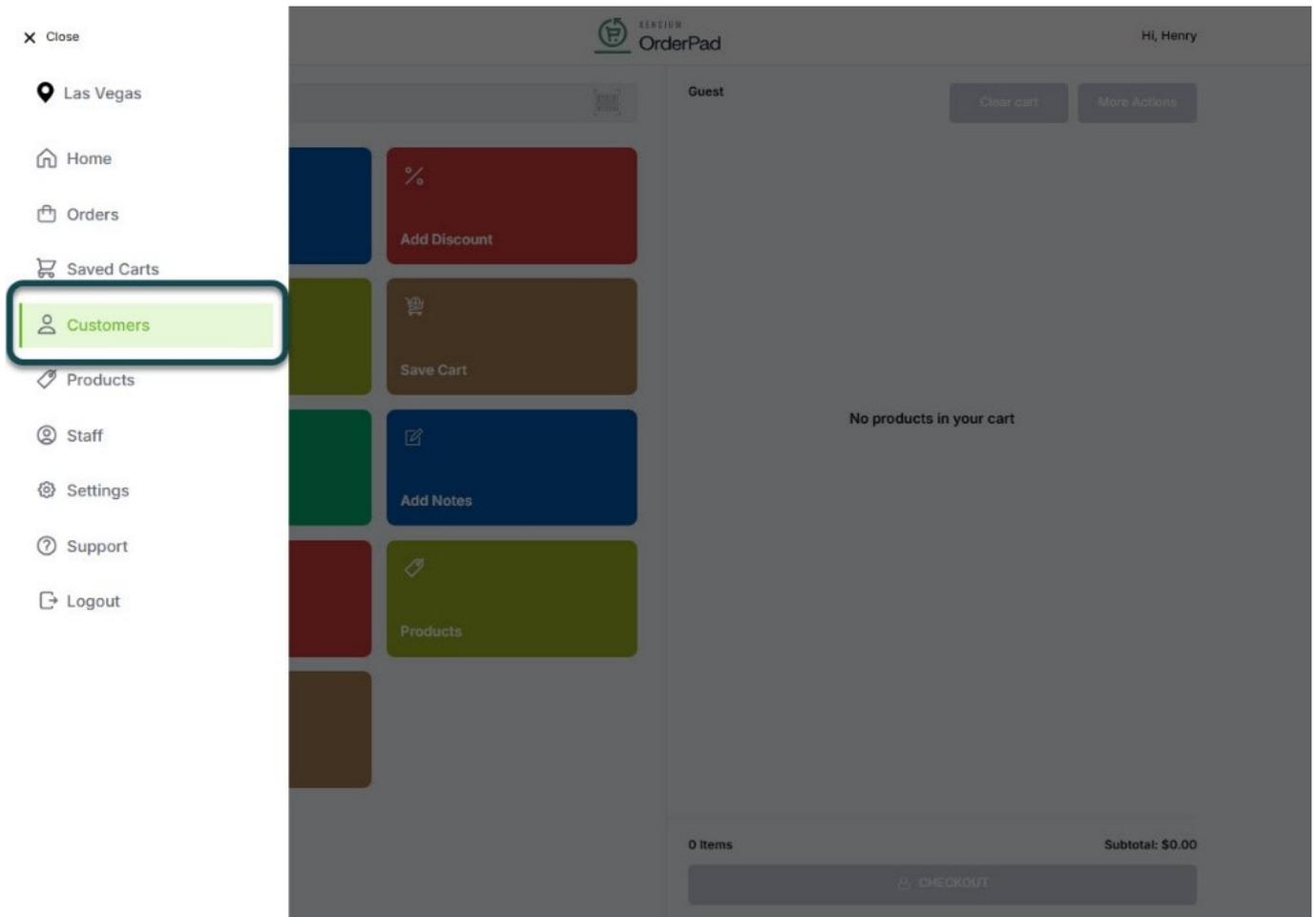


## Delivering the Product to the Store location

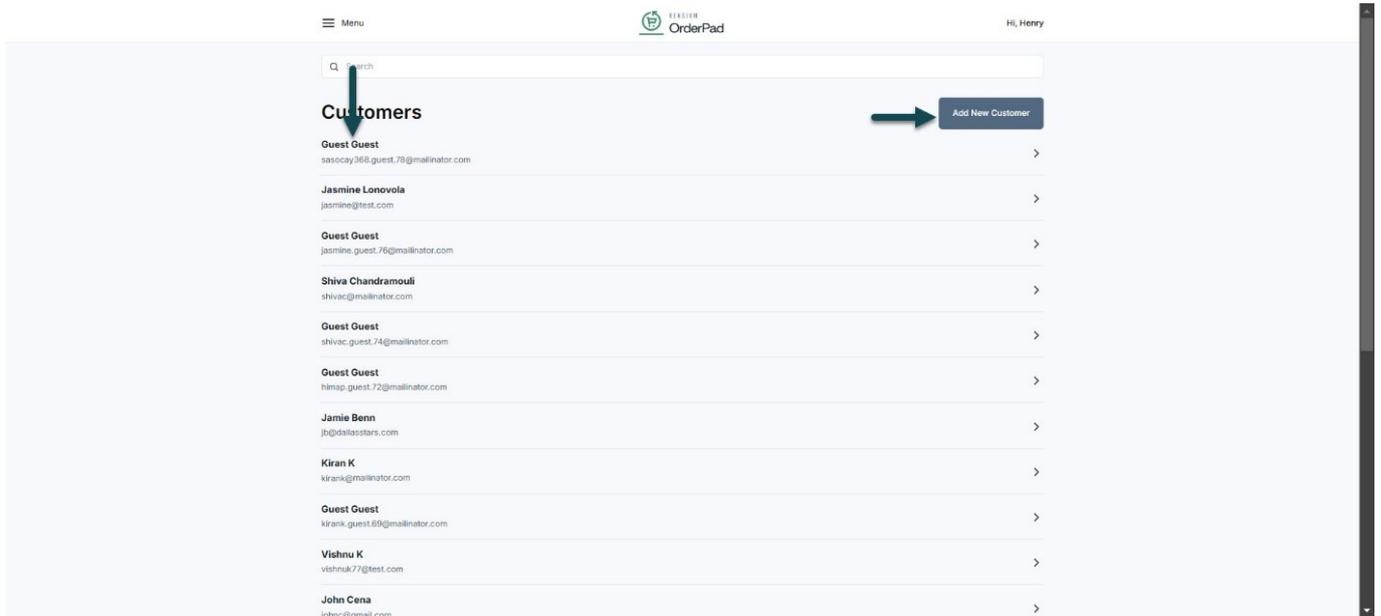
 In this example, we will show how OrderPad manages a scenario where you aim to deliver a product to a store location from a different product location.

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



Customers

- Select the **[Customer]** or **[Add New Customer]**.



## Customers

- Click on **[Add to Cart]**.

← Back

## Jamie Benn



### History

Customer Since  
Sep 26, 2024 12:19:22 PM

Total orders  
8

Total spent to date  
\$ 22.76

### Contact Information

Name

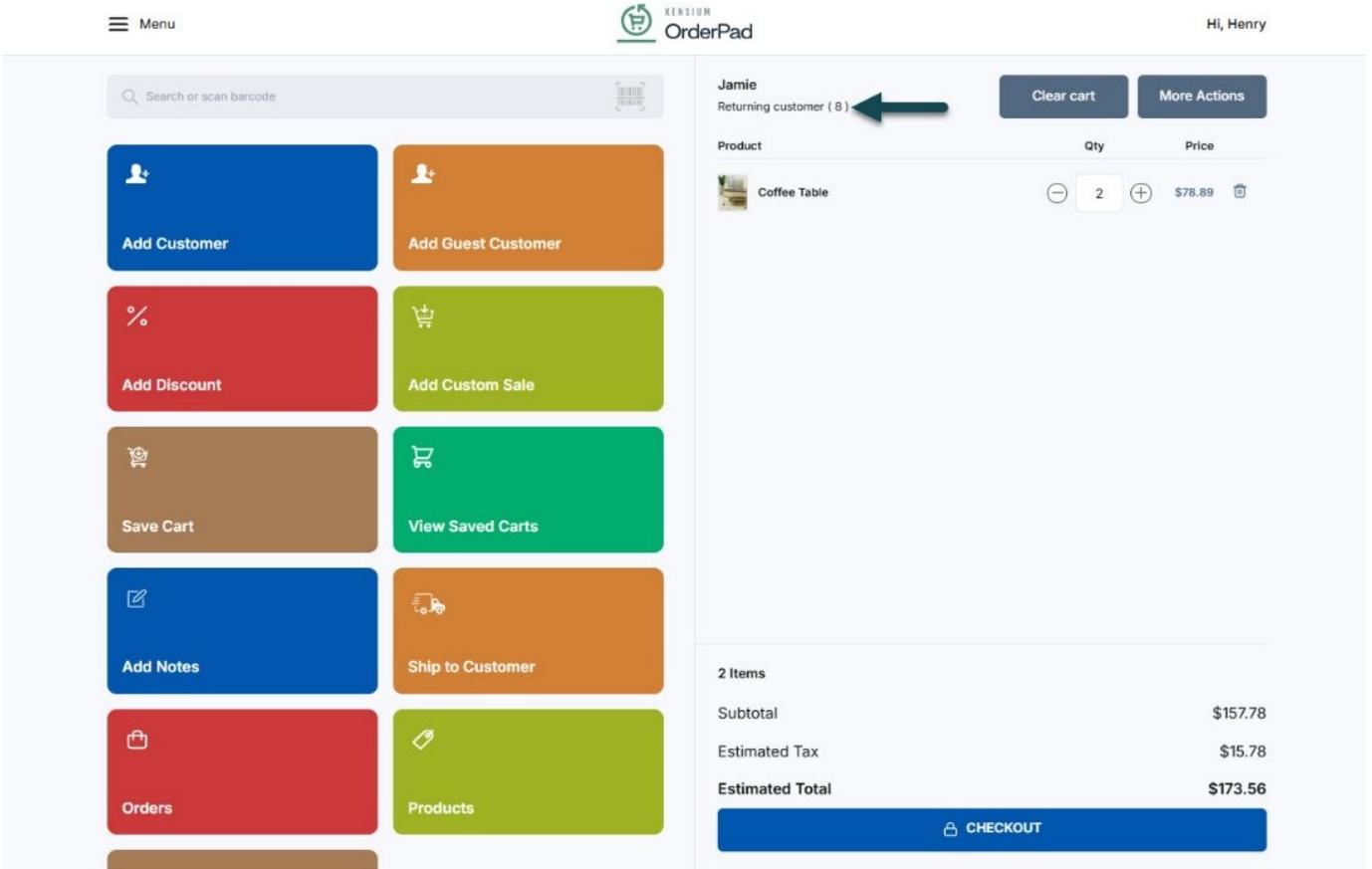
Jamie Benn

Email address

[Update](#)  
jb@dallasstars.com

## 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.



Menu Kensium OrderPad Hi, Henry

Search or scan barcode

**Jamie**  
Returning customer (8) ← Clear cart More Actions

Product	Qty	Price
Coffee Table	2	\$78.89

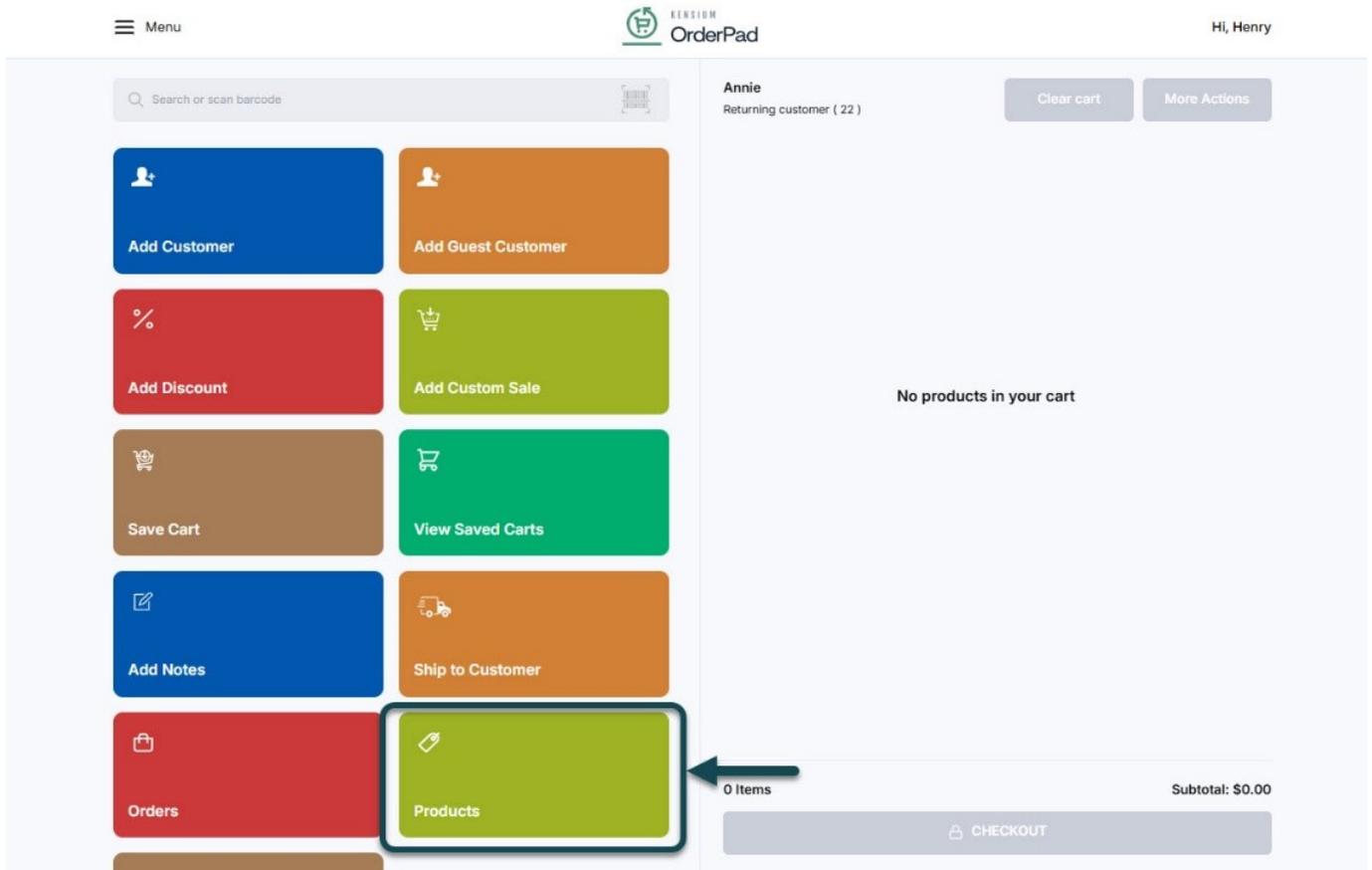
2 Items

Subtotal	\$157.78
Estimated Tax	\$15.78
<b>Estimated Total</b>	<b>\$173.56</b>

🛒 CHECKOUT

## 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]**.

← Back



Coffee Table

\$78.89

Las Vegas **In Stock 1966**

[Check Availability](#)

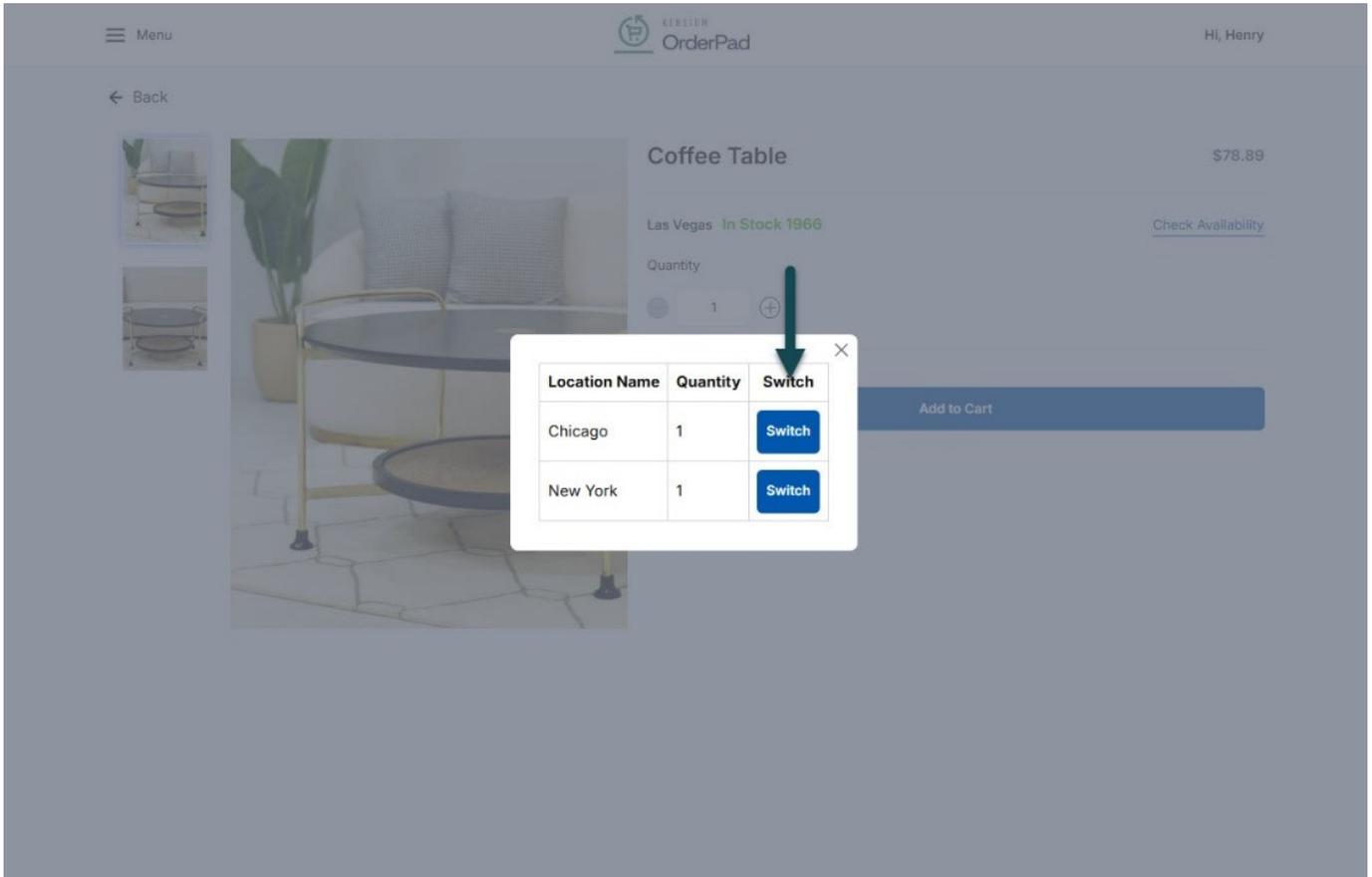
Quantity

− 1 +

Add to Cart

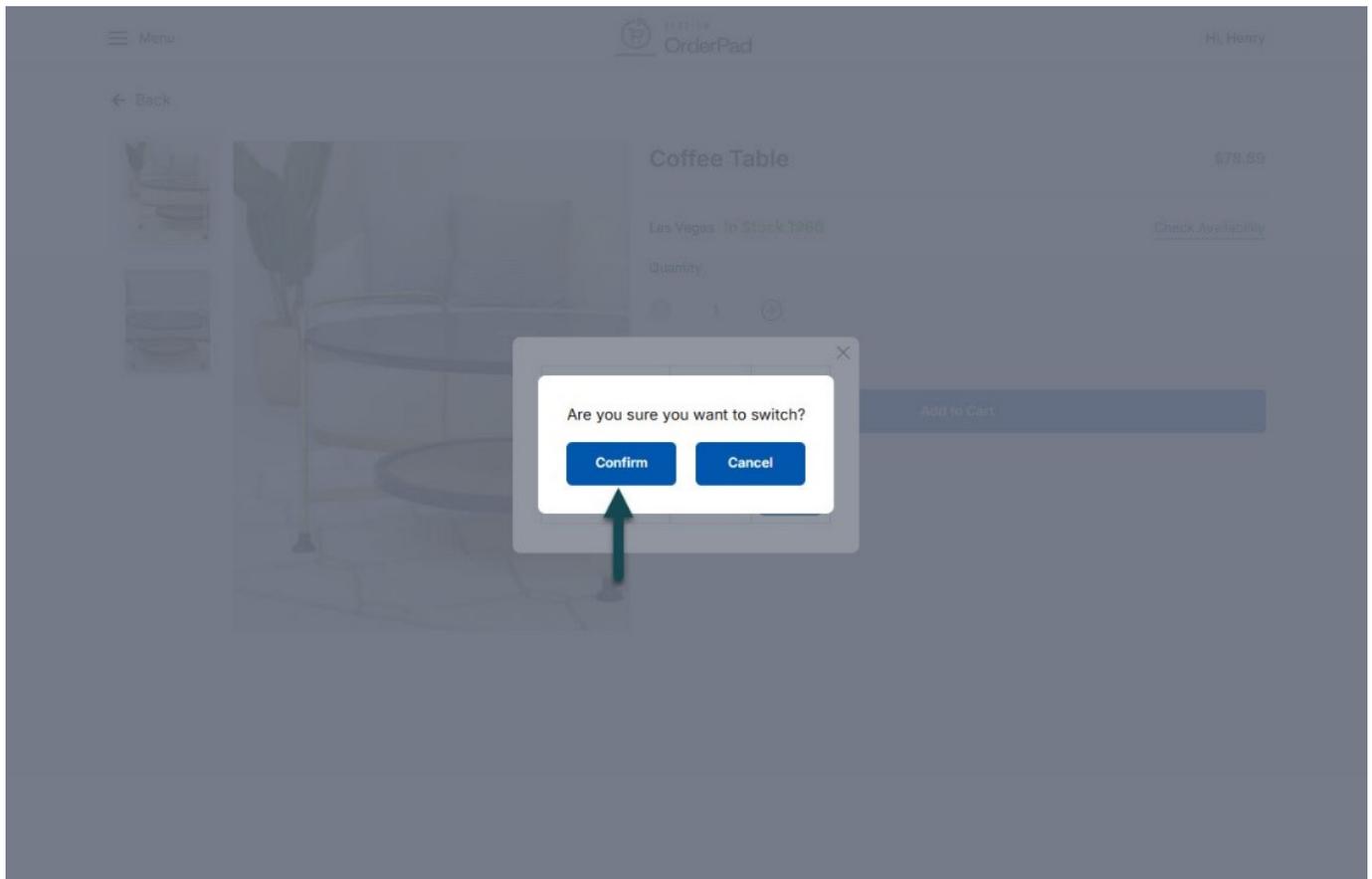
Add to Cart

- 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.



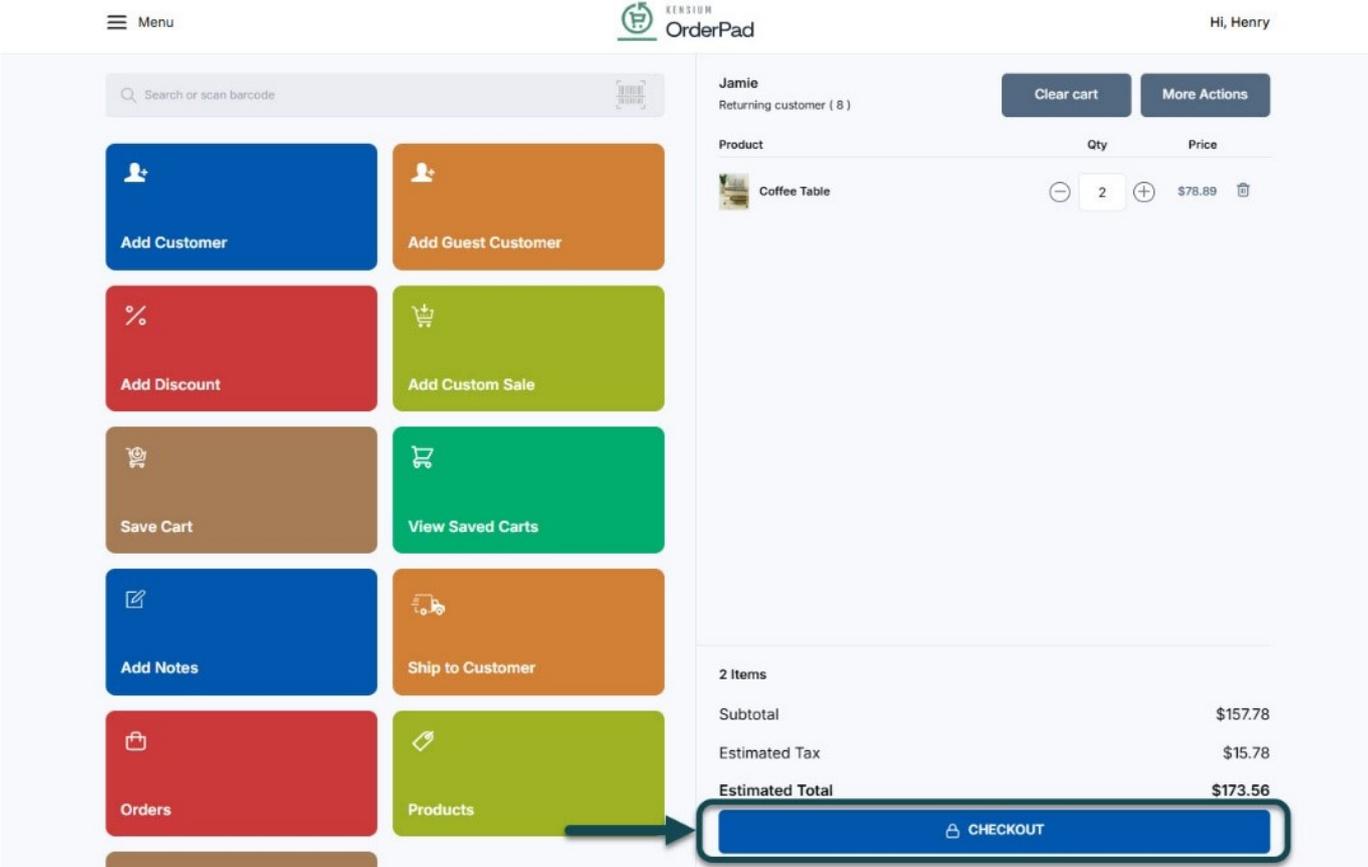
### Switch the Location

- 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]**.



The screenshot shows the Kensium OrderPad interface. At the top left is a 'Menu' icon. The top center features the 'Kensium OrderPad' logo. The top right displays the user's name 'Hi, Henry'. Below the menu is a search bar with the text 'Search or scan barcode'. The main area is divided into two columns of buttons. The left column contains: 'Add Customer' (blue), 'Add Discount' (red), 'Save Cart' (brown), 'Add Notes' (blue), and 'Orders' (red). The right column contains: 'Add Guest Customer' (orange), 'Add Custom Sale' (green), 'View Saved Carts' (green), 'Ship to Customer' (orange), and 'Products' (green). An arrow points from the 'Products' button to a 'CHECKOUT' button at the bottom right, which is highlighted with a red box. The 'CHECKOUT' button is a blue button with a white shopping cart icon and the text 'CHECKOUT'. To the right of the buttons is a customer profile for 'Jamie', a returning customer with 8 items. Below the profile is a table with columns for 'Product', 'Qty', and 'Price'. The table contains one item: 'Coffee Table' with a quantity of 2 and a price of \$78.89. Below the table is a summary section with the following items:

2 Items	
Subtotal	\$157.78
Estimated Tax	\$15.78
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.

Review and Place Order

Shipping Information

[Add](#) [Select](#)

Las Vegas  
+91 73066-18700  
817 Mesa Drive  
Las Vegas, Nevada 89101 US

Subtotal	\$157.78
Tax	\$15.78
Shipping	Free
<b>Total</b>	<b>\$173.56</b>

Cash

Send Check to:

Note: Your order will be shipped once the Check/Money Order has been received and processed.

Pay Later

Credit Card (Card Present)

Enter Coupon Code



Review Order

## 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]**.

Review and Place Order

Shipping Information

[Add](#) [Select](#)

Las Vegas  
+91 73066-18700  
817 Mesa Drive  
Las Vegas, Nevada 89101 US

Subtotal	\$78.89
Tax	\$7.89
Shipping	Free
<b>Total</b>	<b>\$86.78</b>

Cash

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]**.

Review and Place Order

Shipping Information

[Add](#) [Select](#)

Las Vegas  
+91 73066-18700  
817 Mesa Drive  
Las Vegas, Nevada 89101 US

Subtotal	\$78.89
Tax	\$7.89
Shipping	Free
<b>Total</b>	<b>\$86.78</b>

Payment Information

Pay Later

1 items in your order



Coffee Table

Qty : 1



Place Order

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



#OPDM00000201 posadmin

← Back   Send Email   Credit Memo   Reorder   **Sync Order**

**ORDER VIEW**

Information

Invoices

Credit Memos

Shipments

Comments History

Retail Pos

### Order & Account Information

**Order # OPDM00000201 (The order confirmation email is not sent)**

Order Date	Dec 25, 2024, 10:18:03 PM
Order Status	Complete
Purchased From	Main Website Main Website Store OrderPad
Placed from IP	104.207.254.206

**Account Information** [Edit Customer](#)

**Order is not synced yet**

Customer Name	Jamie Benn
Email	jb@dallasstars.com
Customer Group	General

---

**Address Information**

<p><b>Billing Address</b> <a href="#">Edit</a></p> <p>Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700</p>	<p><b>Shipping Address</b> <a href="#">Edit</a></p> <p>Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700</p>
--	---

### 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.

#OPDM00000201 posadmin

← Back   Send Email   Credit Memo   Reorder   **Sync Order**

**ORDER VIEW**

Information

Invoices

Credit Memos

Shipments

Comments History

Retail Pos

### Order & Account Information

**Order # OPDM00000201 (The order confirmation email is not sent)**

Order Date	Dec 25, 2024, 10:18:03 PM
Order Status	Complete
Purchased From	Main Website Main Website Store OrderPad
Placed from IP	104.207.254.206

**Account Information** [Edit Customer](#)

**Order is not synced yet**

Customer Name	Jamie Benn
Email	jb@dallasstars.com
Customer Group	General

---

**Address Information**

<p><b>Billing Address</b> <a href="#">Edit</a></p> <p>Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700</p>	<p><b>Shipping Address</b> <a href="#">Edit</a></p> <p>Las Vegas Las Vegas 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700</p>
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KENSIUM

OrderPad

### 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.