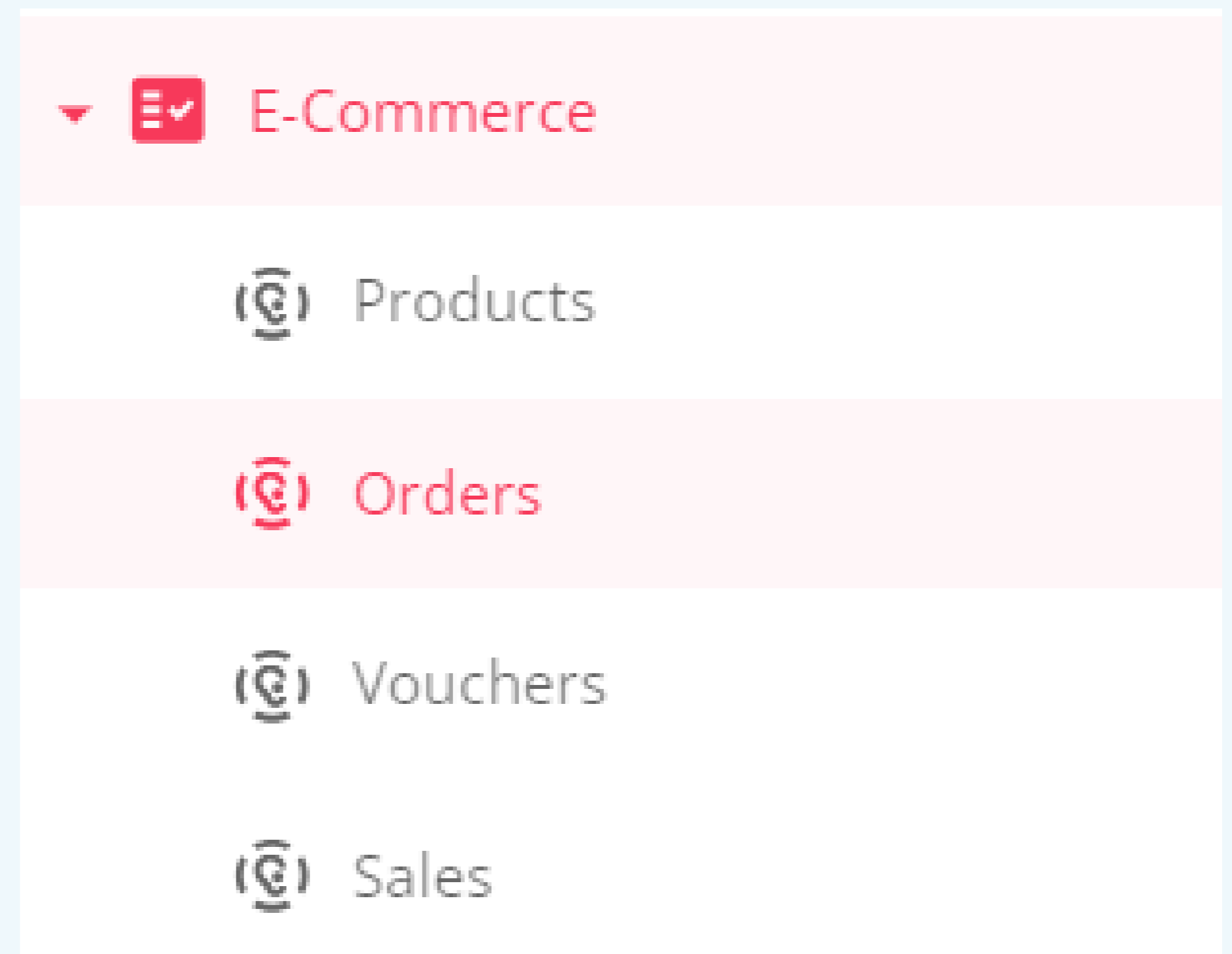


1. Admin – E-Commerce

- Program Admin will view and approve/reject the submitted order proof by users:
 - ❑ Click on E-commerce – Orders – Order ID
 - ❑ Click on – Order Proof – Click on View.
 - ❑ Admin either approve or reject the order HRDF by click on Confirm order (Approve); Reject order proof (Reject)



A screenshot of the 'Order Details' page in the admin interface. The page has a red header bar with a back arrow, the text 'Orders Order Details', and a user profile icon 'A'. Below the header is a navigation bar with four tabs: 'Overview', 'Order Proof' (active), 'Order Items', and 'Invoices & Receipt'. To the right of the tabs are two buttons: 'Confirm order' and 'Reject order proof'. Below the navigation bar is a table with the following data:

No	File	Order Id	Order Proof Type
1	View	30009	Letter of Undertaking

2. Admin – E-Commerce (cont..)

- Program Admin will view and approve/reject the submitted order proof by users:
 - ❑ *Click on Confirm order – key in Remarks.; Click on Yes.*

Confirm order ×

Are you sure to confirm order 30009?

Remark _____
Document approved.

3. Admin – E-Commerce (cont..)

- Program Admin will generate commercial invoice:
 - ❑ *Click on Invoices & Receipt*
 - ❑ *Click on Generate Commercial Invoice*

← Orders
Order Details

A

Overview

Order Proof

Order Items

Invoices & Receipt

Generate Commercial Invoice

4. Admin – E-Commerce (cont..)

- Program Admin will generate commercial invoice:
 - Click on Generate Commercial Invoice*

Generate Invoice ✕

Name

Email

Phone Number *

Attention To

Street Address 1

Street Address 2

City

State Id *

Postal Code

Country

5. Admin – E-Commerce (cont..)

- Program Admin will generate payment receipt:
 - ❑ *Click on Invoices & Receipt*
 - ❑ *Click on Generate Payment Receipt*

6. Admin – E-Commerce (cont..)

- Program Admin will generate payment receipt:
 - To Generate Payment Receipt, click on Yes button.*

Generate Payment Receipt



Generate payment receipt for 30009?

No

Yes

7. Admin – E-Commerce (cont..)

- Program Admin can see: click on link
 - ❑ *Quotation*
 - ❑ *Commercial Invoice*
 - ❑ *Payment Receipt*

← Orders
Order Details

Overview Order Proof Order Items **Invoices & Receipt**

Quotation

Invoice Ref No [QUO/0930-2023/Q1012](#)
Invoice Date 27 Oct 2023
Expiry Date 26 Nov 2023

Regenerate Quotation Pdf

Commercial Invoice

Invoice Ref No [INV/0930-2023/1007](#)
Invoice Date 27 Oct 2023
Due Date 26 Nov 2023

Payment Receipt

Receipt Ref No [RCP/0930-2023/008](#)
Receipt Date 27 Oct 2023