ALMIGHTY LIST 🖂 🐣 🎌 📀

Taking orders



Learn how to take orders through our app

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Taking orders





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		104			Ohio to
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700					Retailer
189				12	34 Demo Address
				D	emo suburb 8025 Christchurch
			Qty	Unit Price	Amount (NZD)
			2	\$120.00	\$240.00
			2	\$70.00	\$140.00
				Subtotal	\$540.00
				Shipping Total GST 15%	\$10.00
		-		TOTAL	\$632.50
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1. Taking an order3. Completing an order



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New Orders

Select "New"

• These are the <u>order status</u> folders





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A new order



Retailers logo

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



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Qty. 2	
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\$138.60	
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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.



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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

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Select Download 🔶 to:

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

Important Note:

- the item.
- our terms and conditions. We do not recommend this.
- know you. :)

• You must receive the payment before you ship

 Some buyers may want you to ship the item before it has been paid for. This goes against

• 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 timeconsuming 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

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.





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Payment Sent





Payment Confirmation

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

Select "Update Status"





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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"





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Select "OK"

Shipped folder

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



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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.





New Product

Archiving an order



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





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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.





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