

How to View and Edit Orders

In “My Store”, click “Orders” to view your orders.

Here you will see your order number, item(s) purchased, the customer’s billing and shipping address, sales amount and date of purchase.

Shop Indiana Grown

Shop About Us Vendors Products By Category ▾

BECOME A VENDOR

PRINT PDF EXCEL CSV Choose Date Range Choose Store ... Search:

Order	Purchased	Billing Address	Shipping Address	Gross Sales	Vendor Earning	Date	Actions
#23119 by Damon Tazyiah	1 item 1xTest run	Damon Tazyiah The Artistry Group 1224 Windsor Street Indianapolis, IN 46201	Damon Tazyiah The Artistry Group 1224 Windsor Street Indianapolis, IN 46201	\$1.07 Via Credit or Debit Card (Stripe)	\$0.07	December 15, 2020 6:23 am	View Details PDF Invoice Delete Mark Shipped

You control the order status. Order status options are available under “Actions”. Once shipped, it is important to “Mark Shipped” so the customer is notified. Once the order is fulfilled, “Mark as Complete”. This helps you and Indiana Grown staff know if any orders need attention.

Date Actions Date Actions Date Actions Date Actions Date Actions

December 15, 2020 6:23 am Mark as Complete

December 15, 2020 6:23 am View Details

December 15, 2020 6:23 am PDF Invoice

December 15, 2020 6:23 am Delete

December 15, 2020 6:23 am Mark Shipped

You can view orders based on status as outlined in red below. Export orders if needed using the options outlined in blue below.

Home Media Products Orders Coupons Store Vendors

All | Pending payment | Processing | On hold | Completed | Cancelled | Refunded | Failed

Add New

PRINT PDF EXCEL CSV Choose Date Range Choose Store ... Search:

Order	Purchased	Billing Address	Shipping Address	Gross Sales	Vendor Earning	Date	Actions
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Still having trouble finding something? Let us know! Email our team at indianagrown@isda.in.gov.