

Order Handling

This is the back office to help you handle the orders. From here, you can also create new orders, and the orders are displayed in three different lists that are:

- All Orders
- Unpaid Orders
- Unfulfilled Orders

ORDERS >> ORDERS



This module has order handling sections that are:

- Order Fulfilment
- Create An Order

Order Fulfilment

To fulfill one order, visit **ORDERS >> ORDERS**, and then click over the **UNFULFILLED** tab, and then find the order that you wish to fulfill first. Now select the **ORDER NUMBER** on the **#Order** column of the table having the list of all the orders. Now, on the next screen, mark the orders as **PAID** or **UNPAID**.

Tips! Use the search box available at the top right corner to find the order from the order list table.

Demo CONFIRMED

ORDER: #964627

Payment: Bank Wire Transfer UNPAID

Order details

Demo product detail 5604	\$303	x 3	\$909
Total			\$292.2
Discount			-\$0
Shipping			\$8
Packaging			\$0
Taxes			\$0
Grand total			\$300.2

Admin note:
Quia accusamus necessitatibus
perferendis culpa ea.

MARK AS PAID FULFILL ORDER

HISTORY + x

CUSTOMER

Name
Email: g...@hotmail.com

SHIPPING ADDRESS

Address
Address
City

06345-3056
P: +1-496-812-1300

[View larger map](#)

BILLING ADDRESS

☒ SAME AS SHIPPING ADDRESS

SHIPPING

Tracking ID: RR123456789CN
Carrier:
Total weight: 400 gm
Tracking url: #

If you have already shipped and fulfilled the order, click on the **FULFILL ORDER** button to update the status. Moving on to the next screen, you can also select the shipping carrier and update the tracking details of the order so that the customers can track their shipments. A notification can also be sent to the customer for the updates.

Create An order

You might also need to create an order, and that is possible easily with the simple interface of IndoMarche that has all the features to create an order.

For creating an order, go to **ORDERS >> ORDERS** and then click on **CREATE ORDER**. On the next screen, find the customer for whom the order is to be created. As soon as you type the name, email, and other details, the result will be displayed. Select the customer and select the **PROCEED** button to populate the order form.

ORDERS >> ORDERS >> CREATE ORDER

Demo

SEARCH AGAIN

CANCEL

DASHBOARD

CATALOG

STOCK

ORDERS

ORDERS

CARTS

ADMIN

SHIPPING

PROMOTIONS

SUPPORT DESK

SETTINGS

REPORTS

CART

Choose an item from here

ADD TO CART

<div> <div>Item 1</div> <div>Omnis eum sed nihil tenetur. - odio - dignissimos - repellat - New</div> <div>506.2</div> <div>x</div> <div>1</div> <div>\$506.20</div> </div>	<div> <div>Item 2</div> <div>Voluptatem odit aut placeat et. - atque - animi - nisi - Refurbished</div> <div>274.31</div> <div>x</div> <div>1</div> <div>\$274.31</div> </div>
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ADMIN NOTE

Start from here

Total	\$ 780.51
Discount	-\$ 0
Shipping out	\$ 15.00
Packaging Free Basic Packaging	\$ 0
Taxes Worldwide 5.02%	\$ 39.93
Grand total	\$ 835.44

* Required fields.

SAVE AND BACK

PLACE THE ORDER

CUSTOMER

Name

Email: demo@demo.com

ADDRESSES

SHIPPING ADDRESS

Address

Address

City & zip code

Country

Phone number

BILLING ADDRESS

SAME AS SHIPPING ADDRESS

PAYMENT

PAYMENT METHOD*

Cash On Delivery

PAYMENT STATUS*

Unpaid

INVOICE

MESSAGE TO CUSTOMER

Start from here

SEND THE INVOICE

The screen of order creation is self-descriptive. To proceed later with the order and save it for the time being, you can just click on **SAVE AND BACK** button. And, to create the order, select the **PLACE THE ORDER** button.

Use Saved Cart for creating the order

To place an order from the saved items in the cart, go to **ORDERS >> CARTS** and find the cart to proceed with. Finally, click on the **USE** button to process the order