

Waste Vantage: How to Manage Your Orders

Managing your orders in Waste Vantage is simple and efficient. Follow these steps to access, edit, and perform actions on your orders.

Step 1: Accessing Your Orders

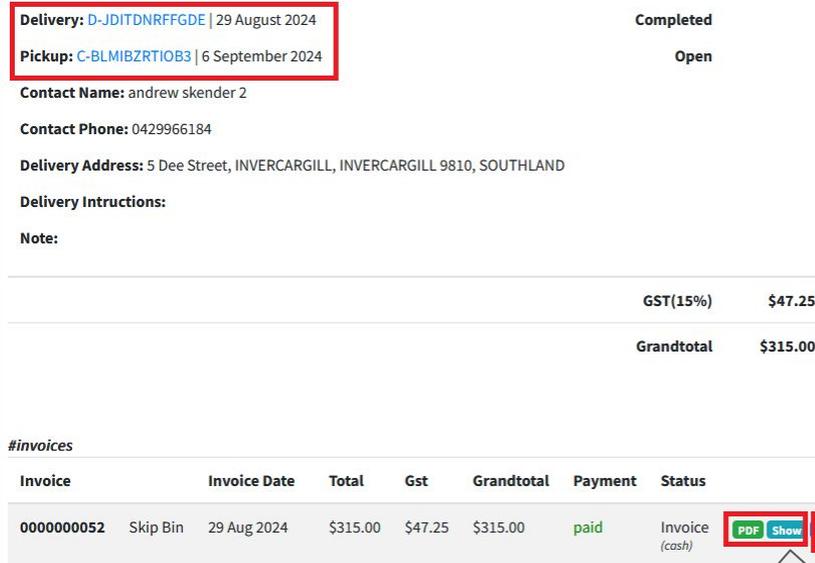
Orders Skip Bin Order

All Status All Refund Status Date Start Date End e.g. order code, customer name Filter Download

Code	Category	Items	Customer	Suburb	Order Date	Delivery	Pickup	Grandtotal	Status	
EBNZ-NI5KVVI7HP <small>sales from Task IT by kadek prabba</small>	Skip Bin	Green Waste	andrew skender 2	INVERCARGILL	29 August 2024	29 August 2024	6 September 2024	\$315	paid	⋮
<small>PAYMENT ID:</small>	<small>INVOICE</small>	<small>CREDIT NOTE</small>	<small>TRANSACTION</small>	<small>PAYMENT DATE:</small>	<small>AMOUNT:</small>	<small>View Task</small>				
pi_3Psz5PEA5CSTsjAP1hmslv20	PARENT	-	Stripe	29 Aug 2024	\$315	<small>Cancel And Refund</small>				
EBNZ-KV5LQ75MRN <small>sales from Task IT by kadek prabba</small>	Skip Bin	Green Waste	Andrew Skender	INVERCARGILL	29 August 2024	29 August 2024	6 September 2024	\$265	paid	⋮
<small>PAYMENT ID:</small>	<small>INVOICE</small>	<small>CREDIT NOTE</small>	<small>TRANSACTION</small>	<small>PAYMENT DATE:</small>	<small>AMOUNT:</small>	<small>TRANSACTION:</small>				
pi_3PsvyKEA5CSTsjAP0QAxedM2	PARENT	-	Stripe	29 Aug 2024	\$265	paid				
EBNZ-EXWT1AXSHL <small>sales by Task IT</small>	Skip Bin	Mixed Waste	Fritz Herman	TISBURY	29 August 2024	29 August 2024	30 August 2024	\$1300	completed	
<small>PAYMENT ID:</small>	<small>INVOICE</small>	<small>CREDIT NOTE</small>	<small>TRANSACTION</small>	<small>PAYMENT DATE:</small>	<small>AMOUNT:</small>	<small>TRANSACTION:</small>				
-	PARENT	-	-	-	\$1300	unpaid				

1. From the sidebar menu, click on “Sales”, then select “Order”.
2. On the Orders page, you'll see a list of all your orders along with key details such as status, customer information, and order code.
 - You can export the order list by clicking on the Download icon.
3. For each order, click the three-dot icon to:
 - Edit the order details
 - View tasks related to the order
 - Cancel or refund the order
4. To view full order details, including tasks and invoices, click on the Order Code.

Step 2: Viewing Order Details



Delivery: [D-JDITDNRRFFGDE](#) | 29 August 2024 Completed

Pickup: [C-BLMIBZRTIOB3](#) | 6 September 2024 Open

Contact Name: andrew skender 2

Contact Phone: 0429966184

Delivery Address: 5 Dee Street, INVERCARGILL, INVERCARGILL 9810, SOUTHLAND

Delivery Instructions:

Note:

GST(15%)	\$47.25
Grandtotal	\$315.00

#invoices

Invoice	Invoice Date	Total	Gst	Grandtotal	Payment	Status	
0000000052	Skip Bin 29 Aug 2024	\$315.00	\$47.25	\$315.00	paid	Invoice (cash)	PDF Show Resend Invoice

Once inside the Order Details page, you'll find comprehensive information, including the associated tasks and invoices.

1. To view the task details for an order, click on the Delivery or Pickup code.
2. To preview the invoice, click on the PDF or Show button.
3. If you need to resend the invoice to the customer, click on the Resend Invoice button.

Step 3: Additional Options in the Sales Menu



In the Sales menu, you can also access other important order-related sections:

1. Order Quotes: Review quotes that have been sent to customers.
2. Pending Orders: Manage orders that are still in progress or awaiting confirmation.
3. Cancelled Orders: View or restore orders that were cancelled.
4. Relocate Bins: Manage requests to move bins for existing orders.
5. Order Drafts: Review and edit saved drafts before finalizing them as orders.