

How do I Manage My Existing Estate Orders?

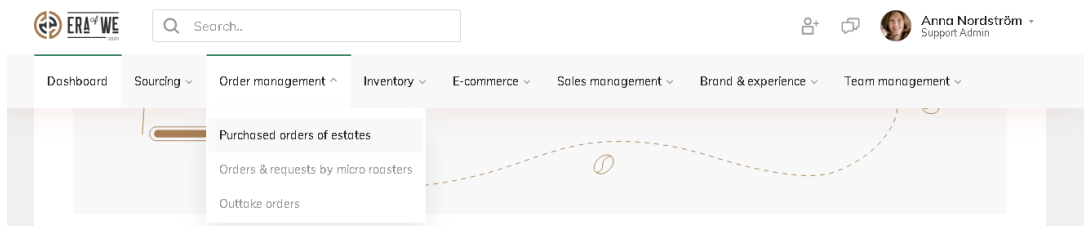
Nehal Gowrish - 2021-09-14 - Order Management

BRIEF DESCRIPTION

The Era of We application allows you to manage and keep track of all your estate orders with a click of a button. In this documentation, you will understand how to manage your existing estate orders.

STEP BY STEP GUIDE

Step 1: Log in to your account, navigate to the 'Order Management' tab, and select 'Purchased orders of estates' option from the drop-down menu.



Step 2: Here, you will see a dashboard with all your estate orders. You can filter the orders by origin, type of order, date created, and status.

Select 'view order' to start making changes to an order.

Note: For more information on how these orders appeared on this page [click here](#).

Estate orders

Origin Type of order Status Date range Display + 20

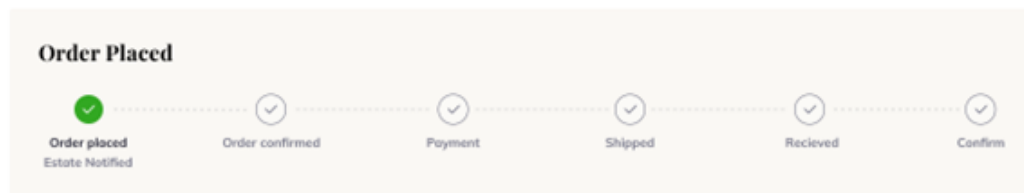
<input type="checkbox"/>	Order ID	Estate name	Date ordered	Origin	Variety	Price	Quantity	Type of order	Status	Action
<input type="checkbox"/>	81671	Finca la pampa	24 Jan 2020	Colombia	Bourbon	-	-	Sample	Shipped	View order
<input type="checkbox"/>	56076	Gesha	12 Jan 2020	Colombia	Bourbon	\$1,480	297kg	Booked	Order confirmed	View order
<input type="checkbox"/>	46930	Finca la toboba	13 Oct 2018	Ethopia	Bourbon	\$6,560	567kg	Sample	In transit	View order
<input type="checkbox"/>	9019	Asoproaas	02 Dec 2019	Brazil	Bourbon	-	-	Sample	Shipped	View order
<input type="checkbox"/>	12416	Cafe directo	02 Oct 2019	Ethopia	Bourbon	\$3,200	400kg	Pre-Booked	Received	View order
<input type="checkbox"/>	71716	La isabela	19 Sep 2019	Colombia	Bourbon	\$2,377	110kg	Booked	Cancelled	View order

1 2 3 4 5 ... 10

Step 3: Now you can view the order invoice, see the availability details, payment terms, stakeholders, and more.

Order #12416 Sample

[Order invoice](#)



Order details | **Grade info** | **1** | [Have a problem?](#)

Origin	Variety	Quantity ordered	Rate per KG	Total
Columbia	Bourbon, caudal	Sample	\$3.277USD	\$300

[View lot details](#)

Delivery address [Edit](#)

Löfbergs Lila AB, Box 1501, 651 21 - Karlstad, Sweden

Availability details

Flavour profile: Strawberry, Nutty

Listing Status: Warehouse

Processing: Unwashed

Type: Single origin

Species: Arabica

Quality grade: AA

Packaging: Biodegradable

Water activity: 0.67

Payment status

PENDING

[Upload receipt](#)

[View payment procedure](#)

Estate details [view details](#)

Finca Guadalupe Zajú ★ 4.95 [Message](#)

Company number: 9685657

Belongs to: Cooperative

Address: Manzales, Caldas, 46729 - Colombia

Stakeholders

Finca La Pampa Coffee Estate [Message](#)

Thus, you can manage your existing Estate orders as a roaster.

“If you still have any queries, then please feel free to connect with our support team.”