

ADD ITEM ORDER

1. SEARCH THE ORDRES

Please find the order you want to send. Then click the “**DETAIL**” button. You will be directed to the “**ORDER DETAILS**” page.

SUNLIGHT

usersp Customer

Home View Order Tutorial

ORDER
List Order

Data Order Add Order

ALL => Sort by status order Search Data Search

| # | Order No | Order Customer | Delivery | Status | Order Date | Actions |
|---|----------|----------------|----------|--------|-------------------------|-----------------------------------------|
| 1 | TUTORIAL | TUTORIAL | Delivery | Draft | Click Here | Detail Delete |

Order data for more than 3 months that has not been submitted will be automatically deleted by the system.
Your order will go to order cancellation.
Thank you for your attention.

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2. CLICK THE “DETAIL” BUTTON

On the “**ORDER DETAILS**” page, please click the “**ADD ITEM**” button. Then you will be directed to the product selection page.

SUNLIGHT

usersp Customer

Home View Order Tutorial

ORDER
Order Detail

Preview Submit Edit Delete Quote

| | | | |
|-----------------------------------|---------------------------------|---------------------------------------|-----------------------------------------|
| Order Number : TUTORIAL | Order Name : TUTORIAL | Created Date : Aug. 26 2024 | Created By : usersp |
| Note : TUTORIAL - TEST | Status Note : | Status Order : Draft | Delivery / Pick Up : Delivery |
| Submitted Date : - | Completed Date : - | Canceled Date : - | Total excl. GST : - |
| | | GST : - | TOTAL incl. GST : - |

YOUR ITEMS

ORDER DATA NOT FOUND

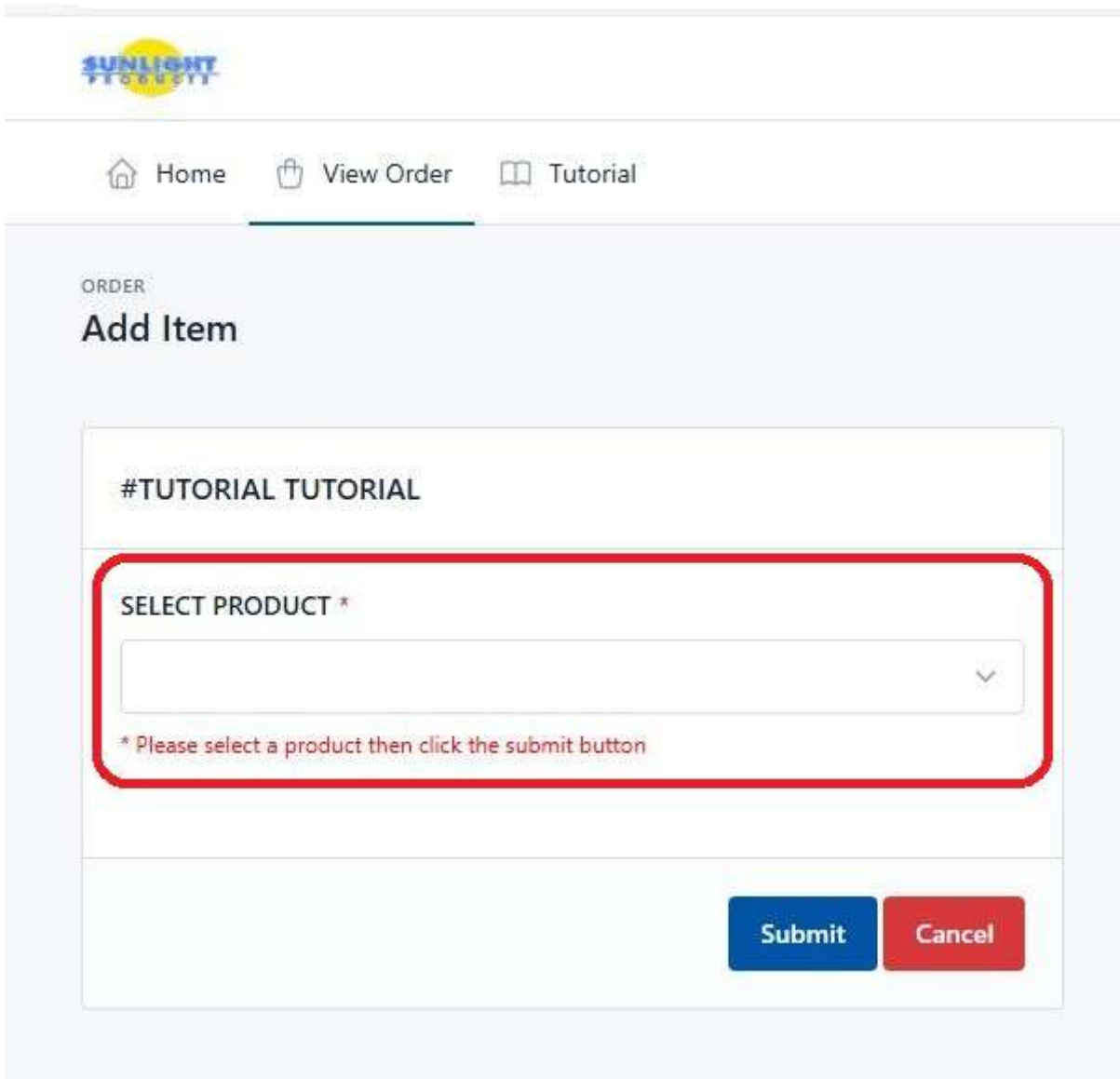
Add Item

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3. SELECT A PRODUCT

Please select the products from the list shown to add to your order. Then click the “**SUBMIT**” button.



SUNLIGHT
PRODUCTS

[Home](#) [View Order](#) [Tutorial](#)

ORDER
Add Item

#TUTORIAL TUTORIAL

SELECT PRODUCT *

* Please select a product then click the submit button

Submit **Cancel**