

Adding the order

Follow along with the steps below to add the order.

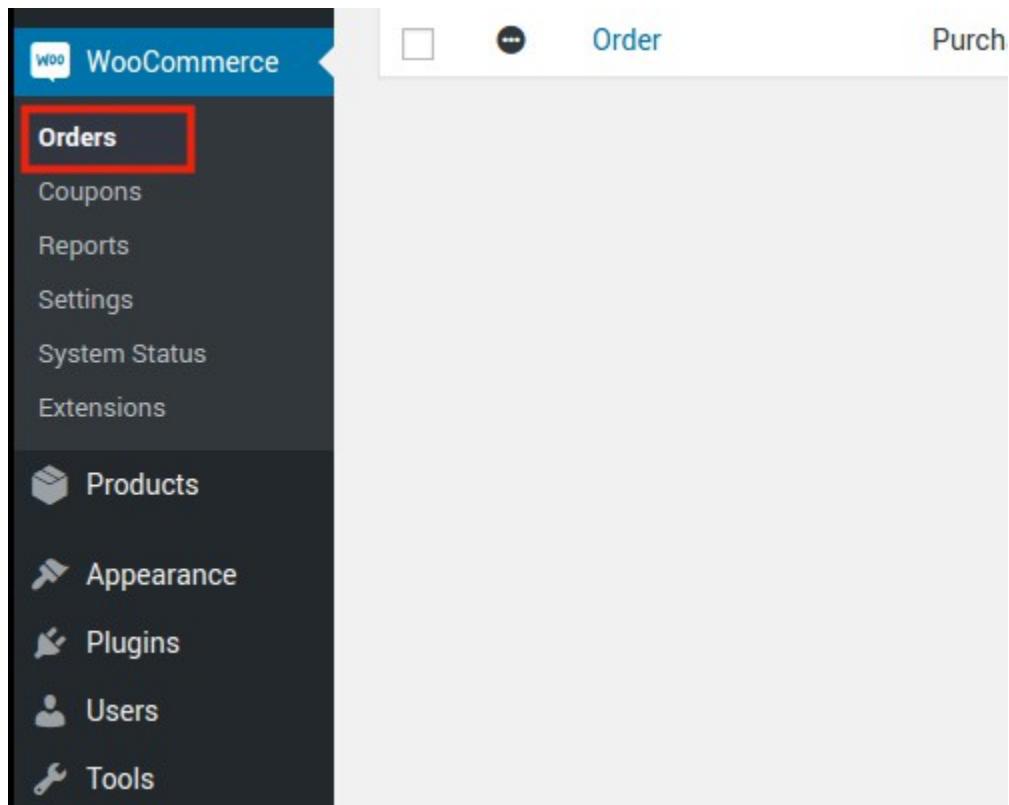
Step 1: Log into your store's admin area

Link: <https://web.link2newsite.com/nubiatechinc/idealaa/wp-admin/>

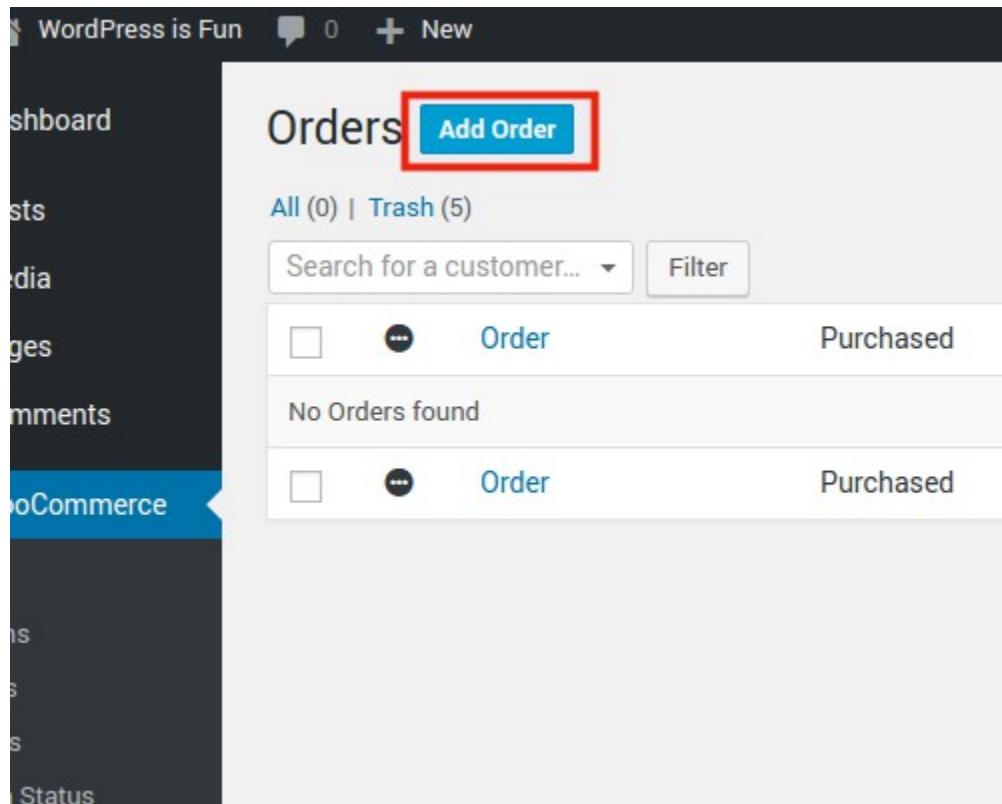
Username: idealaa

Password: IdealAA\$*2019

Step 2: Under WooCommerce, click Orders

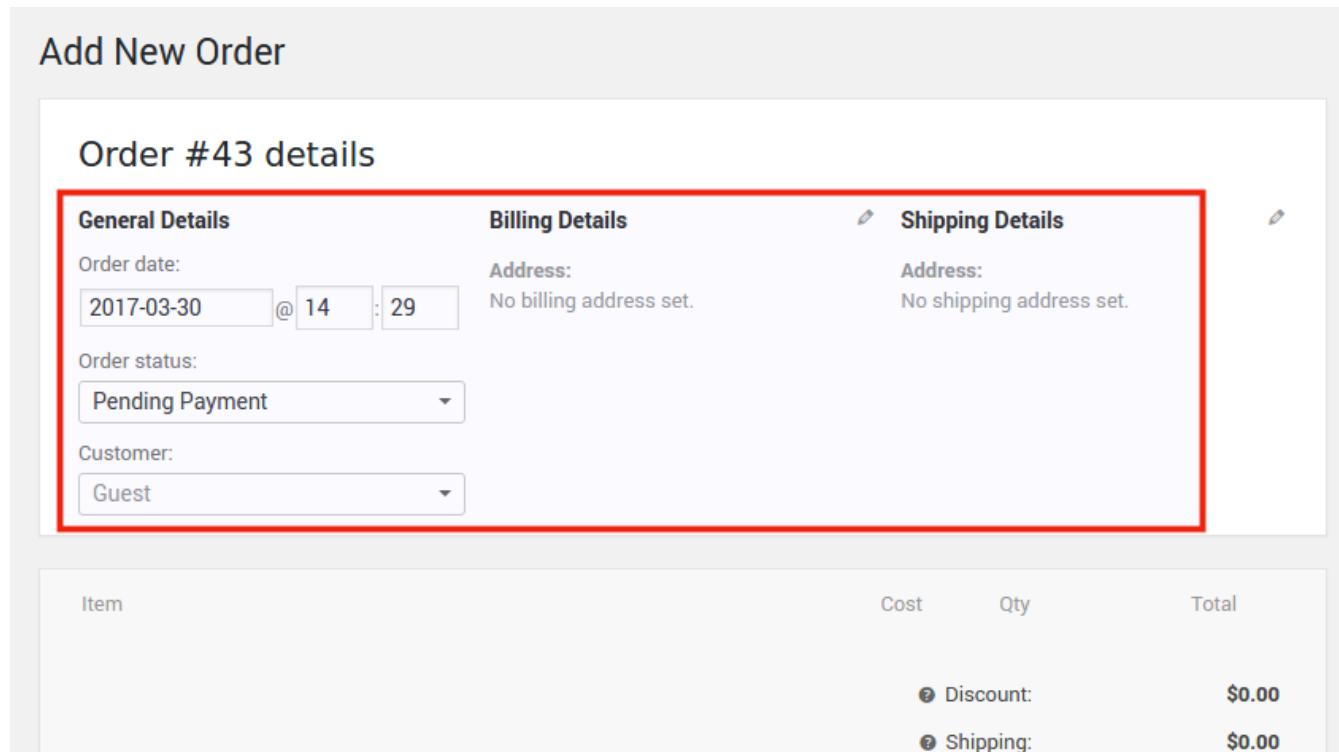


Step 3: On the Orders page, click Add Order.



The screenshot shows the WordPress Admin Orders page. The left sidebar has a blue 'WooCommerce' tab selected. The main area title is 'Orders' with a red box around the 'Add Order' button. Below it are links for 'All (0)' and 'Trash (5)'. A search bar and a 'Filter' button are present. Two sections for 'Order' and 'Purchased' status are shown, both with a single row indicating 'No Orders found'.

Step 4: Fill in the General, Billing, and/or Shipping Details.



The screenshot shows the 'Add New Order' form. The title is 'Add New Order' and the sub-section is 'Order #43 details'. The form is divided into three tabs: 'General Details', 'Billing Details', and 'Shipping Details', with the first one highlighted by a red box. Under 'General Details', fields include 'Order date' (set to 2017-03-30), 'Order status' (set to 'Pending Payment'), and 'Customer' (set to 'Guest'). Under 'Billing Details', it says 'Address: No billing address set.' Under 'Shipping Details', it says 'Address: No shipping address set.' At the bottom, there's a table with columns 'Item', 'Cost', 'Qty', and 'Total', showing a total of '\$0.00'.

Item	Cost	Qty	Total
	\$0.00		\$0.00
	\$0.00		\$0.00

Step 5: Add products via the Add item(s).

Item	Cost	Qty	Total
	?	Discount:	\$0.00
	?	Shipping:	\$0.00
		Order Total:	<input type="text"/>
		Refunded:	-\$0.00

Add item(s) **Add tax** **Calculate Taxes** **Calculate Total**

Step 6: Click calculate total to see the final price.

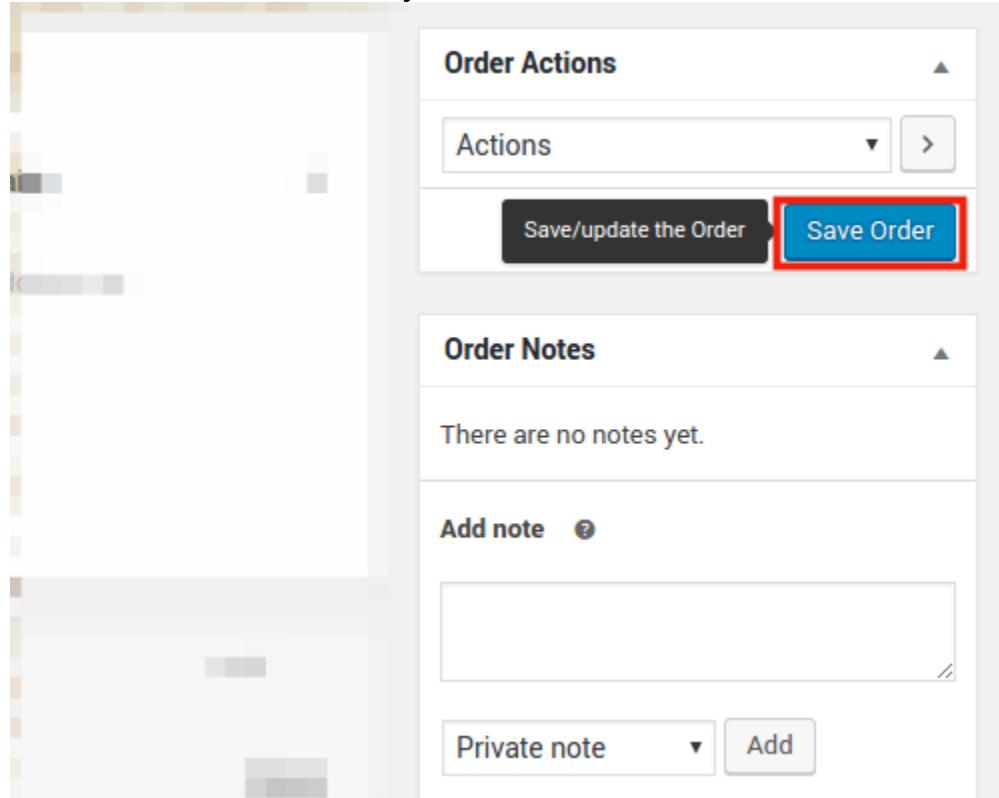
Cost	Qty	Total
?	Discount:	\$0.00
?	Shipping:	\$0.00
	Order Total:	<input type="text"/>
	Refunded:	-\$0.00

Calculate Taxes **Calculate Total**

Add note

Private

Step 7: Click **Save Order** when ready.



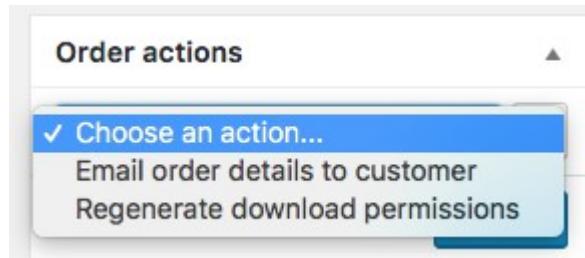
General Details

In the general details section, you can control some of the basic information about the order. You can change the date of the order, the status, as well as the customer who is purchasing this item.

Billing/Shipping Details

The billing and shipping information can be inherited automatically from the customer's, edited if necessary, or added manually. Remember, your customers can also edit their accounts from their.

Use the **Order Actions** dropdown to Email order details to the customer with payment instructions.



A sample invoice to be sent to their Customer.

Your invoice for order #1749

Hi Proweaver,

An order has been created for you on IDEAL Auto Accessories. Your invoice is below, with a link to make payment when you're ready: [Pay for this order](#)

[Order #1749] (February 14, 2020)

Product	Quantity	Price
Corleone Forged Steering Wheel 2	1	\$850.00
Subtotal:		\$850.00
Shipping:		\$100.00 via Shipping
Payment method:		PayPal
Total:		\$950.00

Billing address

Proweaver Test test test Illinois 2323 Azerbaijan 21332 prospteam@gmail.com	Proweaver Test test test Illinois 2323 Azerbaijan
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Shipping address

Thanks for reading.

IDEAL Auto Accessories
Built with [WooCommerce](#)

The customer will click “**Pay for this order**”, to proceed with the payment.