

Milestone 3 - Part 9

Fulfilling Your Orders - Process Map

This process map details how to manage and fulfill product orders from AliExpress. Please read the entire document and watch the tutorial video before proceeding.

[Click Here To Watch The Process Map Video](#)

Step 1. Export Your Orders

Every day log into your ClickFunnels account and export your orders. Do this by going to your funnel and clicking on “Sales”. Then choosing “Last 7 Days” from the options and clicking “Export to CSV”

Step 2. Clean Up Your Orders

Open your exported orders in Excel (or another spreadsheet program). Sort by date and make sure to delete any orders that aren't from yesterday. Each day we work on fulfilling the orders from the previous day.

Step 3. Create 2 New Columns

In Excel, at the end of your order sheet add 2 columns. The first one is “Cost” and the second is “AliExpress Order ID”. We add in Cost so that it's easy to see exactly what each order is costing you. We add in the AliExpress Order ID so it's easy to search for orders in the future. ie: If a customer has a question, you look up the day they ordered on, find their order and can get the AliExpress Order ID to track down their order details in AliExpress.

Step 4. Place Your Orders

Open AliExpress and go to your product. Click “Add To Cart.” Do this with each product they've purchased through the funnel (ie: Upsell Bonus Items, Other Funnel Items). When you're finished adding everything to your cart, go to your cart to complete your purchase. Verify you're using the correct shipping method by clicking on

SUBSCRIPTION SCHOOL

“Shipping fee” in the cart. Once you’re certain everything is correct, click on “Continue”

Step 5. Complete Order

Change the shipping address to your customers address (copy and paste from the Excel document). Choose your payment method (PayPal or CC). Complete your payment.

Step 6. Save Your Order ID & Order Cost

Once your order is processed go back to your Orders page. Copy down the AliExpress Order ID and paste it in the new column you created in your excel document. Copy down the cost of the order (including shipping, etc) and paste that inside your excel document too. Save the document. Rename the document to the date of the orders (ie: Yesterdays date) and using this naming format. “Store Name - MMDDYY”. This makes it easy to sort your orders by the month they were placed in if you need to find something quickly. Finally, save this excel document in a folder called “Processed Orders”

Repeat this process for each purchase. AliExpress uses autocomplete for the addresses and if you’re using PayPal to purchase your items this process should only take 60-90 seconds per order. Once you get beyond 30 orders a day it is worth hiring this process out to someone on UpWork for a low hourly rate or a flat rate per order (ie: \$0.25c / order processed).