

# Adding the order

Follow along with the steps below to add the order.

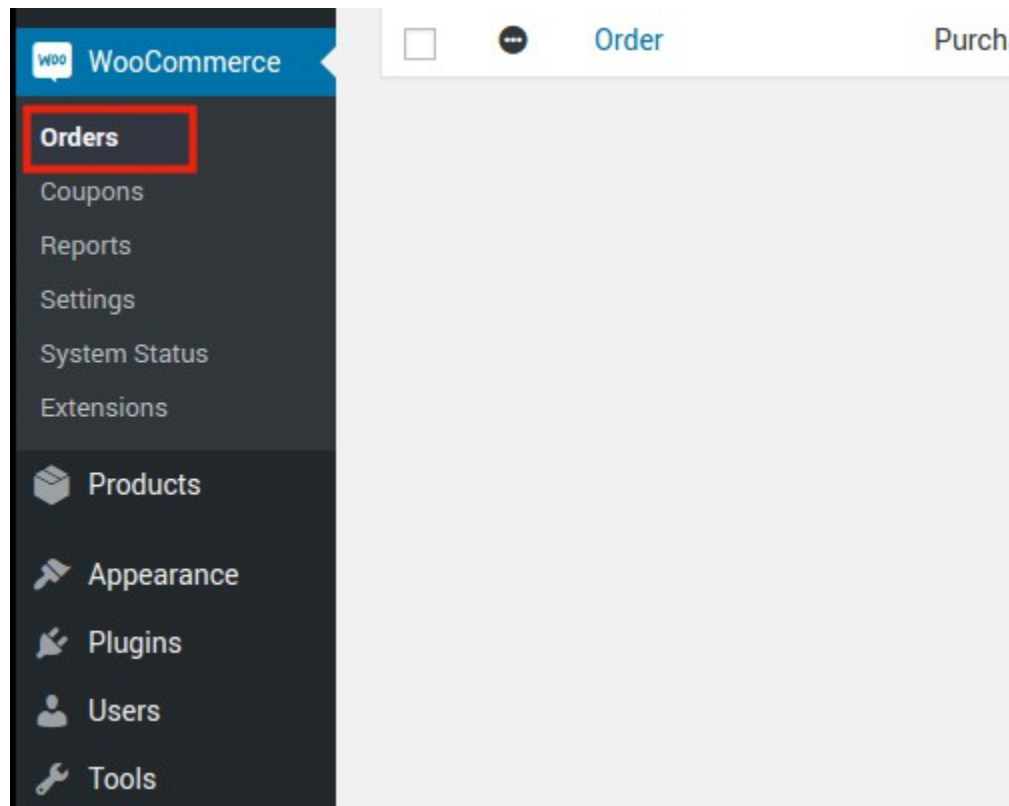
**Step 1:** Log into your store's admin area

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

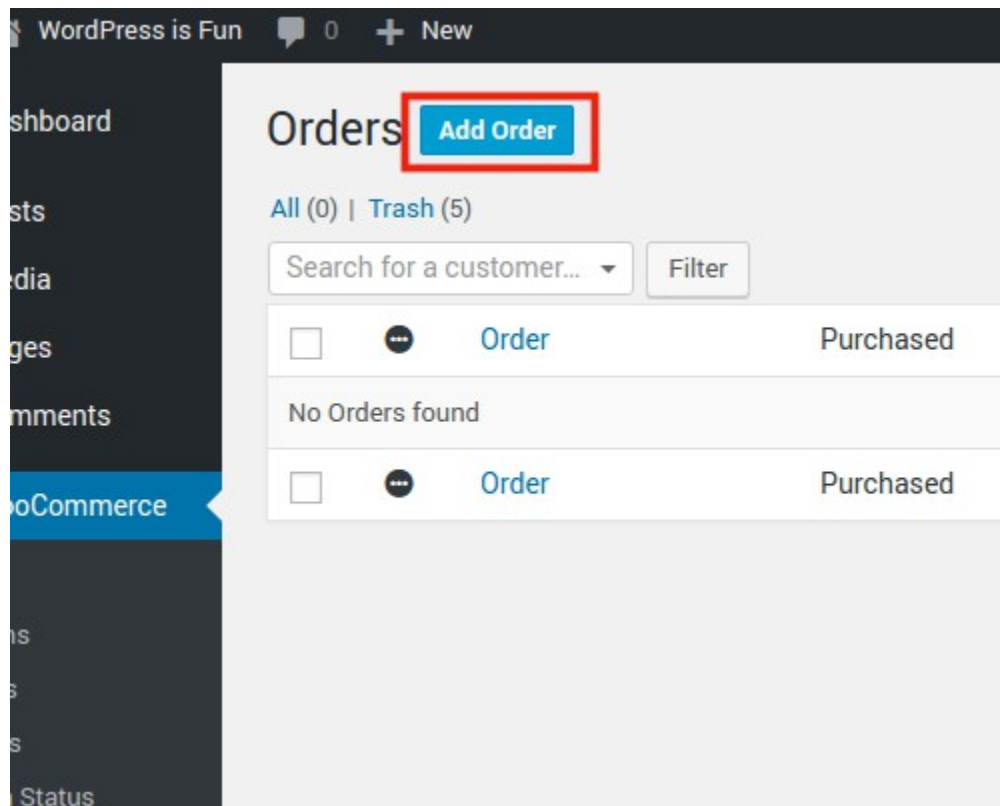
**Username:** idealaa

**Password:** IdealAA\$\*2019

**Step 2:** Under WooCommerce, click Orders



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



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

## Add New Order

### Order #43 details

General Details	Billing Details	Shipping Details
<p>Order date:</p> <p>2017-03-30 @ 14 : 29</p> <p>Order status:</p> <p>Pending Payment</p> <p>Customer:</p> <p>Guest</p>	<p>Address:</p> <p>No billing address set.</p>	<p>Address:</p> <p>No shipping address set.</p>

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

Item	Cost	Qty	Total
			Discount: \$0.00
			Shipping: \$0.00
			Order Total: \$0.00
			Refunded: -\$0.00
<div><div>Add item(s)</div><div>Add tax</div><div>Calculate Taxes</div><div>Calculate Total</div></div>			

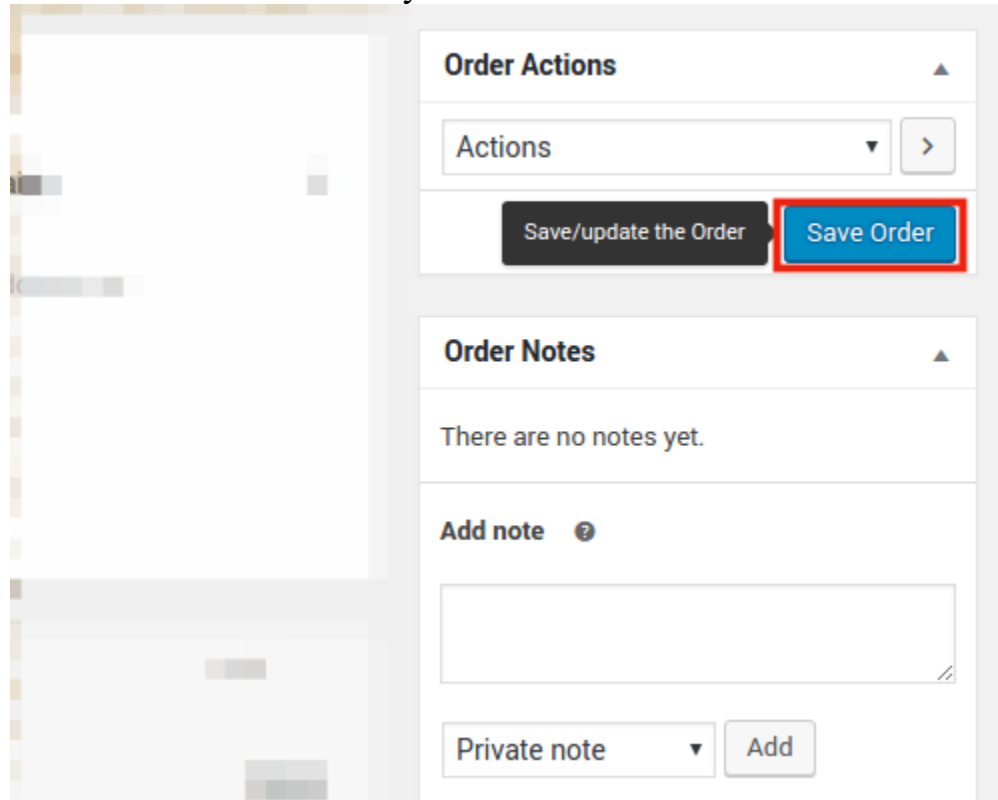
**Step 6:** Click calculate total to see the final price.

Cost	Qty	Total
		Discount: \$0.00
		Shipping: \$0.00
		Order Total: \$0.00
		Refunded: -\$0.00
<div><div>Calculate Taxes</div><div>Calculate Total</div></div>		

Add note

Private i

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



The screenshot shows a sidebar on the left and a main content area on the right. The main content area has two sections: 'Order Actions' and 'Order Notes'. The 'Order Actions' section has a dropdown menu labeled 'Actions' with a right arrow button. Below it are two buttons: 'Save/update the Order' (black) and 'Save Order' (blue with a red border). The 'Order Notes' section has a heading 'Order Notes' with an upward arrow. Below it is the text 'There are no notes yet.' followed by an 'Add note' link with a help icon. There is a text input field for notes. At the bottom, there is a dropdown menu labeled 'Private note' and an 'Add' button.

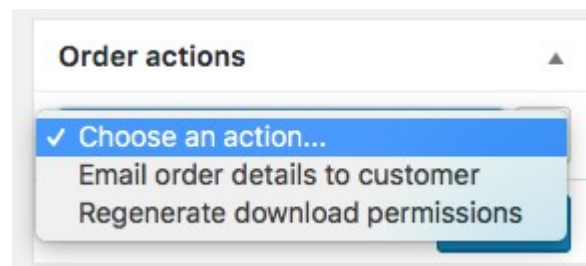
## General Details

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.



The screenshot shows a dropdown menu titled 'Order actions' with a downward arrow. The menu is open, showing three options: 'Choose an action...' (highlighted with a blue background and a checkmark), 'Email order details to customer', and 'Regenerate download permissions'.

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

Shipping address

Proweaver Test  
test  
test  
Illinois  
2323  
Azerbaijan  
21332  
[prospteam@gmail.com](mailto:prospteam@gmail.com)

Proweaver Test  
test  
test  
Illinois  
2323  
Azerbaijan

Thanks for reading.

IDEAL Auto Accessories  
Built with [WooCommerce](#)

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