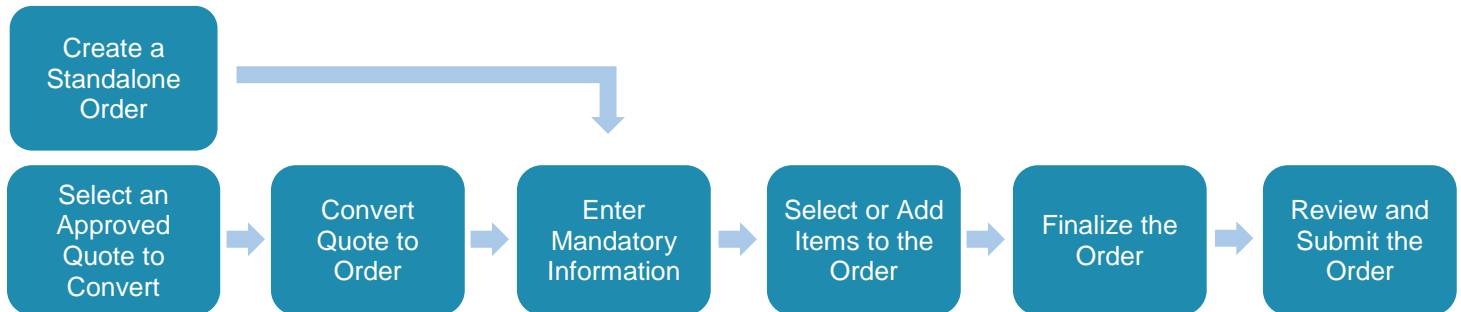# Cisco Commerce
Order Quick Reference Guide

Overview

Using the Cisco Commerce (CCW) Order functionality, you can create standalone orders, place orders created from quotes, order services for previously purchased products, view and pay invoices, view the status of orders, and manage returns.

Create a Standalone Order

Select an Approved Quote to Convert → Convert Quote to Order → Enter Mandatory Information → Select or Add Items to the Order → Finalize the Order → Review and Submit the Order

Convert a Quote to an Order

Select an Approved Quote to Convert

1. From the Orders tab, click **Create Order**. The With a Deal ID radio button is selected by default on the Create an Order page.

2. Enter the appropriate deal ID and click **Continue**. If the deal was shared with you, enter the Access Key information from the email notification.

3. Verify the information that populates automatically on the Order page and populate mandatory information (*).

4. If any information needs to be changed on this page, refer to the Cisco Commerce Order User Guide to learn more.

Note: The billing ID number (BID) populates as part of the Billing Information section of the Quote page. The BID is the same as the site ID referred to as part of the address search criteria.

Note: If you have an RNSD applied to this Deal ID or Quote, it will carry through into the Order. Any changes you make to products within product families covered by the RNSD will be reflected. Refer to the Cisco Commerce Order User Guide for more information.

Select or Add Items to the Order

From the Create Order page, you can select specific items from the quote or purchase all items from the quote in a single order.

5 To choose some of the items from the quote to place on the order, click **Select Items to Order**.

6 The Select Items page displays. Check the appropriate checkbox(es). Click **Continue**.

7 To order all of the items included on the quote, click **Order Entire Quote**.

Finalize the Order

At this point, you may perform other actions, such as adding more items from the quote or editing the configuration.

8 Click **Save and Continue** to progress through all of the tabs and finalize the order. Continue sequentially through the tabs until you reach the Review and Submit tab.

Note: Refer to the Cisco Commerce Order User Guide for more details on how to finalize the order.

Review and Submit

Items that still require attention will be highlighted in red. You can easily navigate to any section and make changes or corrections by clicking the appropriate section. If there are no errors or missing information, the "Submit Order" button will be enabled.

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Create a Standalone Order

To create a standalone order, you do not need to have a deal ID. You can create standalone new order or clone/copy a new order from an existing order.

To create a standalone order, complete the following steps:

1 From the Orders tab, click **Create Order**.

2 Select the Without a Deal ID radio button.

3 Click **Continue**. The Order page populates with information from the default preferences set within My Profile and Preferences.

4 Verify the information that populates automatically on the Order page and populate mandatory information (*).

5 The order is created. The order name, purchase order number, and the web order ID display on the header. You can edit the order name and purchase order number, if required.

You are ready to add products and services to your order. Refer to the [Cisco Commerce Order User Guide](#) for detailed steps.

Note: Prior to adding products and services, consider if any of the information at the top of the Order page (order name, purchase order number) needs to be updated.

The user guides and additional resources are available on our [Operations Exchange](#) page.