

How to create a normal Order?

Order creation is the first step in processing a customer purchase. This process captures essential customer information, verifies compliance, and ensures accurate billing and shipping.

Steps in Order Creation

1. Enter Customer Details

- Select Sales Representative ,customer , Forwarder, bank account, currency, delivery terms and enter special instruction.

1. Product Selection & Add to Cart

- Browse or search products.
- Select quantity, variants (size, color, etc.), Unit price and add items to the shopping cart.
- System validates stock availability.

2. Cart Confirmation

- Review cart items including product details, price, quantity, and subtotal.
- Option to update quantities or remove products.
- Add Freight Charges and Handling Charges.

3. Review Order

- Confirm shipping address and billing address.
- Review final pricing, taxes, and delivery charges.
- Proceed to place order.

After review, the order is created and inventory confirmation is completed.

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