

Delivering the Product to the Store location

this example, we will show how OrderPad manages a scenario where you aim to deliver a product to a store location from a different product location.

• Click on [Menu] and select the [Customer] tab from the options.

X Close		rderPad	Hi, Henry
Q Las Vegas		Guest	
G Home	%		
🗂 Orders	Add Discount		
Saved Carts			
오 Customers			
Products	Save Cart		
Staff	Ľ		No products in your cart
Settings	Add Notes		
⑦ Support	0		
[→ Logout	Products		
		0 Items	Subtotal: \$0.00

Customers

• Select the [Customer] or [Add New Customer].





≡ Menu	OrderPad	Hi, Henry	
Q. Search			
Customers		Add New Customer	
Guest Guest sasocay368.guest.78@mailinator.com		>	
Jasmine Lonovola jasmine@test.com		>	
Guest Guest jasmine.guest.76@mailinator.com		>	
Shiva Chandramouli shivac@mailinator.com		>	
Guest Guest shivac.guest.74@mailinator.com		>	
Guest Guest himsp.guest.72@maillinator.com		>	
Jamie Benn jb@dalfasstars.com		>	
Kiran K kirank⊜mallinator.com		>	
Guest Guest kirank.guest.69@mailinator.com		>	
Vishnu K vishnuk77@test.com		>	
John Cena iohnc@gmail.com		>	

Customers

• Click on [Add to Cart].



2 OrderPac	b	
E Menu	OrderPad	Hi, Henry
← Back		
Jamie Benn		
đ		
Add to Cart		
History		
Customer Since	Total orders	Total spent to date
Sep 26, 2024 12:19:22 I	PM 8	\$ 22.76
Contact Information		Edit
Name		Jamie Benn
Email address		jb@dallasstars.com
		Jo@danasstars.

Customers

• The Returning client is marked as 2 because this is the second order with the same customer. If you place a third order, the Returning customer will be marked as 3.





Cart

- Click on [Menu] select the [Products] tab from the options and add the product to the cart.
- Click on [Check Availability] and add the quantity with different store locations.





Products

• After adding the quantity, click [Add to Cart].







Add to Cart

- Upon clicking on the **[Check Availability]** link a pop-up will appear on the OrderPad and will show the available stocks of the other stores/ locations.
- Click the **[Switch]** button to transfer products.







Switch the Location

• Click **[Confirm]** to proceed after receiving a confirmation message.







Confirm

• After the product is added to the cart, to add custom sales, notes, or save products in your cart, click [More Options]. Otherwise, click [CHECKOUT].



2 OrderP	ad		
E Menu	(Ē)	nstun DrderPad	Hi, Henry
Q. Search or scan barcode	THE T	Jamie Returning customer (8)	Clear cart More Actions
1	Ŀ	Product	Qty Price
Add Customer	Add Guest Customer		
%	荷		
Add Discount	Add Custom Sale		
<u>ଞ୍</u>	ਸ਼		
Save Cart	View Saved Carts		
ß	÷Jb		
Add Notes	Ship to Customer	2 Items	
Ð	0	Subtotal Estimated Tax	\$157.78 \$15.78
Orders	Products	Estimated Total	\$173.56

CHECKOUT

- After submitting [CHECKOUT], you will be directed to the [Review and Place Order] page. Select your shipping address by clicking [Edit].
- Select the shipping address same as the store location.



t Subtotal	415320
t Subtotal	A453.70
Tax Shipping Total	\$15.78 \$15.78 Free \$173.56
s	
~	
	s

CHECKOUT

- Select the **[Payment Method]** from the available options, and if you have a coupon
- available, input it in the [Enter Coupon Code] option, and click on [Review Order].



	rderPad		Hi, Henry
	Review and Place Order		
	Shipping Information Image: Add Image: Select Las Vegas +91 73066-18700 817 Mesa Drive 17 Mesa Drive Las Vegas, Nevada 89101 US Image: Select Cash Cash	Subtotal \$78.89 Tax \$7.89 Shipping Free Total \$86.78	
	Pay Later Note: Your order money will be collected during at the time of delivery. Credit Card (Card Present)		
	Enter Coupon Code 🗸		
_	Review Order		

Select Payment Method

• Once the review is complete, click on [Place Order].



Menu		OrderPad			Hi, Hi
Review and	Place Order	🖉 Add 🖉 Select	Colorada	00.075	
Las Veg	as		Tax	\$78.89	
+91 730 817 Mes	66-18700 sa Drive		Shipping	Free	
Las Veg	as, Nevada 89101 US		Total	\$86.78	
Paymer	t Information				
Pay Late	er				
1 items	in your order				
	Coffee Table				
	all the second se				

Click on Place Order

- To view the status in Magento, navigate to Orders under Sales in Magento.
- As the shipping location matches the store location Magento displays the order status as complete





#OPDM000000201				L posadmin
		← Bac	k Send Email Credit Memo	Reorder Sync Order
ORDER VIEW	Order & Account Informati	on		
Information	Order # OPDM00000201 (Th sent)	e order confirmation email is not	Account Information Edit Customer Order is not synced yet	
Invoices	Order Date	Dec 25, 2024, 10:18:03 PM	Customer Name	Jamie Be
Contraction	Order Status	Complete	Email	jb@dallasstars.co
Credit Memos Shipments	Purchased From	Main Website Main Website Store OrderPad	Customer Group	Gene
Comments History	Placed from IP	104.207.254.206		
Retail Pos	Address Information			
	Billing Address Edit		Shipping Address Edit	
	Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700		Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700	

Order & Account Information

- In Acumatica you can view the order status as open.
- As the shipping location matches the store location Magento displays the order status as complete.

#OPDM000000201				1 posad
		← Вас	ck Send Email Credit Memo	Reorder Sync Ord
ORDER VIEW	Order & Account Informat	ion		
Information	Order # OPDM000000201 (T sent)	he order confirmation email is not	Account Information Edit Customer Order is not synced yet	
Invoices	Order Date	Dec 25, 2024, 10:18:03 PM	Customer Name	Jamie
	Order Status	Complete	Email	jb@dallassta
Credit Memos Shipments	Purchased From	Main Website Main Website Store OrderPad	Customer Group	G
Comments History	Placed from IP	104.207.254.206		
Retail Pos	Address Information			
	Billing Address Edit		Shipping Address Edit	
	Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T + 917 2066-18700		Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +917 23065-18200	





Order & Account Information

• When accessing Acumatica, an **[On Hold]** status with **[IN Order Type]** is visible if the order quantity surpasses the available quantity in the store. To finalize the order, include the pending quantity, release it through receipts, and complete the order process.

