

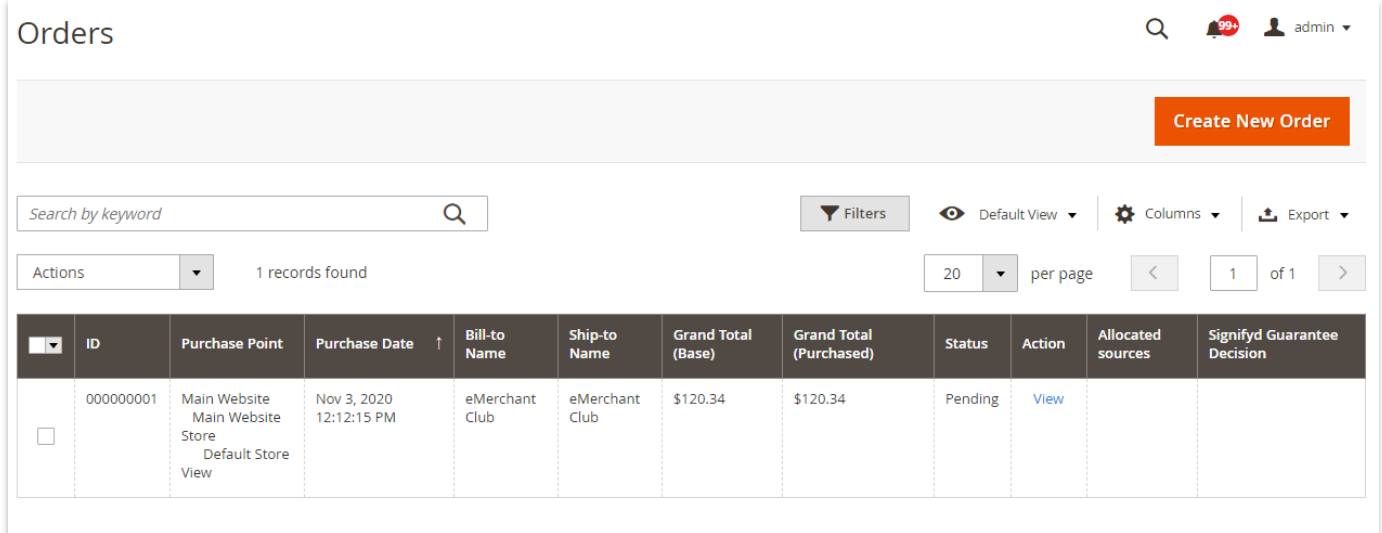
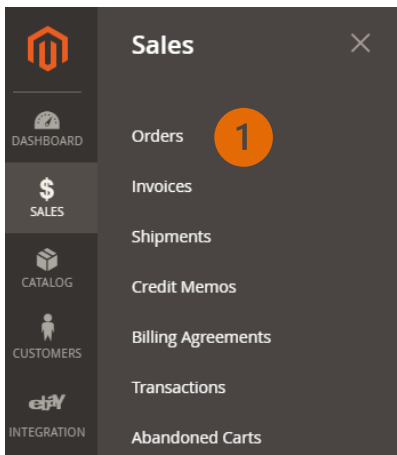
Checking Orders

Menu Access: Sales > Orders

The most important and exciting part of owning your online business is checking orders that have come in from shoppers!

Remember to verify that you have received payments for orders from your customers before placing them with the warehouse!

1. From the **Sales** menu, click on **Orders**
2. Orders placed on your website will appear on the Orders screen. Click anywhere on the order line to view the order.



Checking Orders

Menu Access: *Sales > Orders*

1. You can use this screen to manage the order throughout the process of placing the order, notifying your customer of shipping/tracking, and completion. Use the menu at the top of the screen as needed.

Before placing the order with the warehouse for the item your shopper has bought, make sure you've received payment to your PayPal account. Visit www.paypal.com and make sure you capture payment **FIRST!**

#000000001



admin ▾

← Back

Cancel

Send Email

1

Hold

Invoice

Ship

Reorder

Edit

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000001 (The order confirmation email was sent)

Order Date Nov 3, 2020, 12:12:15 PM

Order Status Pending

Purchased From Main Website
Main Website Store
Default Store View

Placed from IP 172.31.50.250
(70.163.199.176)

Account Information

Customer Name eMerchant Club

Email contact@emerchantclub.com

Customer Group NOT LOGGED IN

Address Information

Billing Address [Edit](#)

eMerchant Club
75 Maritime Drive

Shipping Address [Edit](#)

eMerchant Club
75 Maritime Drive

Checking Orders

Menu Access: Sales > Orders

1. The order screen shows the customer's information (which you will use to ship the item from the warehouse to the customer), the item ordered, the shipping method they chose, and the payment information.
2. Before placing the order with the warehouse for the item your shopper has bought, make sure you've received payment to your PayPal account! Visit www.paypal.com and capture payment **FIRST!**

#000000001 **1** admin

← Back Cancel Send Email Hold Invoice Ship Reorder **Edit**

ORDER VIEW

- Information
- Invoices
- Credit Memos
- Shipments

Order & Account Information

Order # 000000001 (The order confirmation email was sent)

Order Date: Nov 3, 2020, 12:12:15 PM

Order Status: Pending

Purchased From: Main Website, Main Website Store, Default Store View

Account Information

Customer Name: eMerchant Club

Email: contact@emerchantclub.com

Customer Group: NOT LOGGED IN

Payment & Shipping Method

Payment Information

PayPal
The order was placed using USD.

Shipping & Handling Information

Federal Express - 2 Day \$75.35

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Studio California Ceramic Nordic Cool Cake Stand with Glass Dome in Teal SKU: MG-116808.02	Ordered	\$44.99	\$44.99	Ordered 1	\$44.99	\$0.00	0%	\$0.00	\$44.99

Order Total

Notes for this Order

Status: Pending

Comment:

Notify Customer by Email

Visible on Storefront

Submit Comment

Order Totals

Subtotal	\$44.99
Shipping & Handling	\$75.35
Grand Total	\$120.34
Total Paid	\$0.00
Total Refunded	\$0.00
Total Due	\$120.34

2