

# How to create a POS Order?

## Order Creation – POS

Order creation in the POS module allows users to quickly generate customer orders.

### Steps to Create an Order

1. **Click on “Create Order” under POS orders**
  - Initiates the new order creation process.
2. **Enter Required Information**
  - Customer details.
  - currency
  - Bank Account
  - Delivery terms
  - Special instruction
3. **Click on Submit**
  - Once all mandatory fields are filled, submit the order form.

A draft order will be created

**After creating the order, scan the product IMEIs and confirm the packing in the OPS.**

### Post Scanning

Click on the Edit button, and you will see the quantity displayed next to the cart icon.

1. **Cart**
  - Review cart items including product details, price, quantity, and subtotal.
  - Option to update quantities or remove products.
  - Add Freight Charges and Handling Charges.
2. **Review Order**
  - Confirm shipping address and billing address.
  - Review final pricing, taxes, and delivery charges.

- Proceed to place order.

**After completing the review, the inventory confirmation is done automatically.**

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