



Creating Manual Orders

Explanation

Create Orders is a great tool when you have a customer on the phone and want to place their order right then and there.



How to

- In the Order Manager, select the Create Order button at the top of the screen.
- Keep status as unshipped so the order will get passed to your shipping solution after you have completed the order.
- Add all shipping details.
- Under Item details, search for the SKU and select the correct item. Title and price will auto-populate.
- Fill in Qty.
- Add shipping price and shipping tax if relevant.
- Select Submit

