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Share



VM3COP27.58 Processing a Shopify Order (Customer Already in Intrastats)

VIEWED Catrin Hollings 34 steps 3 minutes

Thevault Shopify

1 Navigate to <https://www.viamed.online/admin>

Guide Me

The screenshot shows the Viamed admin dashboard. On the left is a navigation menu with items like Home, Orders (2), Products, Customers, Marketing, Discounts, Content, Markets, Finance, Analytics, and various channels. The main content area displays a summary for the last 30 days across all channels, with a next payout of £325.21. Key metrics include Sessions (4,787, +24%), Total sales (£729, +99%), Orders (7, +17%), and Conversion rate (0.1%, +183%). There is a notification for '1 order to fulfill' and a 'Good afternoon, let's get started.' message with a search bar. Below that, a marketing optimization notice and a 'One login. Unlimited customization.' section with a grid of app icons are visible.

2 Click "Orders"

A partial screenshot of the browser interface at the top of the page, showing the 'shopify' logo, a search bar, and the beginning of the navigation menu.

Discounts

Content

Markets

Finance

Analytics

Channels >

Online Store

Google & YouTube

Shop

Settings >

Search & Discovery

Kbrite: Back In Stock,Notif...

Translate & Adapt

Flow

1 order to fulfill

Good afternoon, let's get started.

Ask anything...



Your marketing data will soon be optimized

Shopify will soon monitor your data sharing to see if it's driving results. When it isn't, data pauses to limit oversharing, and starts again when it's needed.

[Review settings](#)

[Learn more](#)



One login. Unlimited customization.

Discover Customer Account Extensions: Powerful apps specifically designed for a smooth, feature-rich customer account experience.



3 Click order to process, starting VIAWEB. Outstanding/unfulfilled orders are in bold text.

Shopify Orders

Today: 1 Order, 2 Items ordered, £0 Returns, 0 Orders fulfilled

Order	Date	Customer	Channel	Total	Payment status	Fulfillment status
VIAWEB1257	Today at 13:39	Daniel Townsend	Online Store	£396.00	Paid	Unfulfilled
VIAWEB1258	Saturday at 22:12	Robert King	Online Store	£13.68	Paid	Unfulfilled
VIAWEB1259	20 Jan at 15:37	Syed Amjad	Online Store	£36.84	Paid	Fulfilled
VIAWEB1260	16 Jan at 18:02	Andrew Edmonds	Online Store	£211.44	Paid	Fulfilled
VIAWEB1261	12 Jan at 20:51	John Nash	Online Store	£51.72	Paid	Fulfilled
VIAWEB1262	31 Dec at 13:06	Andrew maile	Online Store	£0.00	Paid	Fulfilled
VIAWEB1263	31 Dec at 10:27	Jeffrey Monera	Online Store	£19.44	Paid	Fulfilled
VIAWEB1264	16 Dec at 10:07	HEALTHSHARE LTD - GBP Cora Health	Online Store	£179.52	Paid	Fulfilled
VIAWEB1265	14 Dec at 17:20	Kingsley Ekwueme	Online Store	£82.44	Paid	Fulfilled
VIAWEB1266	11 Dec at 9:40	Kitty Scott	Online Store	£0.00	Paid	Fulfilled
VIAWEB1267	10 Dec at 14:11	Sarah Smith	Online Store	£0.00	Paid	Fulfilled
VIAWEB1268	8 Dec at 7:56	MR DANIEL J TAYLOR	Online Store	£19.44	Paid	Fulfilled

4 Click "Leave a comment..."

Shopify Order Details

Shipping address: Daniel Townsend

- Customers
- Marketing
- Discounts
- Content
- Markets
- Finance
- Analytics
- Channels >
- Online Store
- Google & YouTube
- Shop
- Search & Discovery
- Kbite: Back In Stock, Notif...
- Translate & Adapt

Paid £396.00

Timeline

VL

Leave

😊 @ # 🔗
Post

Only you and other staff can see comments

Today

- Order confirmation email was sent to Daniel Townsend (dan.townsend@sportingedgeuk.com).

View email

17 minutes ago
- £387.83 GBP will be added to your Mar 2, 2026 payout. ▾

17 minutes ago

Billing address

Same as shipping address

Conversion summary

📄 This is their 2nd order

📍 1st session from Google

📅 2 sessions over 8 days

[View conversion details](#)

Order risk

Low
Medium
High

Chargeback risk is low. You can fulfill this order.

🔒 3DS authenticated

5 Type your initials

6 Click "Post"

- Orders 2
- Drafts
- Shipping labels
- Abandoned checkouts
- Products
- Customers
- Marketing
- Discounts
- Content
- Markets
- Finance
- Analytics
- Channels >
- Online Store
- Google & YouTube
- Shop
- Search & Discovery
- Kbite: Back In Stock, Notif...
- Translate & Adapt
- Settings

Paid

Subtotal	2 items	£318.00
Shipping	UPS (0 g: Items 0 g, Package 0 g)	£12.00
Taxes	GB VAT 20%	£66.00
Total		£396.00
Paid		£396.00

Timeline

VL

KG

😊 @ # 🔗
Post

Only you and other staff can see comments

Today

- Order confirmation email was sent to Daniel Townsend (dan.townsend@sportingedgeuk.com).

View email

17 minutes ago
- £387.83 GBP will be added to your Mar 2, 2026 payout. ▾

17 minutes ago
- A £396.00 GBP payment was processed using a Mastercard ending in 0288

17 minutes ago

Shipping address

Daniel Townsend
5 Haining Gardens
Mytchett
GU16 6BJ
United Kingdom
+44 7447 988136

[View map](#)

Billing address

Same as shipping address

Conversion summary

📄 This is their 2nd order

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Home

Orders 2

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Products

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Channels >

Online Store

Google & YouTube

Shop

Search & Discovery

Kbite: Back In Stock,Notif...

VIAWEB1268 Unfulfilled

28 January 2026 at 13:39

Refund Edit Print More actions

Unfulfilled (2)

UPS
General Profile

OxiQuant S Oxygen Analyser
0111275 £159.00 x 2 £318.00

Mark as fulfilled Create shipping label

Paid

Subtotal	2 items	£318.00
Shipping	UPS (0 g: Items 0 g, Package 0 g)	£12.00
Taxes	GB VAT 20%	£66.00
Total		£396.00
Paid		£396.00

Notes

No notes from customer

Customer

Daniel Townsend
2 orders

Contact information

dan.townsend@sportingedgeuk.com

Shipping address

Daniel Townsend
5 Haining Gardens
Mytchett
GU16 6BJ
United Kingdom
+44 7447 988136
View map

Billing address

Same as shipping address

8 Print the order to PDF and save as copied order number "VIAWEB..."

Home

Orders 2

Drafts

Shipping labels

Abandoned checkouts

Products

Customers

Marketing

Discounts

Content

Markets

Finance

Analytics

Channels >

Online Store

Google & YouTube

Shop

Search & Discovery

Kbite: Back In Stock,Notif...

VIAWEB1268 Paid Unfulfilled

28 January 2026 at 13:39 from Online Store

Refund Edit Print More actions

Unfulfilled (2)

UPS
General Profile

OxiQuant S Oxygen Analyser
0111275 £159.00 x 2 £318.00

Mark as fulfilled Create shipping label

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Customer

Daniel Townsend
2 orders

Contact information

dan.townsend@sportingedgeuk.com

Shipping address

Daniel Townsend
5 Haining Gardens
Mytchett
GU16 6BJ
United Kingdom
+44 7447 988136
View map

Billing address

Same as shipping address

9 To clarify if the customer is already in Intrastats, copy the customers name (not the

