

# Create a Manual Order

## How to create a Manual Order

1. From the sidebar navigation select [Orders](#)
2. At the top-right of the white box, press the blue Create Order button.  
This will open a modal asking for an Order ID. Enter this here.  
You will be redirected to a new page for the new order you are creating.
3. From here you will see the standard order page  
This will have the order ID we set in the modal at the top  
And the status dropdown to the right of that will be set to **Draft** while we create the order
4. Fill out the order details on this page (Find out more about this in the Orders)  
This will need to include **Products, Contact Information, and Shipping and Invoice Details**  
**If you have a contact created, you can instead click 'Update Contact & Tax Information', and 'Find Customer' at the top search for your customer's name, 'Select Customer', then 'Save'**
5. Once you're happy with the order, select the dropdown at the top right and change it from **Draft to Despatch Ready**  
This will now get added to our lists, and a picker will process the order along with any of the automatic orders from your marketplace integrations  
**If you would like us to check your first order before setting to Despatch ready please get in touch.**

To learn more about the specific sections in the Order page, please refer to our [Order Overview](#) page.

## Notes

Do not change the dropdown from Draft until you are entirely happy with the order, as once it's despatch ready our team may pick, and process the order immediately.

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