

How do I Manage My Micro-roaster Orders?

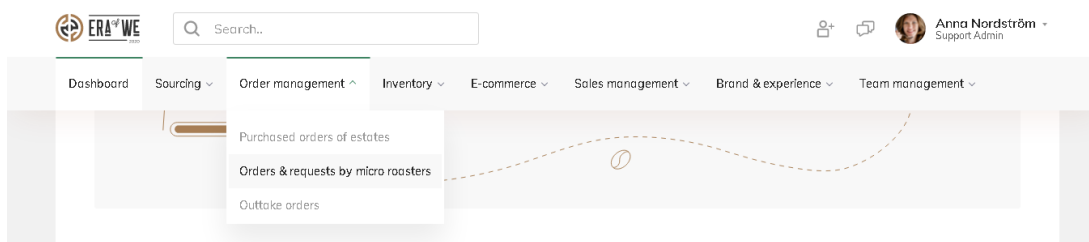
Nehal Gowrish - 2021-09-14 - Order Management

BRIEF DESCRIPTION

The Era of We application allows you to manage and keep track of all micro-roaster orders with ease. In this documentation, you will understand how to manage micro-roaster orders.

STEP BY STEP GUIDE

Step 1: Log in to your account, navigate to the 'Order Management' tab, and select 'Orders & requests by micro roasters' option from the drop-down menu.



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

Select 'View order' to see order details and make changes.

Home > Order Management > Orders & Requests by Micro Roasters

Orders & Requests by Micro Roasters

Search by order id, micro roaster [Export](#)

Origin Type of order Status Date range Display 10

Orders Requests

Order ID	Product na...	Microroaster	Date order...	Origin	Variety	Roaster ref ...	Type	Status	Action
53	New MR prod...	New Mr User	5 May 2021	El Salvador	Hybrids F1 (H...	-	Booked	Confirmed	View order
52	New MR prod...	New Mr User	28 Apr 2021	El Salvador	Hybrids F1 (H...	-	Booked	Confirmed	View order
51	New Coffee b...	New Mr User	27 Apr 2021	El Salvador	Marsellesa	-	Booked	Received	View order
49	New MR prod...	New Mr User	26 Apr 2021	El Salvador	Hybrids F1 (H...	-	Booked	Received	View order
48	New Coffee b...	New Mr User	27 Apr 2021	El Salvador	Marsellesa	-	Booked	Received	View order

Step 3: For confirmed orders, you can now check/edit the payment status, order details, raise a dispute, and micro-roaster details.

Order Placed
By: New MR
4 July 2021

Order Confirmed
By: Nisseo Roaster1
4 July 2021

Payment

Shipped

Received by Micro-roaster

When the order is ready to be shipped, please update the tracking link and the shipping date for the customers to keep a track.

Enter Tracking Link Select Shipping Date [Update](#)

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

Product name
San Antino 004
Lot ID
166
[View lot details](#)
Variety
Marsellesa
Bulk ordered
5 bags x 20 kg
Rate per kg
95 SEK

Delivery address
line 1, line 2, India, Karnataka Bangalore, 123456

Micro-Roastery Details [View details](#)
New Mr user
Order #86 chat [Message](#)

Step 4: For new orders, you can confirm or reject the order as well as view the invoice, delivery address, and micro-roaster details.

Order #12416 • Sample

[Order invoice](#)

Order Details 1

 Express Delivery

Product name	Lot ID	Variety	Bulk Ordered	Rate per Kg
Freshgreen coffee	22345 View lot details	Arabica, Bourbon	Sample	\$7.26USD


Total : \$100

Confirm Order

Confirm the order within 72 hrs, else the request will be cancel automatically.

2 Accept Order Reject Order 3


Delivery Details [view micro-roastery details](#)



Third Wave Coffee
★ 4.95

[Message](#)

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



Thus, you can manage your micro-roaster orders as a roaster.

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