

STEP 1

Login to p5.skchase.com

STEP 2

Click on ORDER MANAGEMENT

Welcome to you What would you like to do?	r gift app!	
	田 2000 田 2000 田 2000	\$
	Check voucher validity Redeem vouchers	Manage Orders
Process an Order	Quick Redeem	Order Management



Search for your ORDER ID

SKCHASE	-						
Management	Quick Redeem	Catalogue	Manager	Content	I	Media	Real Tin
Q PSKC04B7				Q		▼ Filte	r
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STEP 4

Click on the ORDER ID link

This will open a new tab with the order details

ID Status Venue PSKC04B7 Hotel Group A - Our Gateway Image: Comparison of the state of t	IDStatusVenuePSKC04B7 29 Mar 2023 8.00Image: Hotel Group A - Our GatewayImage: StatusImage: Status99E3RMR2ValidHotel 1	Q PSKC04B7		
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🛱 99E3RMR2 🔵 Valid Hotel 1		PSKC04B7 29 Mar 2023 8.06	Hotel	Group A - Our Gateway
		🛱 99E3RMR2	🔵 Valid	Hotel 1



STEP 5

Click on EDIT BUYER

This will open a side tab with the buyer's details. You can change their name and contact details.

SK	Order PSKC04B7	
Mana		
	Order Details Payments and Refunds Delivery	
4	Ledit Buyer D Edit Notes C Resend Receipt	
	Order Information	

STEP 6

Make the amendments needed and click on SAVE

	Edit Buyer Details
	Contact Information First Name
Buyer Infor	Last Name
First Name	Bloggs
Company Na	joe.bloggs@email.com
Address	Phone
Email	+4412345678
	Address Information
Notes	Address line 1
Cancel and R	Address line 2
	Post Code
	Close Save



STEP 7

Done! You have now amended the buyer's details

