

Kentico automatically creates a [customer](#) account for every visitor of your [website](#) who goes through the [checkout process](#) and creates an [order](#). However, you can also create a customer manually. That possibility is suitable, for example, when you receive an order by email or phone and you need to enter the order into Kentico. You can also [create a user account](#) for such customer. With a [user account](#), the customer can sign in on your web site and buy their stuff on their own the next time.

You can either create a customer:

- [Directly while creating an order](#)
- [In the \*\*Customers\*\* application to easily add additional information](#)

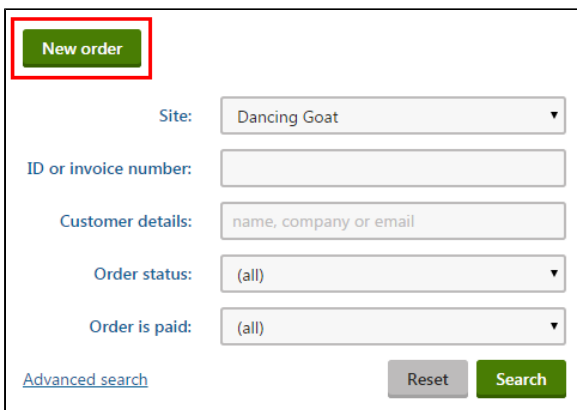
## Creating a customer while creating an order

When creating an order manually, you may need to create a new customer. You can do that straight from the **Orders** application while creating a new order.

1. Open the **Orders** application.

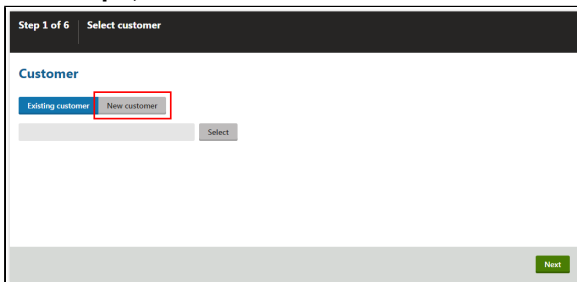
✓ If you do not know how, see [Using the Kentico interface](#).

2. Click **New order**.



- The **New order** wizard appears.

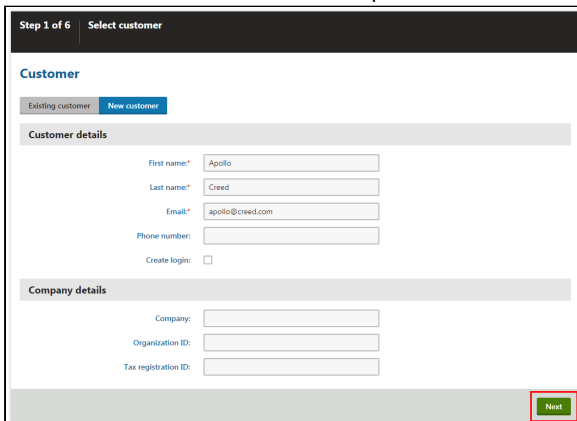
3. In the **Step 1**, click **New customer**.



4. Type values of the customer's attributes.

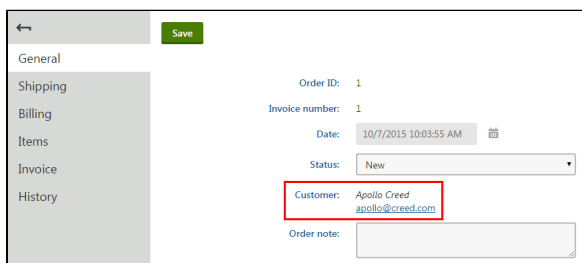
✓ Fields marked with a red star are mandatory.

- Click **Next** to continue with other step.



- Continue with creating the order. Learn more in [Orders](#).

After creating the order, you will see the customer in the order detail.



You can also see the customer in the listing in the **Customers** application.

New customer

| Actions | Company         | Last name | First name | Email  | Created               | Is registered |
|---------|-----------------|-----------|------------|--|-----------------------|---------------|
|         |                 | Creed     | Apollo     | <a href="mailto:apollo@creed.com">apollo@creed.com</a> | 10/7/2015 10:03:32 AM | No            |
|         | The Transporter | Martin    | Frank      | <a href="mailto:frank@martin.com">frank@martin.com</a> | 10/6/2015 1:56:38 PM  | No            |
|         | McClane         | John      | john       | <a href="mailto:john@mcclane.com">john@mcclane.com</a> | 10/6/2015 12:06:28 PM | Yes           |
|         | Riggs           | Martin    | martin     | <a href="mailto:martin@riggs.com">martin@riggs.com</a> | 10/6/2015 12:11:10 PM | No            |

## Creating a customer from the Customers application

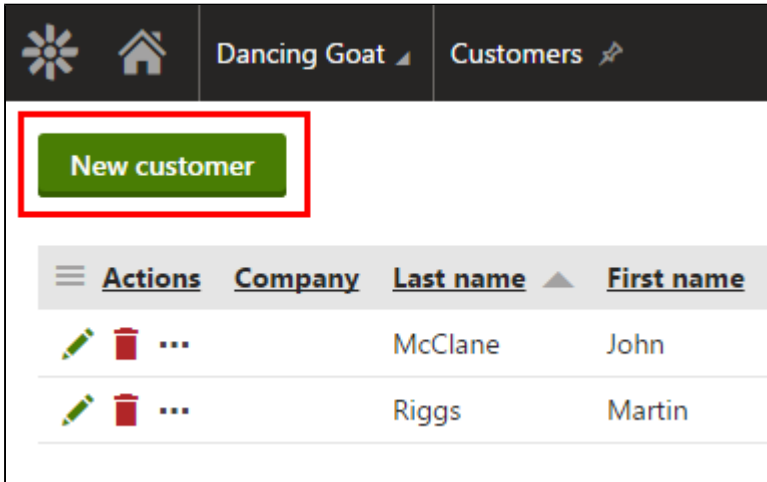
When creating a customer from the **Customers** application, you can easily add other information that you want to store with the customer.

- Open the **Customers** application.



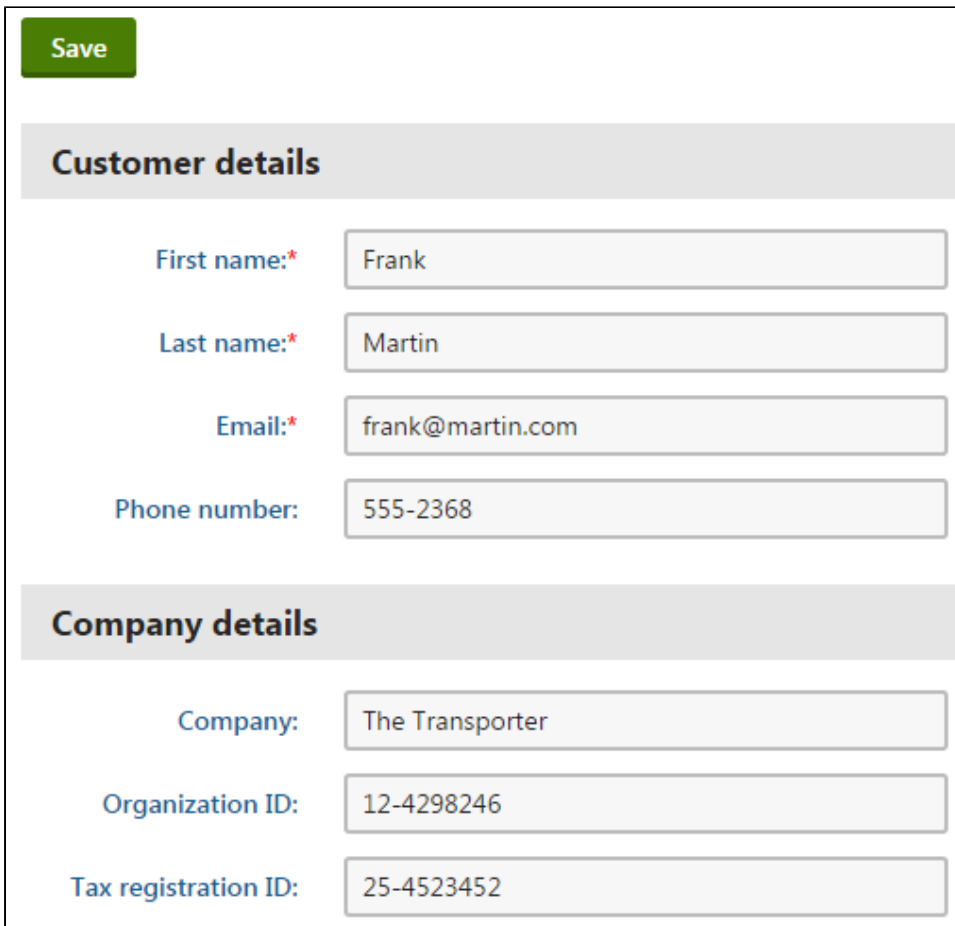
If you do not know how, see [Using the Kentico interface](#).

2. Click **New customer**.



3. Type values of the customer's attributes.

✓ Fields marked with a red star are mandatory.



4. Click **Save**.

The system saves the customer. You can now see the customer in the listing in the **Customers** application. Switch to other tabs to [specify other customer's attributes](#).



New customer

| ⋮   | Actions | Company         | Last name ▲ | First name | Email  | Created               | Is registered |
|---|---------|-----------------|-------------|------------|--|-----------------------|---------------|
|   ... |         |                 | Creed       | Apollo     | <a href="mailto:apollo@creed.com">apollo@creed.com</a> | 10/7/2015 10:03:32 AM | No            |
|   ... |         | The Transporter | Martin      | Frank      | <a href="mailto:frank@martin.com">frank@martin.com</a> | 10/6/2015 1:56:38 PM  | No            |
|   ... |         |                 | McClane     | John       | <a href="mailto:john@mcclane.com">john@mcclane.com</a> | 10/6/2015 12:06:28 PM | Yes           |
|   ... |         |                 | Riggs       | Martin     | <a href="mailto:martin@riggs.com">martin@riggs.com</a> | 10/6/2015 12:11:10 PM | No            |

If you want to create an order from a customer created this way, switch now to the **Orders** application and select this customer when creating an order.