

Edit WooCommerce Order Details for Tracking Shipment



1

In the WooCommerce "Orders" sub-tab, click on the order you want to modify/validate.

WooCommerce

Orders [Add order](#)

All (206) | Processing (2) | On hold (119) | Completed (1) | Cancelled (2) | Awaiting shipment (82)

Bulk actions All dates

<input type="checkbox"/>	Order ↕	Date ↕
<input type="checkbox"/>	#322 John Doe	10 seconds ago

2

If everything is correct, go directly to [this step](#). If not, click on the "Modify shipment" button.

Width	Height	length	weight
27 cm	14 cm	39 cm	4 Kg

2,92 € -

Items Subtotal: 41,65 €
Shipping: 2,92 €

3 Select the shipment type.

select the type

4 Choose the number of parcels for your shipment.

ges: Choose number

Edit expe

5 Check the packing information and confirm.

Conditionnement
2 colis de 1 bouteilles (13x12cm)

Dimensions

13

x

12

x

40

Valider colis

6 You will need to select a carrier offer again. To do this, click on this button.

Width	Height	length	weight
13 cm	12 cm	40 cm	2 Kg

7 Re-select the shipment type.

Packing:

select the type



Carrier offer have been deleted. Please select a new one.

8 Select the new offer from those available.

Available offers:

- Chrono 13H: 2.77€ | le 2024-04-25 at15:07:00
- Chrono 18H: 3.02€ | le 2024-04-25 at15:07:00
- DHL DOMESTIC EXPRESS: 26.18€ | le 2024-04-25 at00:00:00
- DHL DOMESTIC EXPRESS 12:00: 42.05€ | le 2024-04-25 at00:00:00
- UPS Standard: 65.69€ | le 2024-04-25 at17:00:00
- UPS Express Saver: 68.15€ | le 2024-04-25 at17:00:00

9 Confirm your choice.

Empty form area for confirmation, with a "Validate configuration" button at the bottom right.

Validate configuration

10 If a price difference applies, it will be displayed here.

Your expedition method: Domestic

Price difference: 23.26 €

Chosen offer: DHL DOMESTIC EXPRESS: 26,18 € (all tax included) | le 2024-04-25 at 00:00:00

11 To keep your order up to date in the database, update it by clicking on this button.

The screenshot shows a sidebar on the left with a pencil icon. The main content area has three expandable sections: 'Order actions', 'Order attribution', and 'Customer history'. The 'Order actions' section is expanded and contains a dropdown menu with 'Choose an action...' and a right arrow button. Below the dropdown is a link for 'Move to Trash' and a blue 'Update' button with a white circle around it. The 'Order attribution' and 'Customer history' sections are collapsed.

12 You can confirm the shipment by clicking on the confirm button.

Please note that once the shipment has been validated, it can no longer be modified!

Width	Height	length	weight
13 cm	12 cm	40 cm	2 Kg

[Edit expedition](#) [Validate expedition](#)

2,92 € -

13

You will find the link to the tracking page and the labels to download directly on the order page.

The image shows a screenshot of a web interface. On the left, there is a vertical list of prices in Euros: ,65 €, ,18 €, ,33 €, and : 16 €. On the right, there is a panel titled 'Vignoblexport - Shipment details' with expand/collapse icons. The panel contains the following information: Status : À ramasser; Track your order : [Click here](#); Tracking code(s) : 1147822292 (with an orange circle next to the text); and Download labels : [Click here](#).