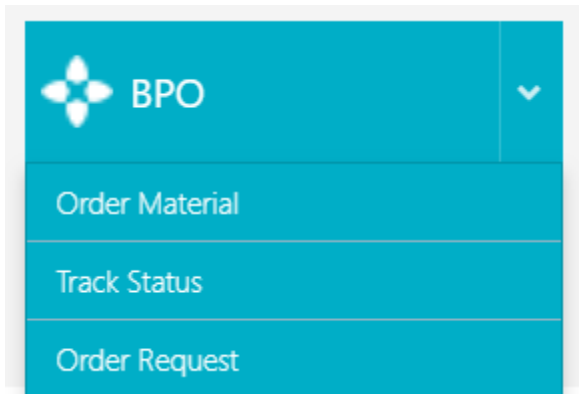


Order Material

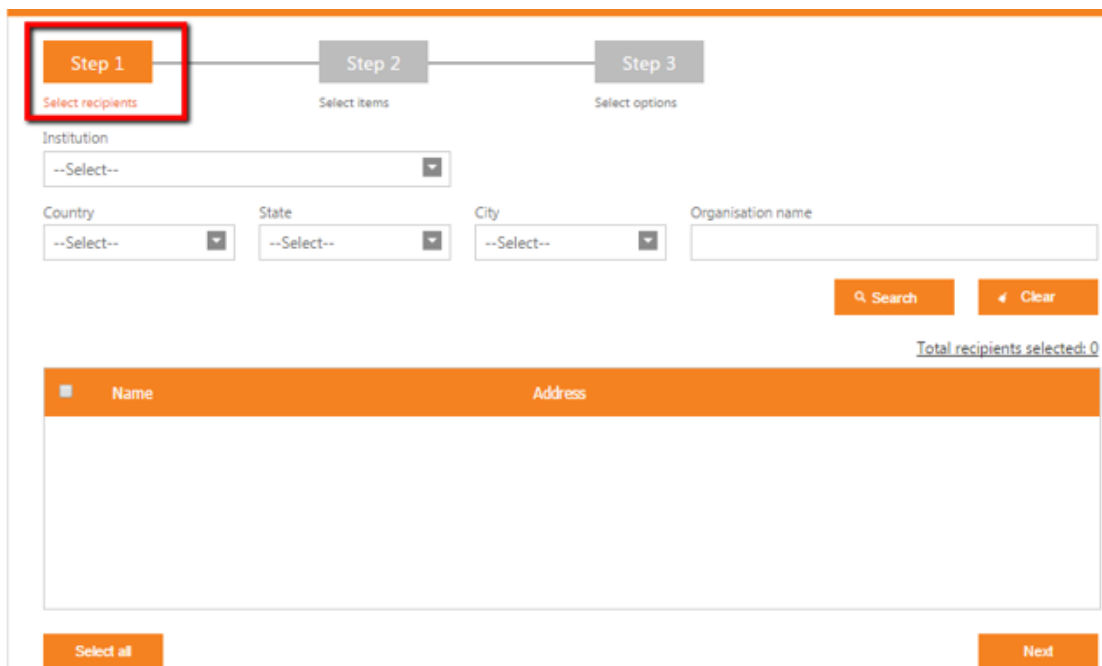
The user with “**Promotional Ordering Material**” role will be able to place order from **Promotional Material > Order Material** screen.



Order Material

The below steps needs to be followed.

- **In Step 1:** We need to select the institution first so that we can select the products available for this institute for placing orders.
- User can further select the country /state /City of its destination location where the order needs to be delivered.
- Depending upon the country selected, the search result will show all agent’s locations of the country that are linked to the selected institute. Select the recipients and click on **Next**

A screenshot of the Order Material process flow. The flow consists of three steps: Step 1 (Select recipients), Step 2 (Select items), and Step 3 (Select options). Step 1 is highlighted with a red box. Below the flow, there are input fields for Institution, Country, State, City, and Organisation name. There are also Search and Clear buttons. Below the input fields, there is a table with columns for Name and Address. At the bottom, there are Select all and Next buttons. The text 'Total recipients selected: 0' is displayed below the table.

- **In Step 2:** The product item that needs to be order is select

- After entering the quantity click next to go to step 3.
- **In step 3:** We can provide the expected dispatch date and select the notification update option to receive status updates.
- Click on **Place Order** to submit the order

Order Request

- To view the recently placed orders go to **Promotional Material > Order Request**
- To search the order recently placed use **Start date** and **End date** filter. The **date filter** specifies the date of placing order.
- As soon the order is placed it is in **“Requested”** status with no order number generated.
- After it is processed by the BPO service the status gets updated to **Approved** or **Pending approval depending upon** the order quantity settings.

Order Request
View recently requested orders

Search by

Order number:
 Status:
 Start date:
 End date:

Sender	Receiver	Requested #	Order #	Status
RMIT University Australia	IDP Special India India	10979 01-Jun-2016	30676 01-Jun-2016	Pending approval 01-Jun-2016

1 item(s) in 1 page(s) 10

Click here to view order details

- The order number shown under **“Order #”** field shown can be noted for further tracking the order.
- **“Status”** fields show the current status of the order.
- To see the order details, click on the **view** icon.
- The order details will be shown as in the screenshot below.

Request Detail

Request Detail

11003
02-Jun-2016
RMIT University
Australia

Ship to
Brinder Singh
IDP Special India
ionix road
Chandigarh, Chandigarh, 30000
India
Tel : 9087

Additional Information

Required dispatch date: 02-Jun-2016
 Order placed by: Raghava reddy gongid AVUL
 PAKIR JAINILABDEEN ABDUL
 rajat.idp1@vopmail.com
 Message for receiver: hfgjbjk

Items Ordered

Product	Product
	International Masters Printguide 81 22122015 Name update Qty. ordered : 500

- After the order is approved by the client the order gets updated to “Approved”
- All further tracking of order is done from “Track Status” screen.

Track Status

- To track the status of an order, go to **Promotional Material > Track Status**
- The user can search for the order with various search filters.
- Two actions can be taken on orders depending upon the order status.
 - Update Address.
 - Cancel order.
- **Update Address:** User can update shipping address for orders with “**Incomplete Address**” status.
- Select the order and “**Update Order**” action.

Search by

Order number AWB number Status User

Start date End date Show cancelled orders

Sender	Receiver	Order #	Status	
<input checked="" type="checkbox"/> RMIT University	IDP Melbourne International Student Melbourne, Australia	25823 18-Jan-2016	Incomplete Address 29-Feb-2016	<input type="button" value="🔍"/>
<input type="checkbox"/> RMIT University	IDP Melbourne International Student Causeway, Australia	25821 18-Jan-2016	Incomplete Address 29-Feb-2016	<input type="button" value="🔍"/>

 Page size: 2 items in 1 pages

What do you want to do:

- Update the correct address and save the details.

Save & close Close

Update delivery details

25823
18-Jan-2016
RMIT University

Address details

Organisation name <input type="text" value="IDP Melbourne International Student"/>	Contact name <input type="text" value="Raghava reddy gongid AVUL PAKIR JAI"/>	Email <input type="text" value="rajat.idp1@yopmail.com"/>
Address line 1* <input type="text" value="SCO 121 Mercure Welcome Hotel (Ether Con)"/>	Address line 2 <input type="text" value="Near to Amravati Enclave House Number -"/>	Post code <input type="text" value="1600009"/>
Country <input type="text" value="Australia"/>	State <input type="text" value="Victoria"/>	City* <input type="text" value="Melbourne"/>
Phone* <input type="text" value="988989898987"/>		

- **Cancel Order:** User can cancel the orders with “Pending approval” status.

- (i) Select the order and perform “**Cancel Order**” action.