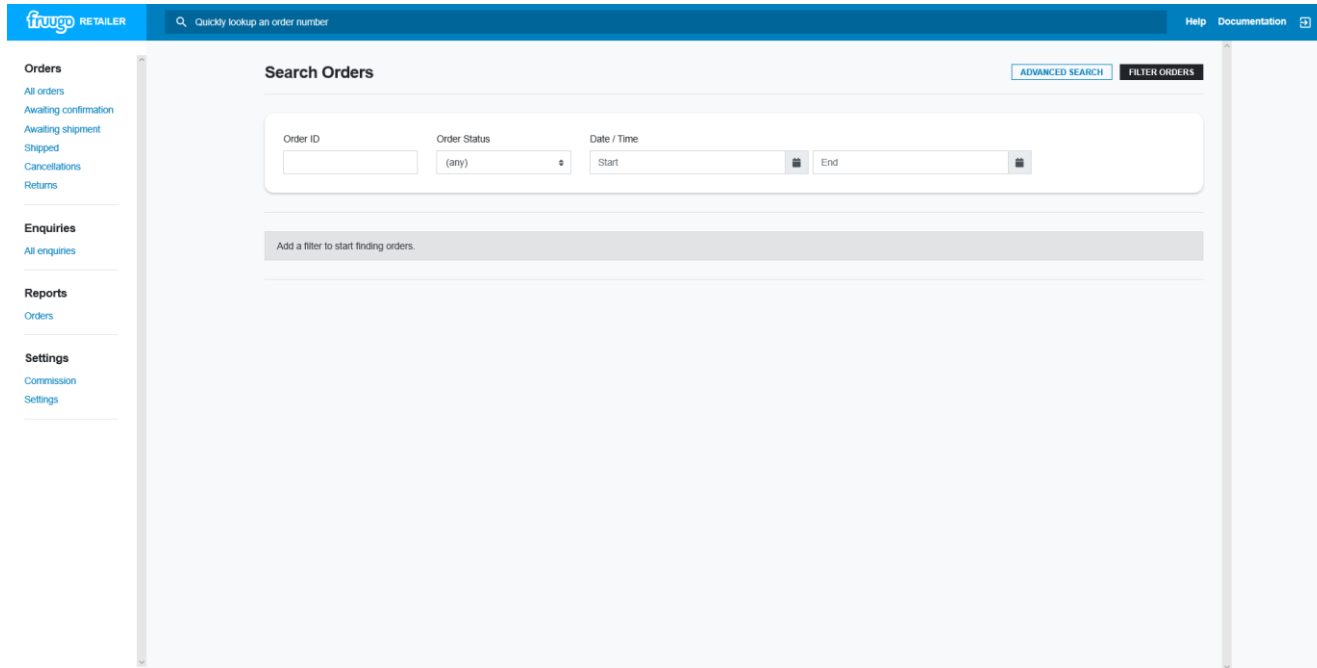


Marking an order as shipped



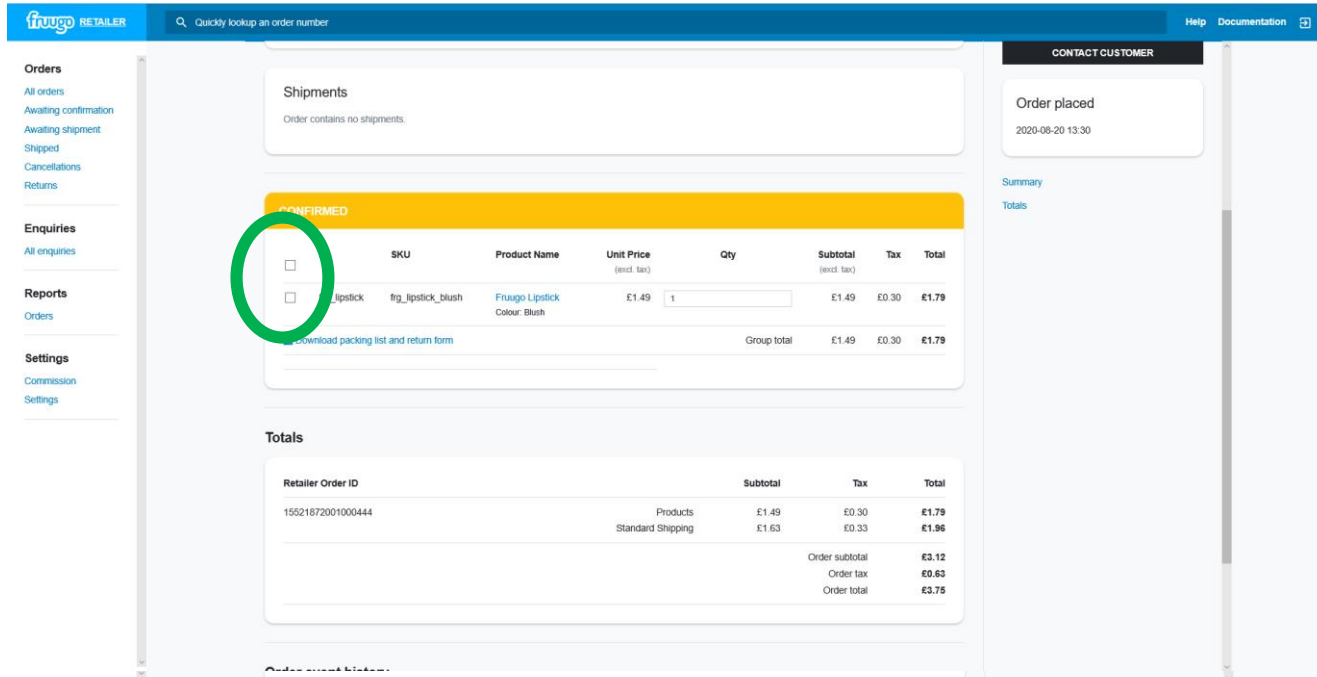
Sign into the retailer portal, by going to:

Retailer.fruugo.com

You can sign in using your Fruugo credentials. If you are unsure of these, please let us know.

Once in your account you can navigate the portal using the bar on the left hand side of the page.

You can click the 'Awaiting Shipment' tab or search for the order by entering the short order number, or the first 8 digits of the long order number.



Once you have opened the order, you should see a screen which looks like the image opposite.

Here you will see the customers shipping details and the order details.

To ship or cancel the order, you should select the boxes next to the item.

We have highlighted these boxes in **Green**.



fruugo RETAILER

Quickly lookup an order number

Help Documentation

CONTACT CUSTOMER

Shipments

Order contains no shipments.

CONFIRMED

ID	SKU	Product Name	Unit Price (excl. tax)	Qty	Subtotal (excl. tax)	Tax	Total	
<input checked="" type="checkbox"/>	ftg_lipstick	ftg_lipstick_blush	£1.49	1	£1.49	£0.30	£1.79	
Download packing list and return form					Group total	£1.49	£0.30	£1.79

Update selected products **CANCELLED** **SHIPPED**

Totals

Retailer Order ID	Subtotal	Tax	Total
15521672001000444	Products £1.49	£0.30	£1.79
	Standard Shipping £1.63	£0.33	£1.96
		Order subtotal	£3.12
		Order tax	£0.63
		Order total	£3.75

Once you click the boxes, the option to cancel or ship the order will appear.

Once you select 'Shipped' further options will appear





The screenshot shows the fruugo RETAILER interface. The top navigation bar includes the fruugo logo, a search bar with the text "Quickly lookup an order number", and links for "Help" and "Documentation". A left sidebar contains menu items for "Orders", "Enquiries", "Reports", and "Settings". The main content area is divided into several sections:

- Shipments:** A box indicating "Order contains no shipments."
- CONFIRMED:** A yellow header above a table of products.
- Product Table:**

ID	SKU	Product Name	Unit Price (excl. tax)	Qty	Subtotal (excl. tax)	Tax	Total
<input checked="" type="checkbox"/>	frg_lipstick	frg_lipstick_blush	£1.49	1	£1.49	£0.30	£1.79
Group total					£1.49	£0.30	£1.79
- Buttons:** "Update selected products" with "CANCELLED" and "SHIPPED" options, and a "SHIP SELECTED PRODUCTS" button.
- Form Fields:** "Delivery method" (Standard), "Tracking number", "Tracking URL" (http://), and a checkbox for "Add a message to customer".
- Totals:** A section at the bottom left of the main area.
- CONTACT CUSTOMER:** A sidebar on the right with "Order placed" (2020-08-20 13:30) and "Summary Totals" links.

Here you can add a shipping message to the customer (optional).

You will also see the shipping method that the customer has opted for.

You have the opportunity here to enter any tracking information for the package including a tracking URL.

To ship, you should click the 'Ship Selected Products' button to continue.





fruugo RETAILER Help Documentation

CONTACT CUSTOMER

Shipments

Date	MID	Status	Tracking
2020-11-25	444	SHIPPED	Standard Shipping

SHIPPED

ID	SKU	Product Name	Unit Price (excl. tax)	Qty	Subtotal (excl. tax)	Tax	Total
<input type="checkbox"/>	fig_lipstick	fruugo Lipstick Colour: Blush	£1.49	1	£1.49	£0.30	£1.79
Download packing list and return form					Group total	£1.49 £0.30	£1.79

Totals

Retailer Order ID	Subtotal	Tax	Total
15521872001000444	Products £1.49	£0.30	£1.79
	Standard Shipping £1.63	£0.33	£1.96
	Order subtotal		£3.12
	Order tax		£0.63
	Order total		£3.75

Order placed 2020-08-20 13:30

Summary
Totals

The order status will then change to shipped and the customer will be notified via email that their order has been shipped by the retailer.

The payment schedule will also begin.