Adding the order

Follow along with the steps below to add the order.
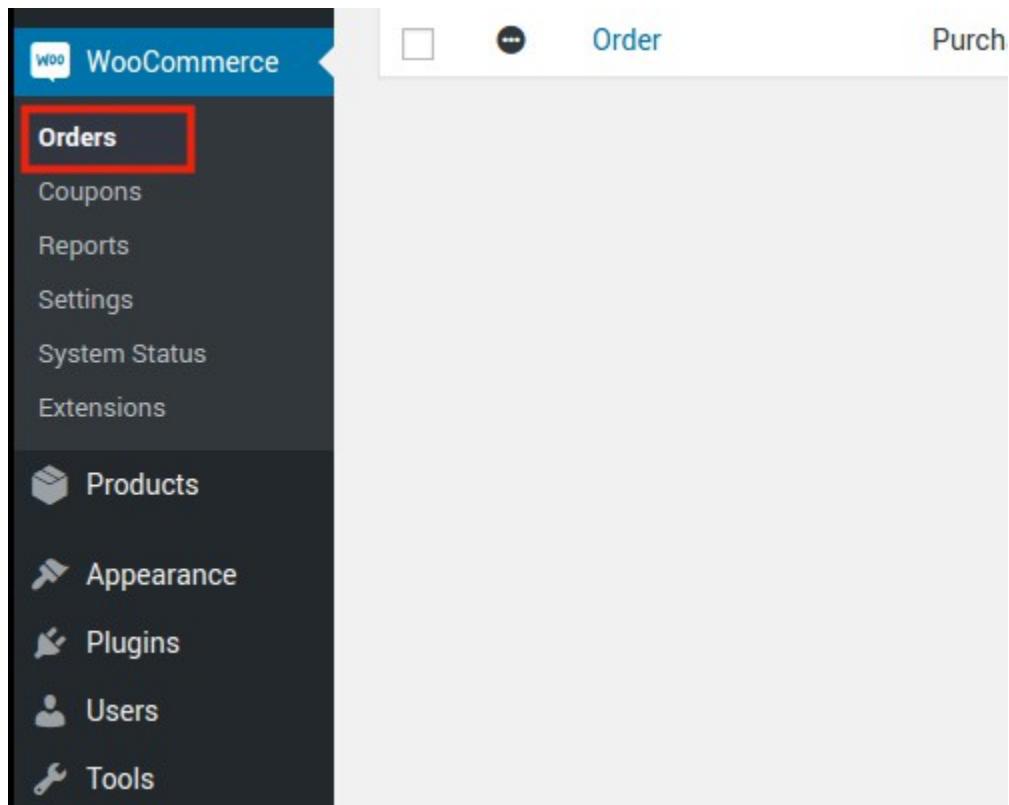
Step 1: Log into your store's admin area
        Link: https://web.link2newsite.com/nubiatechinc/idealaa/wp-admin/
   **Username**: idealaa
        Password: IdealAA$*2019
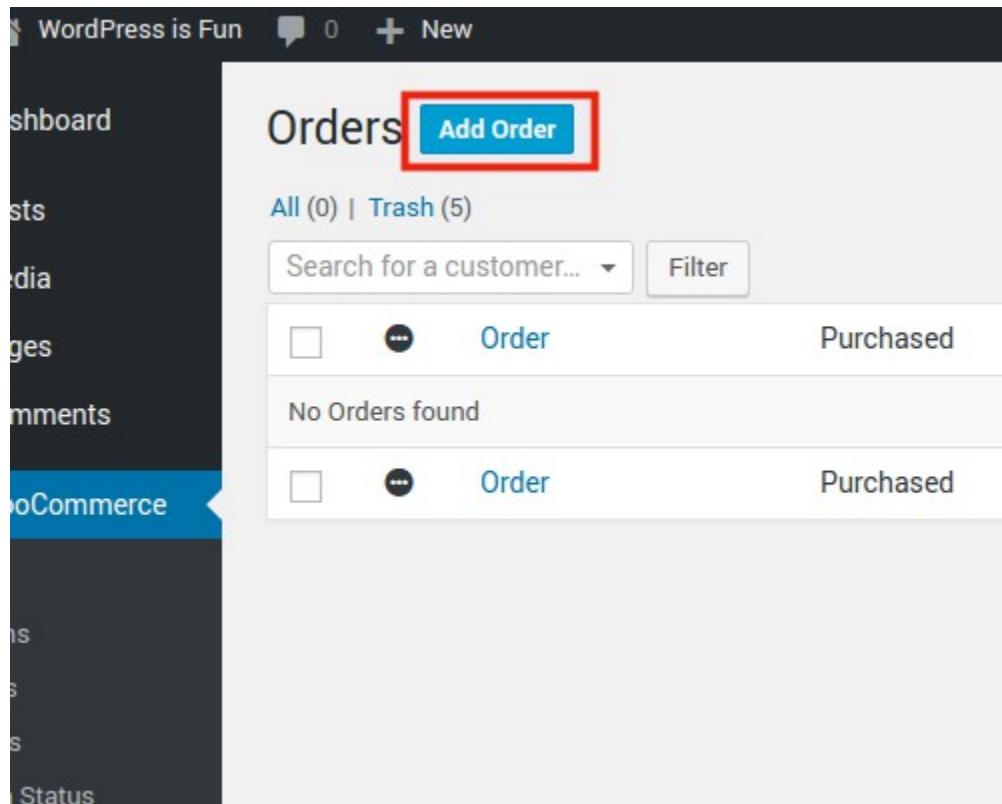
Step 2: Under WooCommerce, click Orders
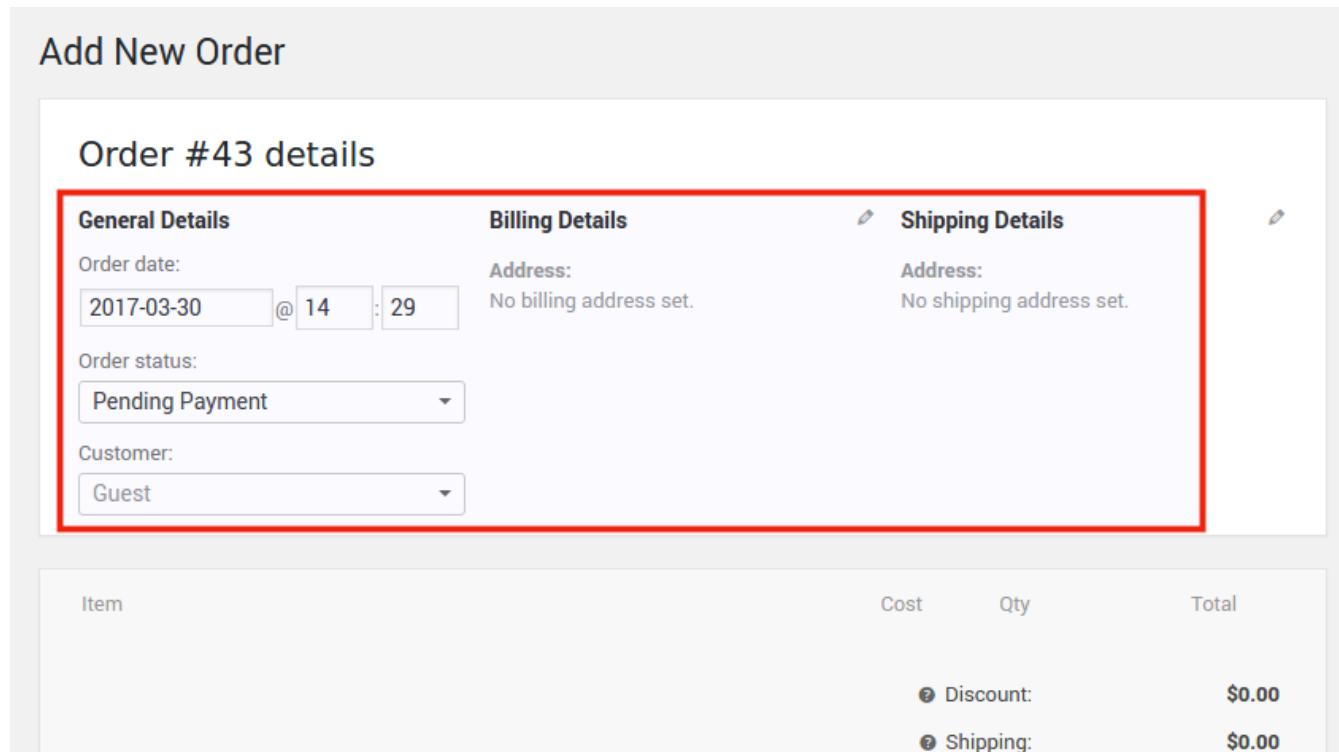
Step 3: On the Orders page, click **Add Order**.

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

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

Step 6: Click calculate total to see the final price.
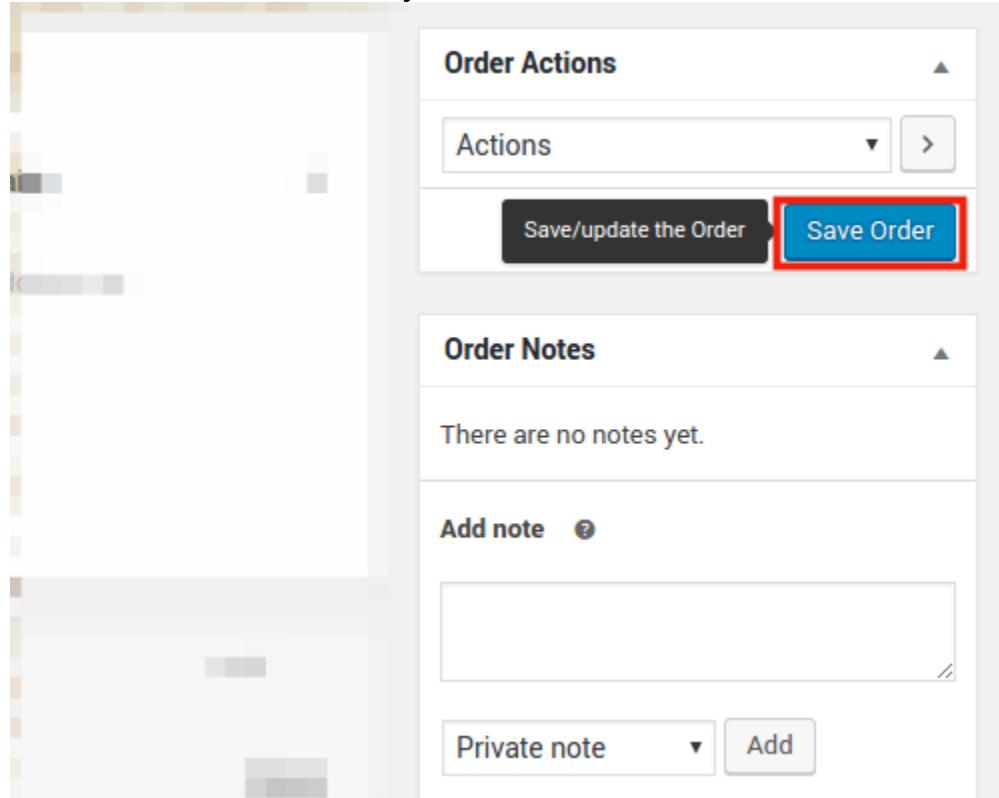
Step 7: Click **Save Order** when ready.
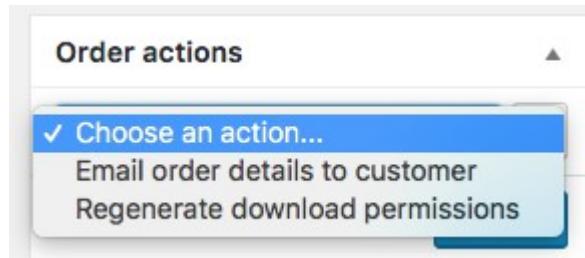
General Details

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

Shipping address

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.