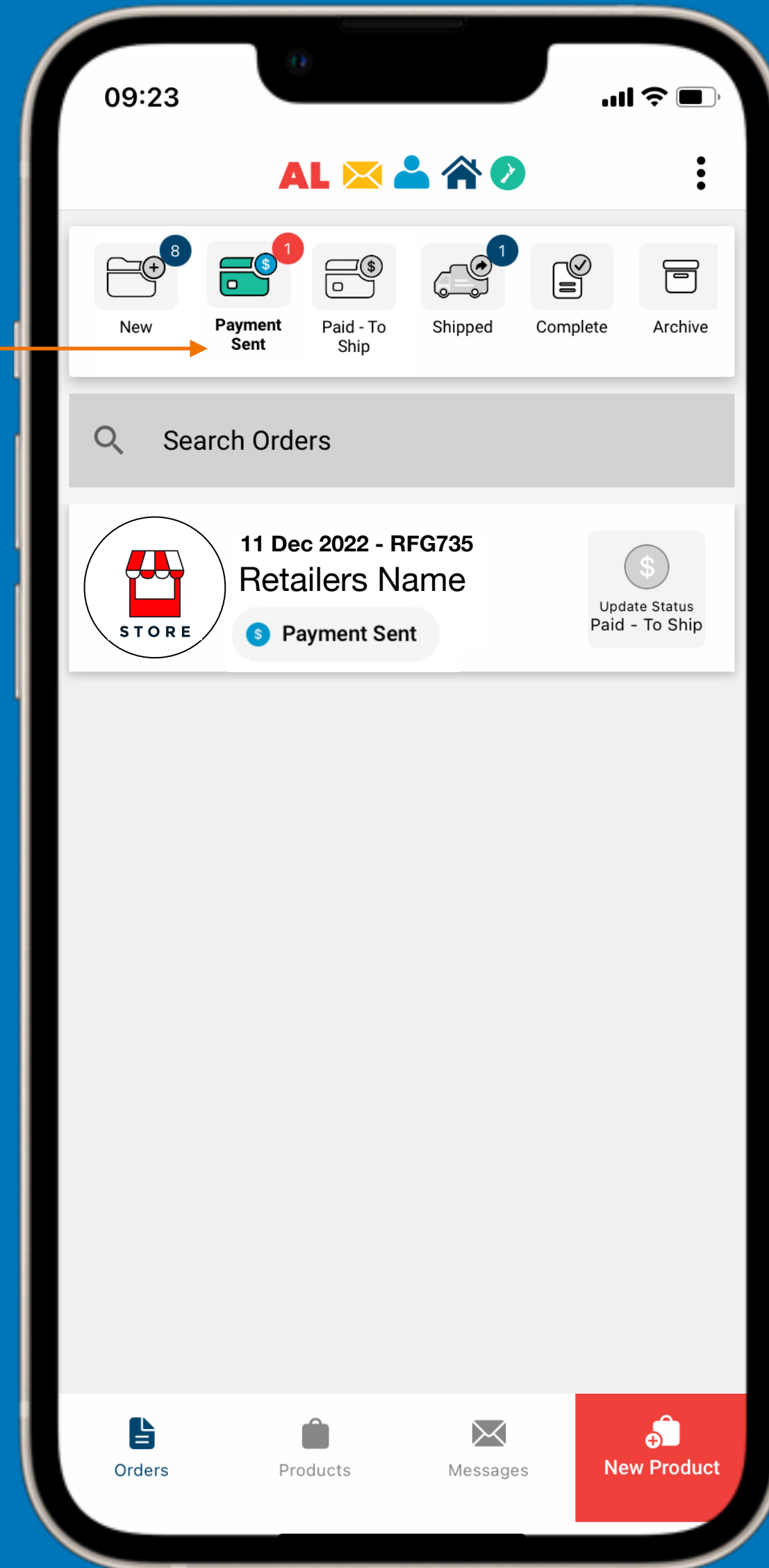
- Email invoice
- Print invoice
- Airdrop invoice
- Download invoice

Important Note:

- You must receive the payment before you ship the item.
- Some buyers may want you to ship the item before it has been paid for. This goes against our terms and conditions. We do not recommend this.
- If you must ship the order before they have been paid for, carry out your own due diligence. This is very important. It is very hard and time-consuming to get your items or payment from someone that does not want to play fairly.
- Get to know your buyers as they will want to know you. :)

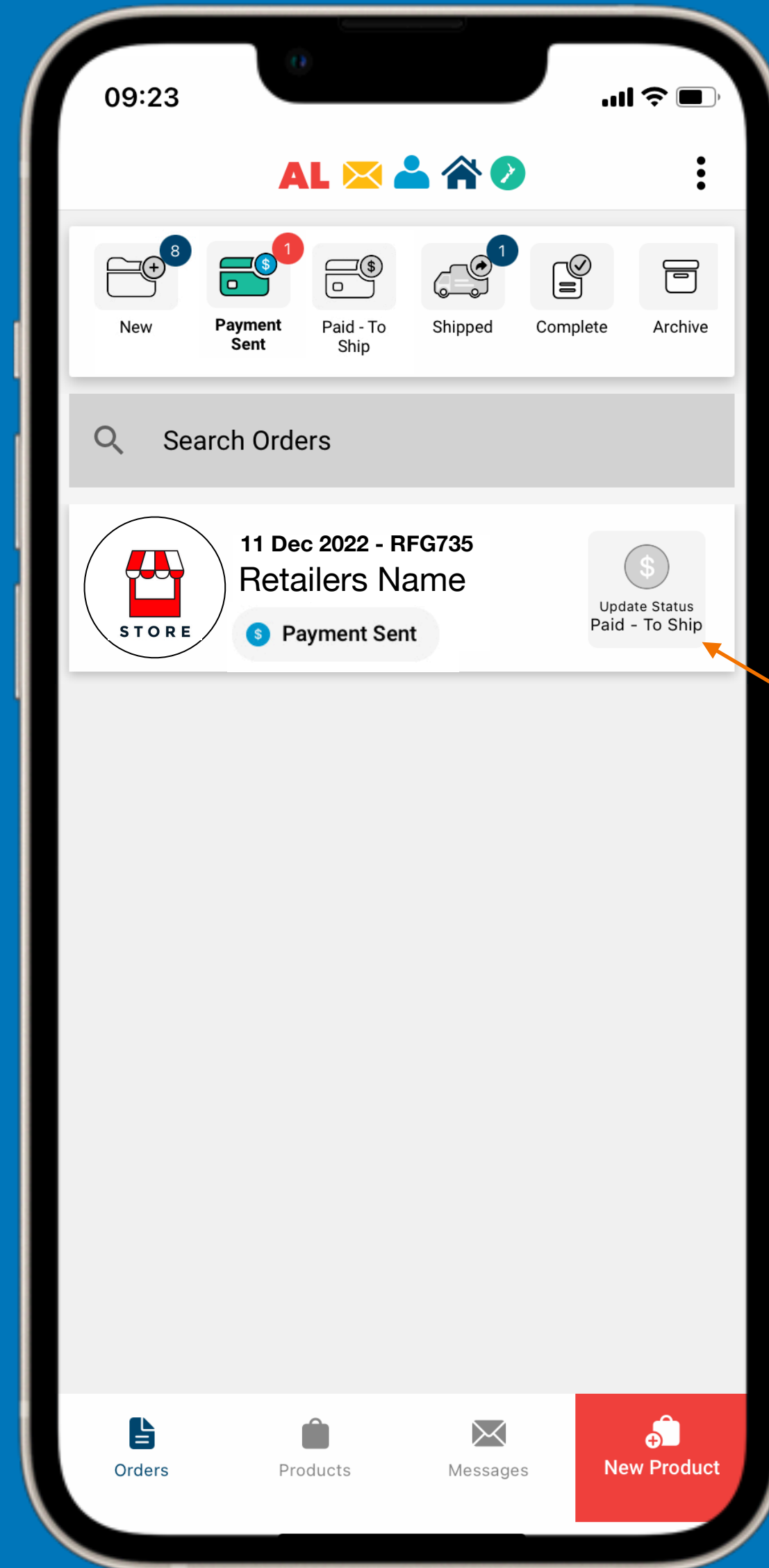
Payment Sent

Payment Sent Folder



- When a retailer has paid for the order, they will update the order status, the order will move to the “Payment Sent” folder.
- Note: you will need to check your bank account & make sure the payment has come through.

Payment Sent

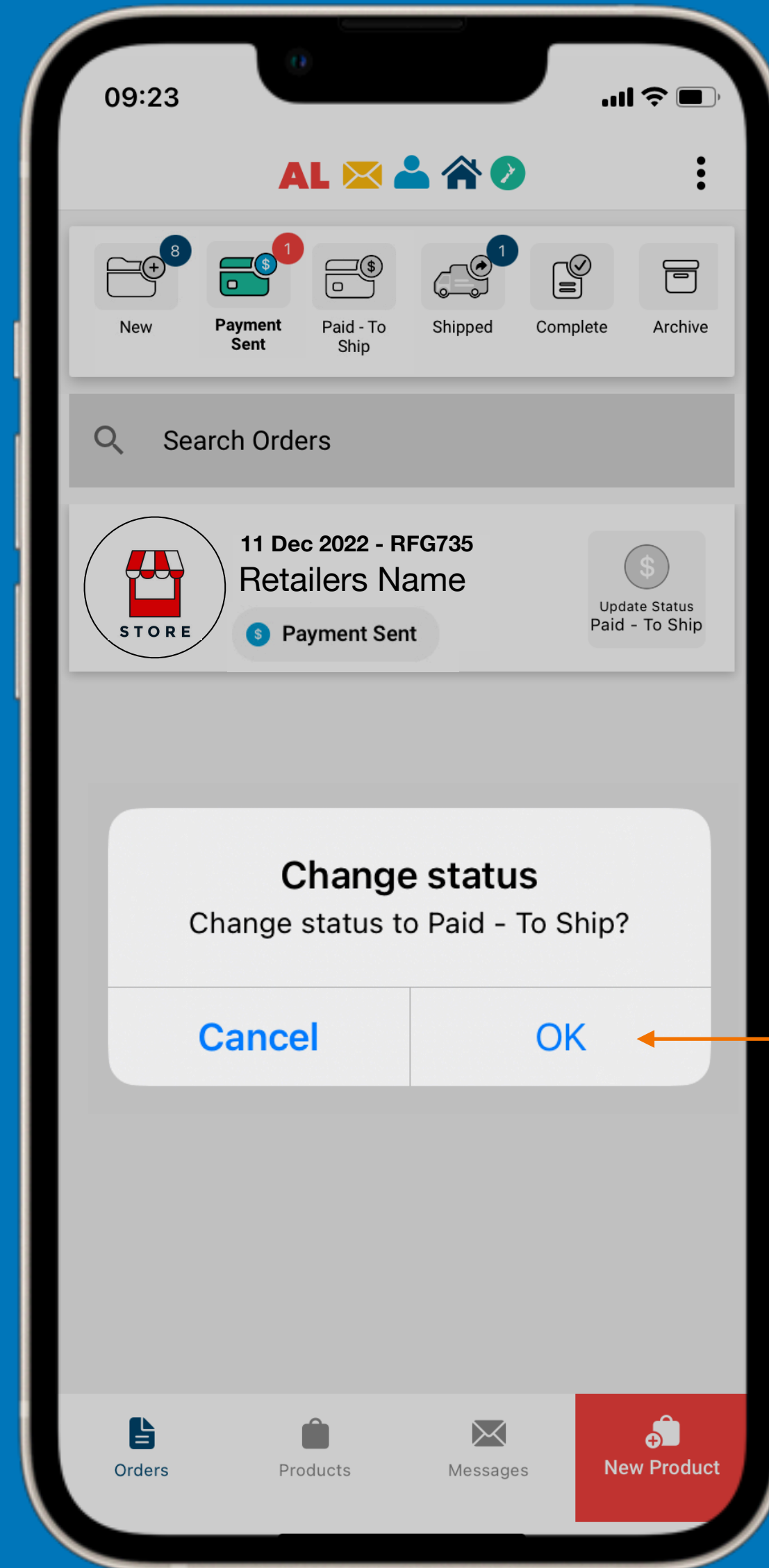


Payment Confirmation

- You are now confirming that the payment has been received.

Select "Update Status"

Payment Sent

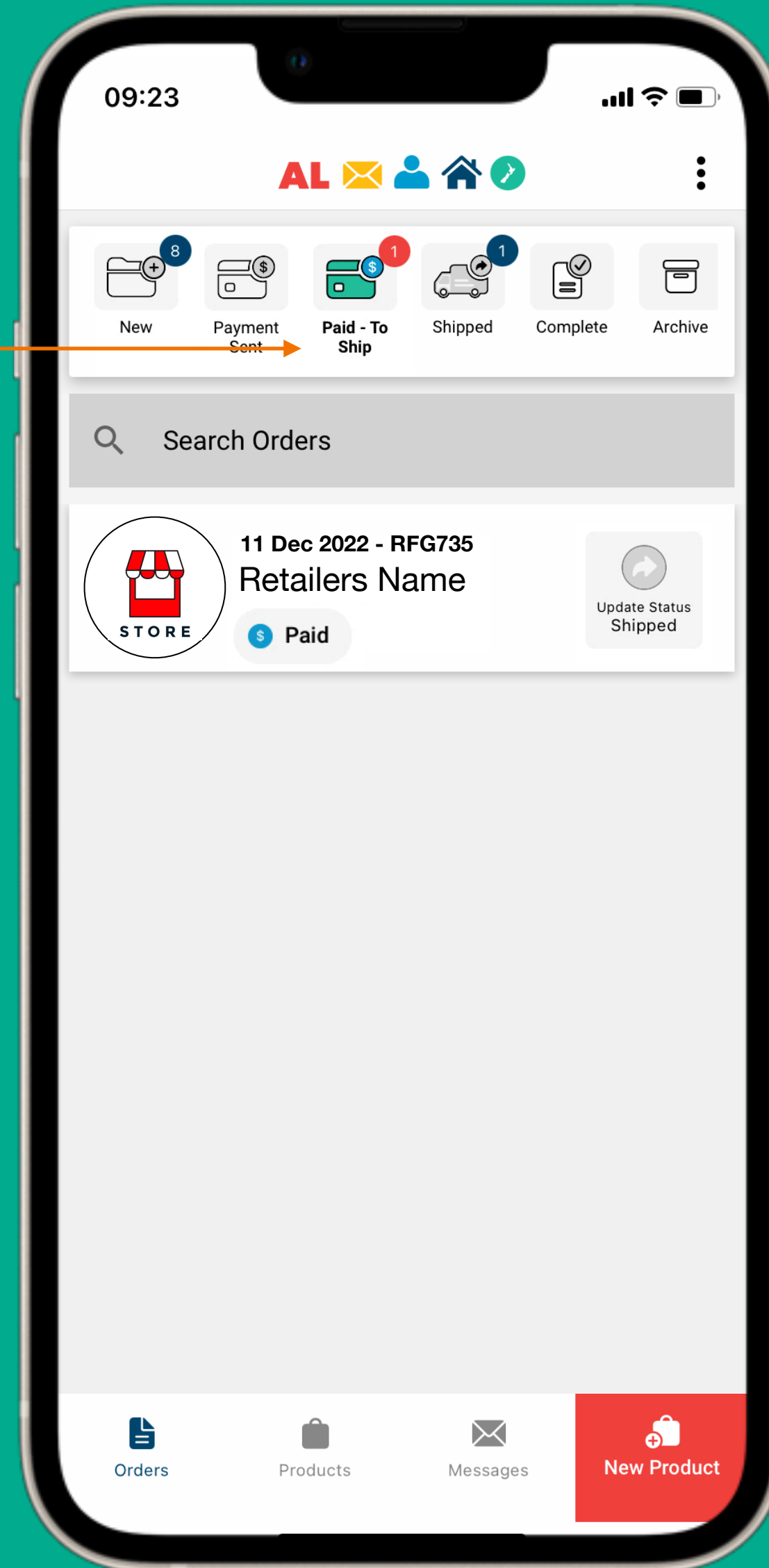


Select "OK"

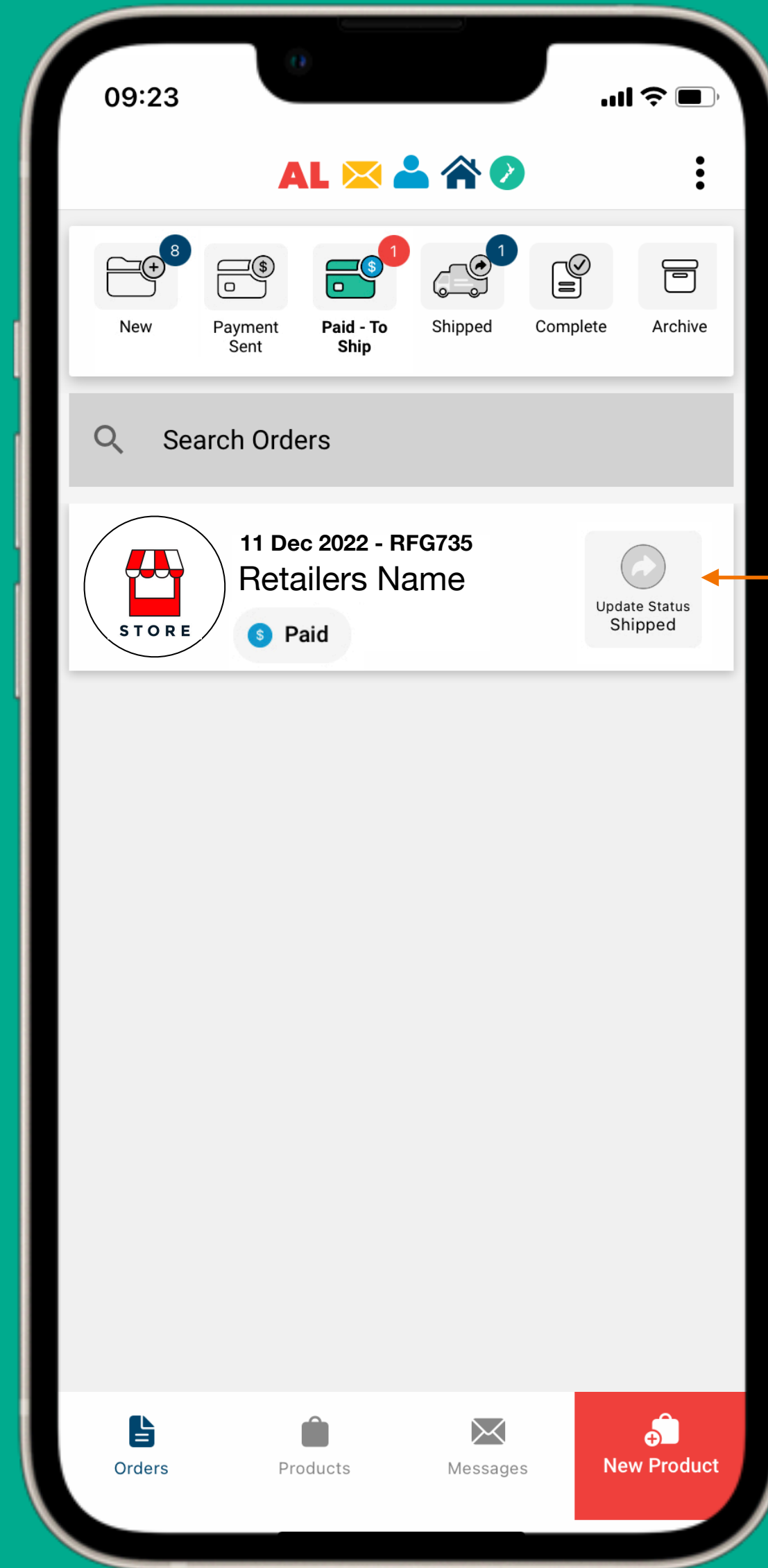
Paid - To Ship

Paid To Ship Folder

- The order is now ready to be sent.
- When you have shipped the order, update the status to “Shipped”

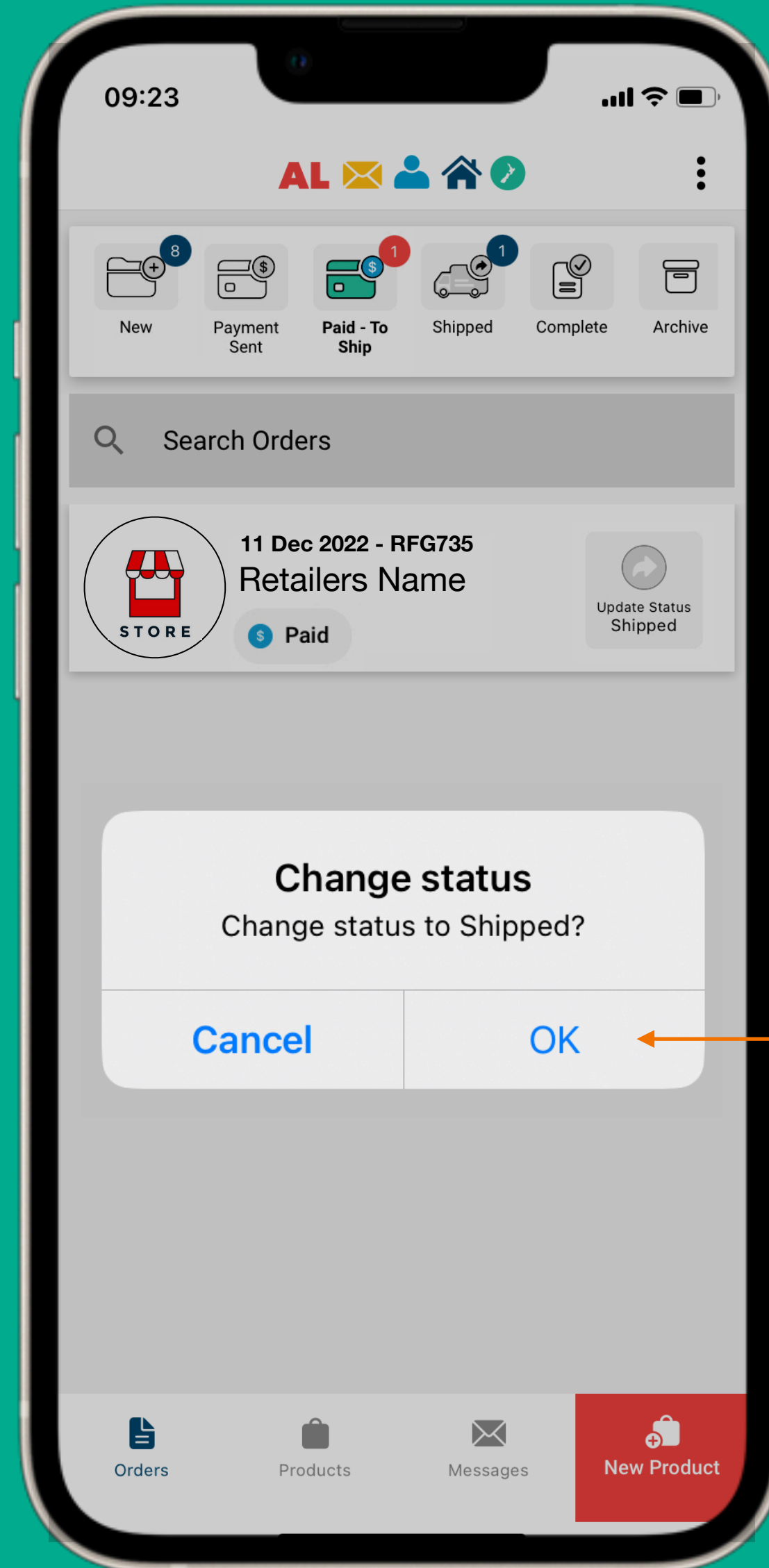


Paid - To Ship



Select "Update Status"

Paid - To Ship

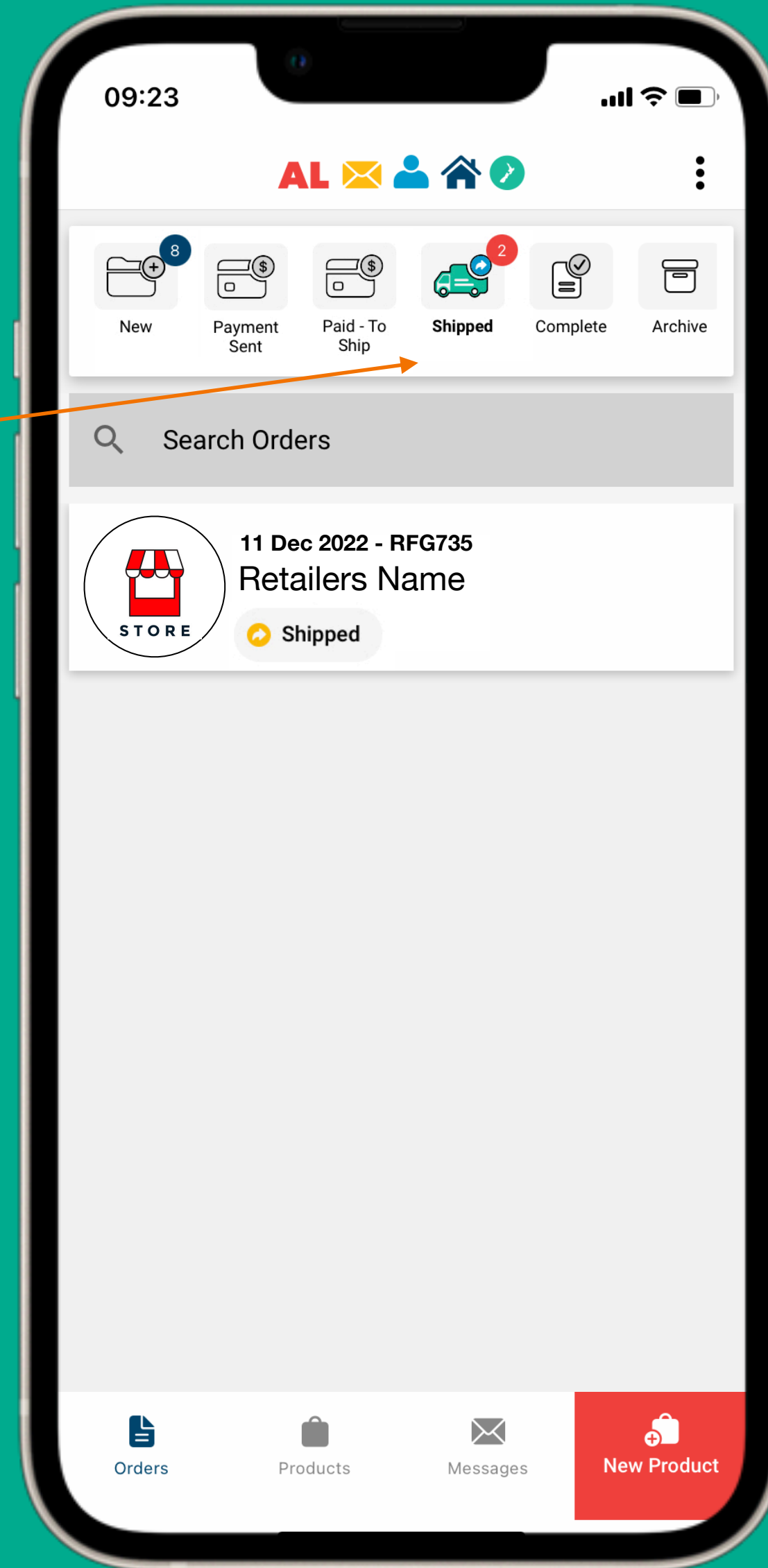


Select "OK"

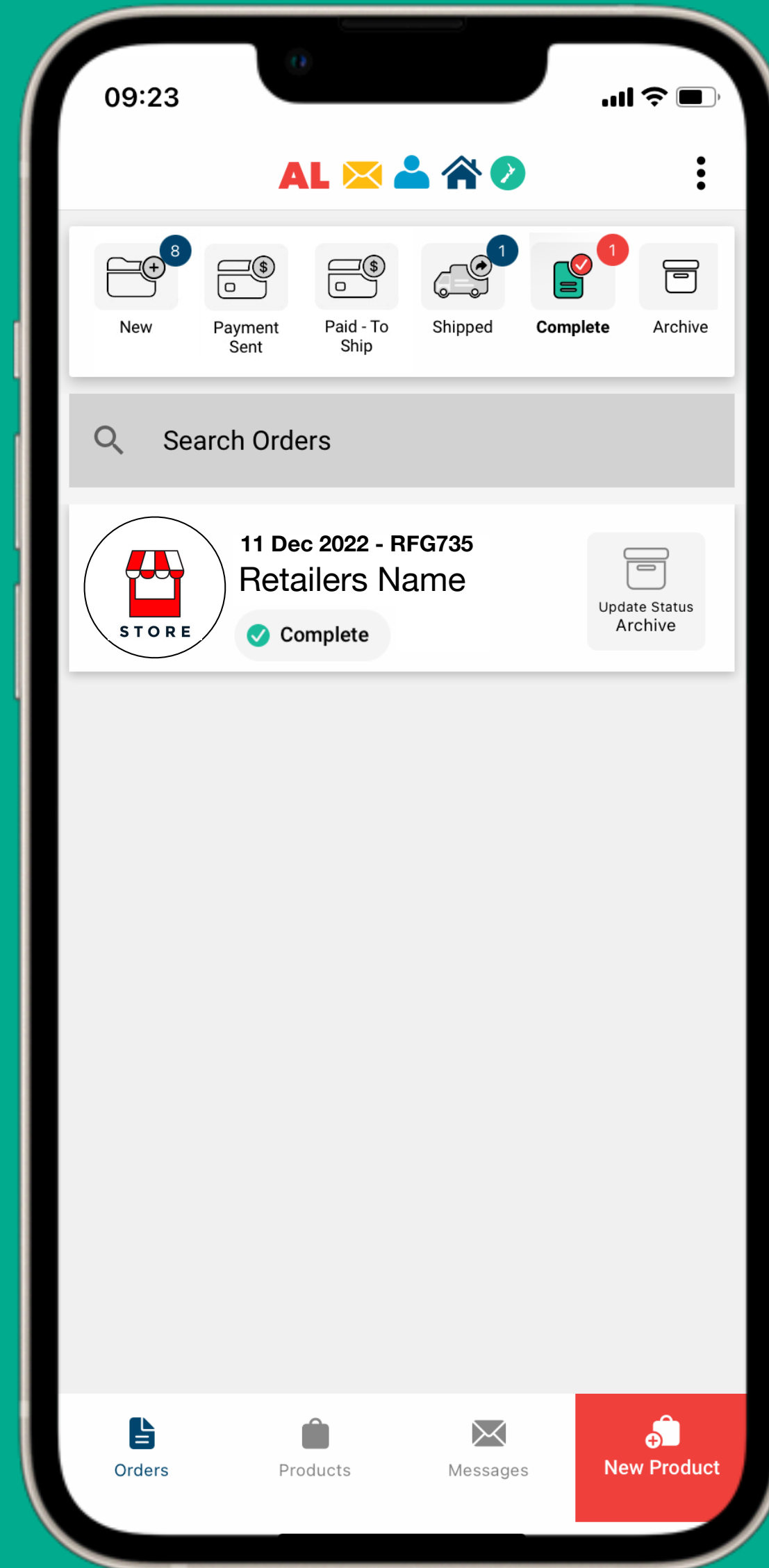
Shipped

Shipped folder

- The order will stay in this folder until the retailer has received the order and updated the order status.



Complete



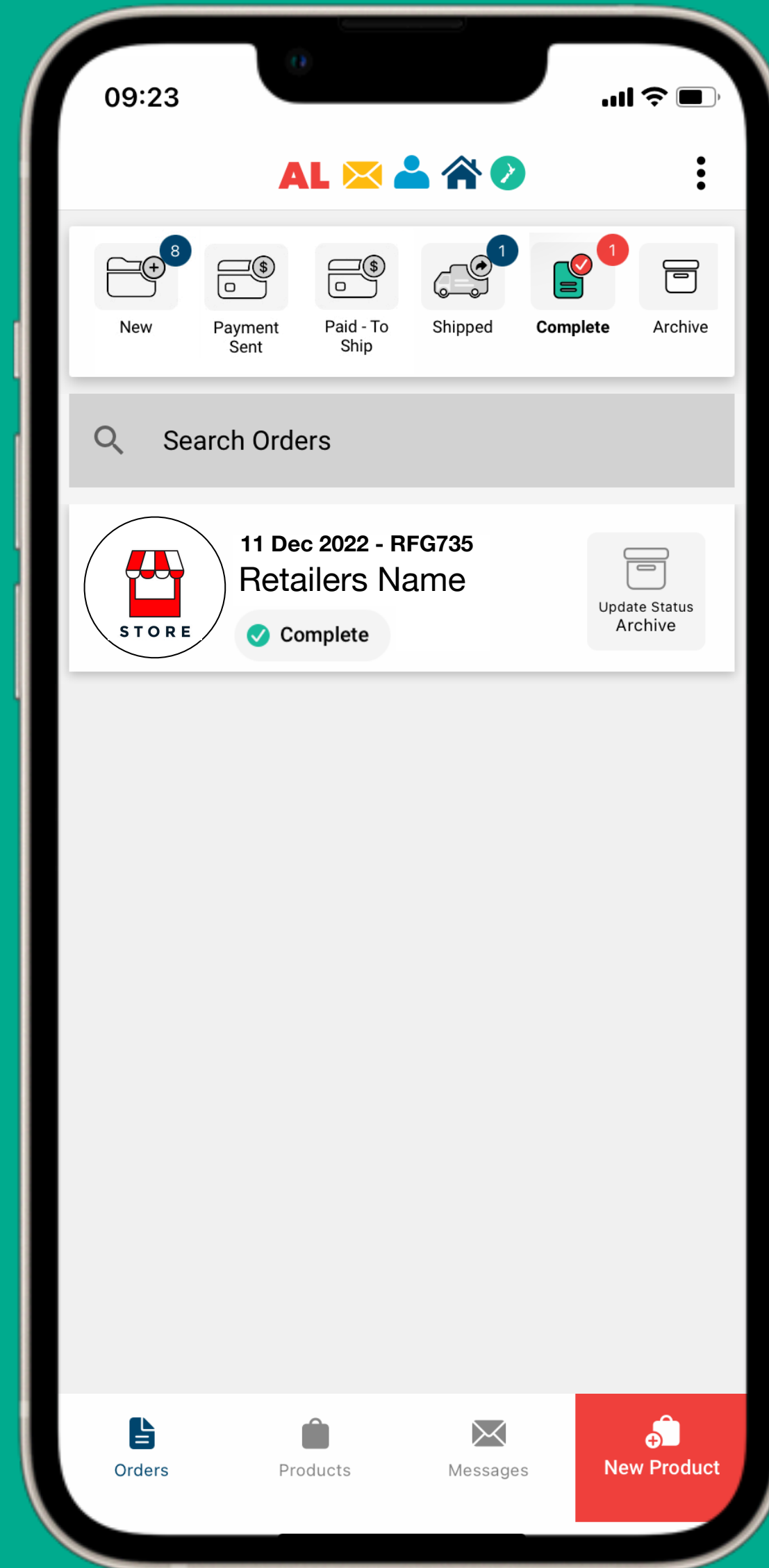
Complete Folder

- When the retailer has received the order they will move it into the “Complete Folder”
- If your notifications are on for this app you should receive a notification that they have received the order.

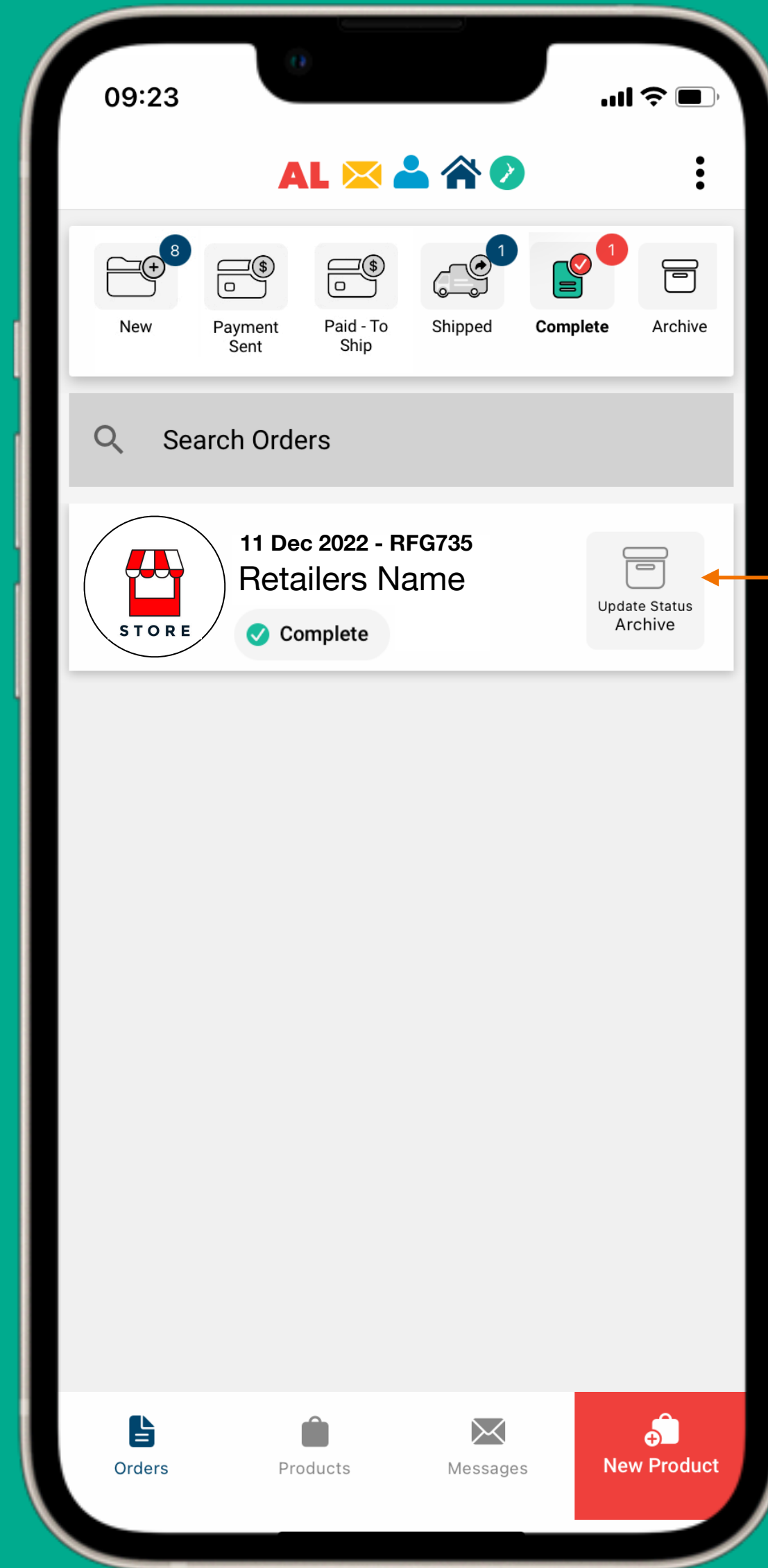
Archiving an order

Archiving an order

- When you are ready, you can archive the order.

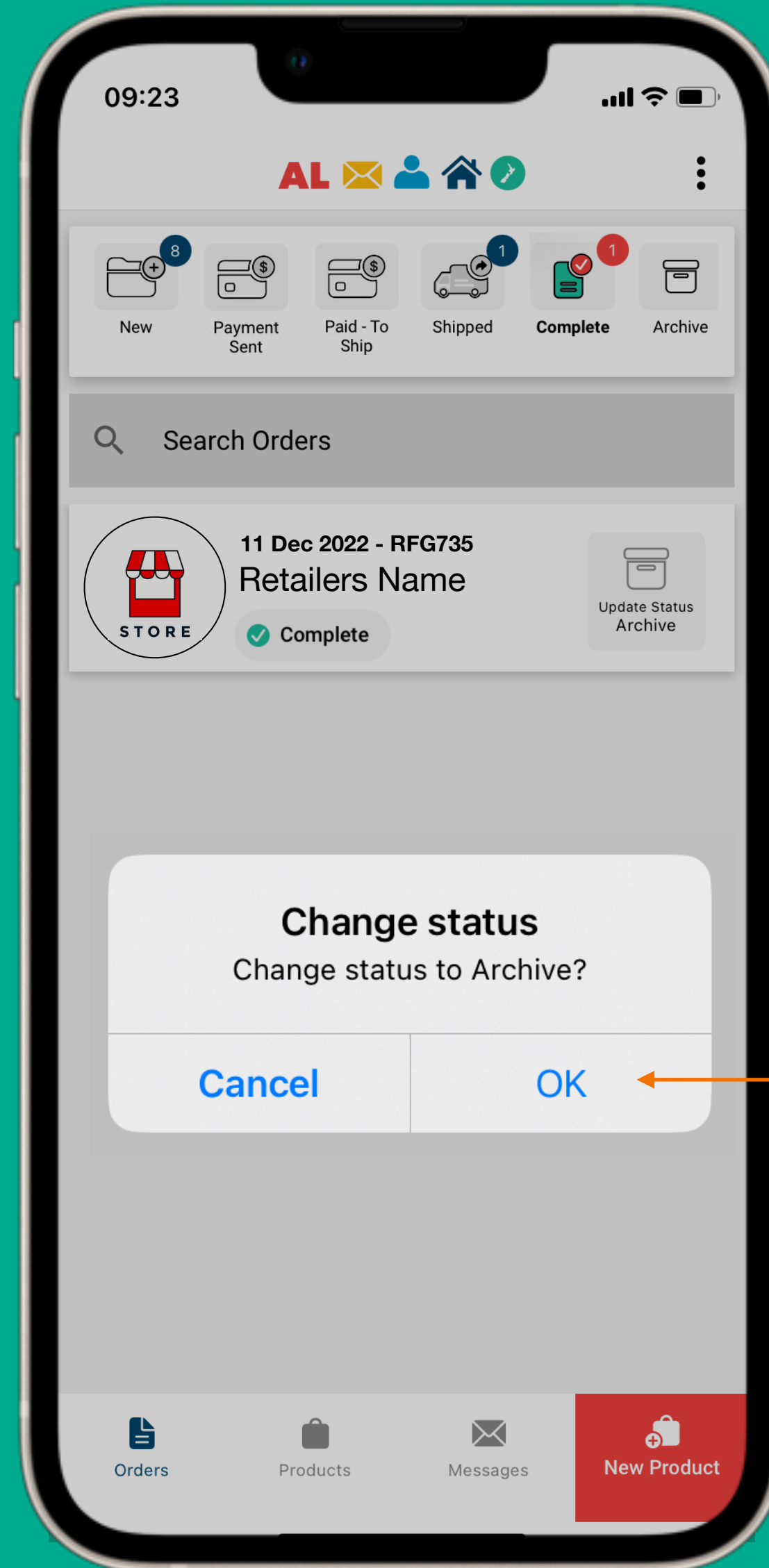


Archiving an order



Select “Update Status”

Archiving an order

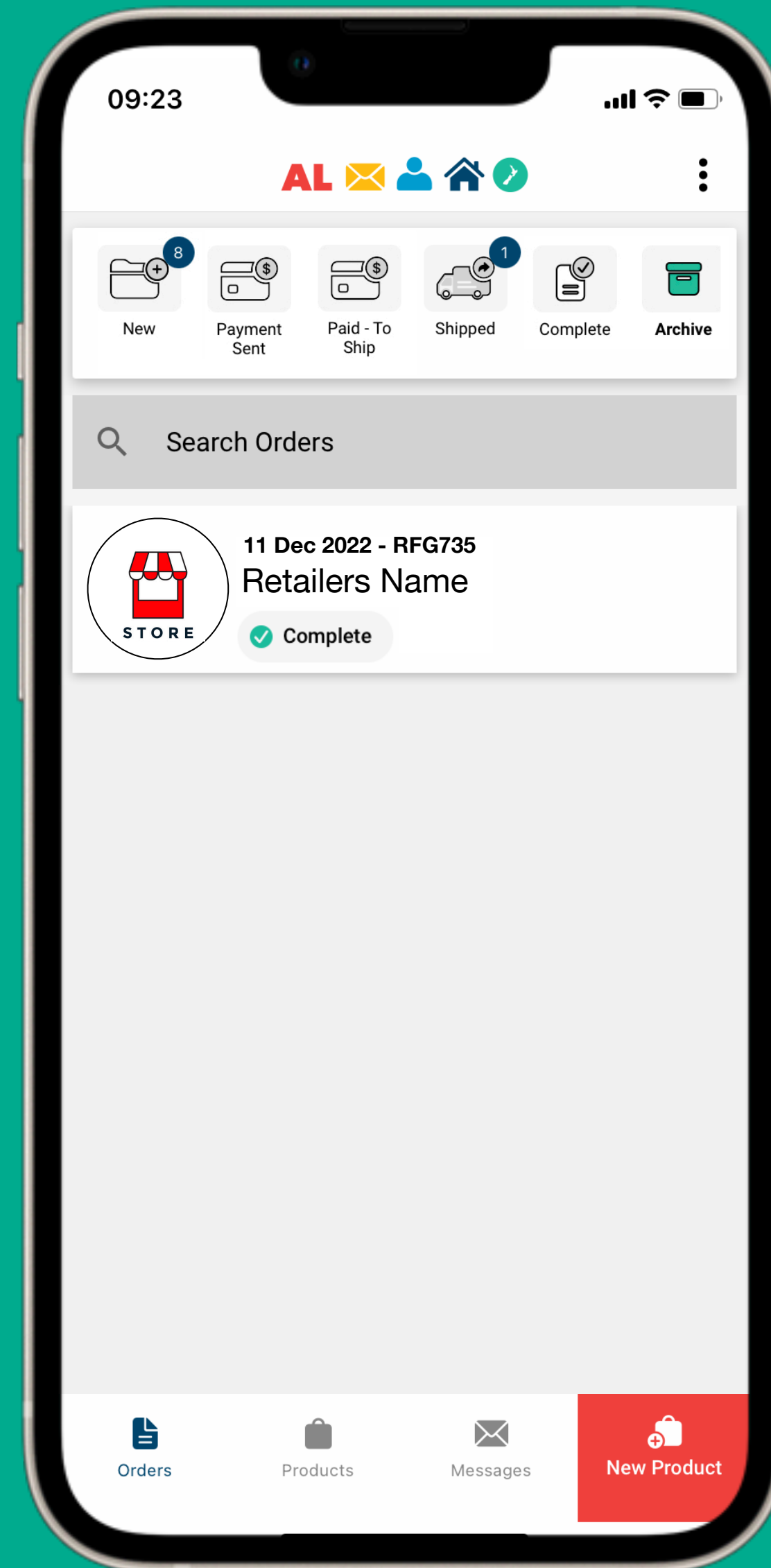


Select "OK"

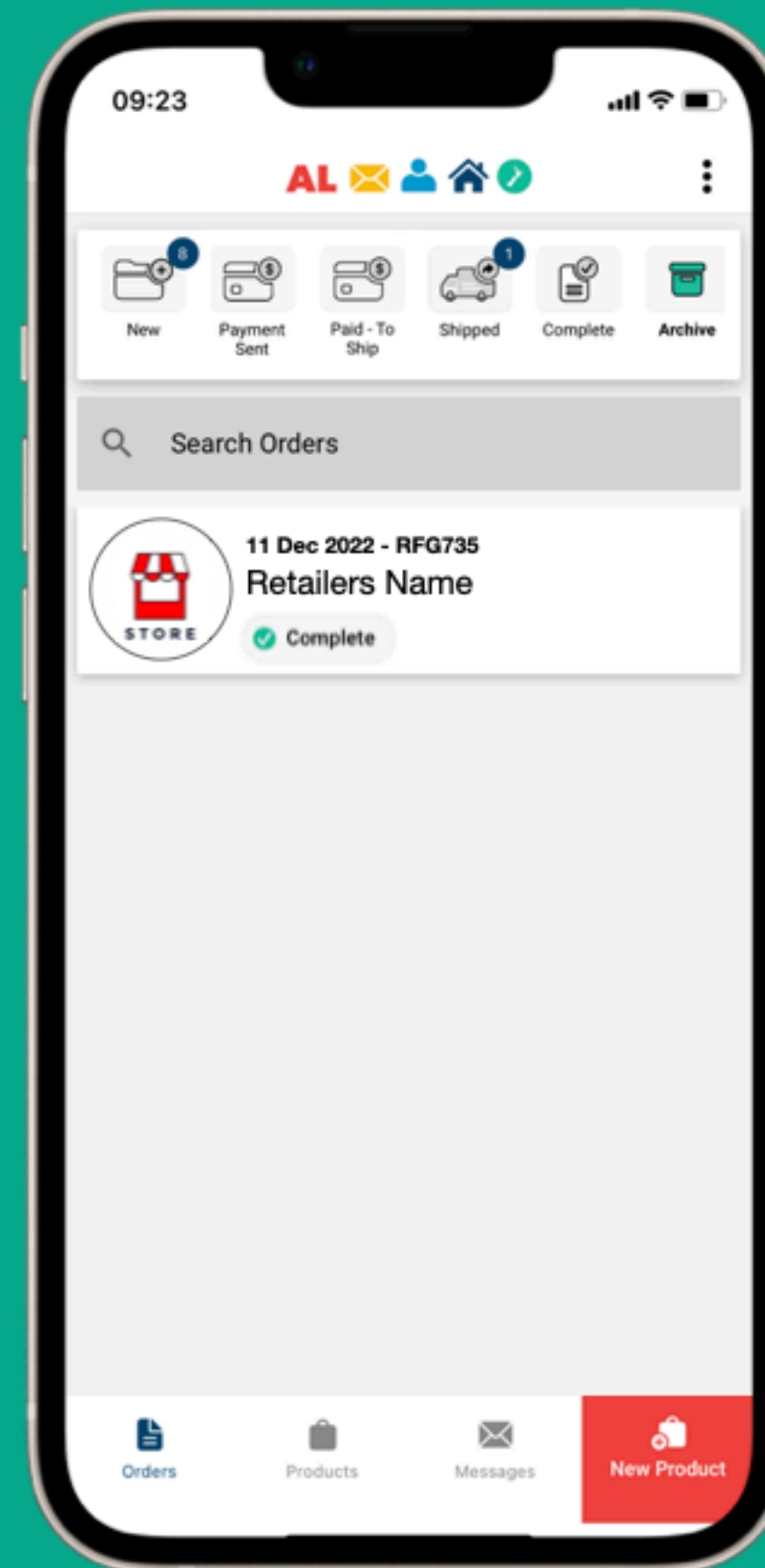
Archiving an order

Archive Folder

- The order is now in the archive folder.
- You can search for the order and view it from this folder.



End of workshop



- New Orders ✓
- Payment Sent ✓
- Paid - To Ship ✓
- Shipped ✓
- Complete ✓
- Archive ✓