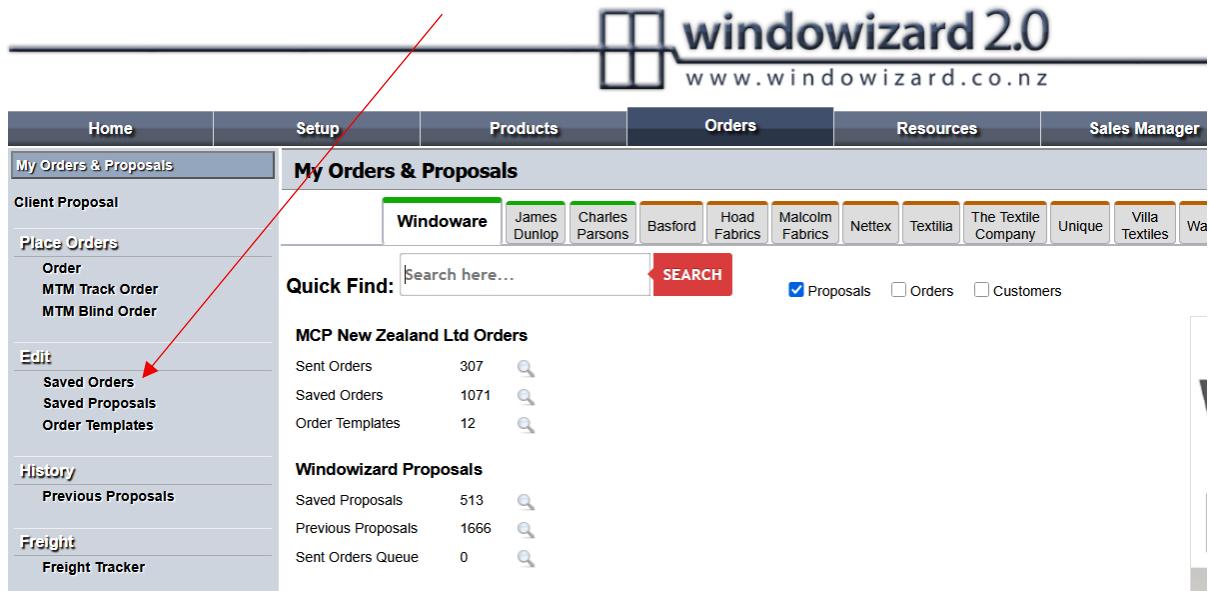


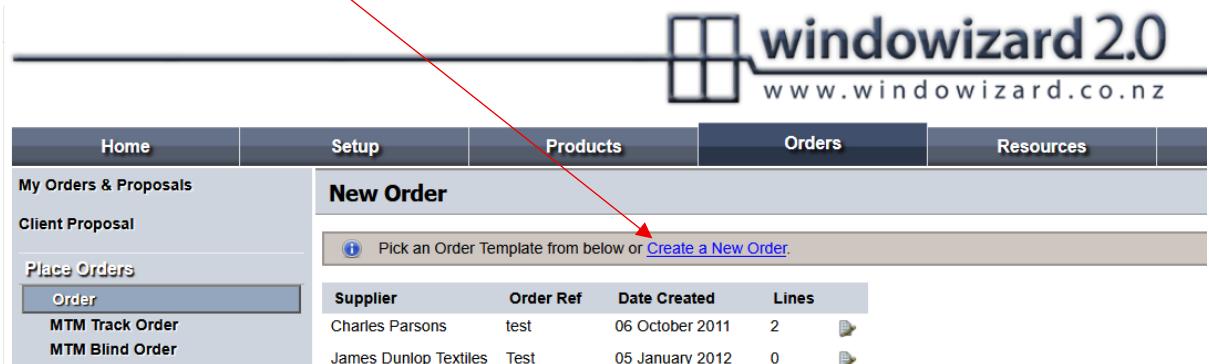
How to Create an Order for Stocked / Pre-packaged Items

In the Orders tab, select Order on the left hand side



The screenshot shows the Windowizard 2.0 software interface. The top navigation bar includes Home, Setup, Products, Orders, Resources, and Sales Manager. The Orders tab is selected. The main content area is titled 'My Orders & Proposals' and shows a grid of proposals for various clients. Below this is a 'Quick Find' search bar and a checkbox for 'Proposals'. The sidebar on the left is titled 'Place Orders' and includes links for Order, MTM Track Order, MTM Blind Order, Edit, Saved Orders, Saved Proposals, Order Templates, History, Previous Proposals, and Freight, Freight Tracker.

Select Create a New Order



The screenshot shows the Windowizard 2.0 software interface with the Orders tab selected. The main content area is titled 'New Order'. A message says 'Pick an Order Template from below or [Create a New Order](#)'. Below this is a table showing order templates for different suppliers. The sidebar on the left is the same as the previous screenshot.

Ensure the Supplier is listed as MCP New Zealand Ltd from the dropdown menu. Enter a customer Name and Customer Reference as required



The screenshot shows the Windowizard 2.0 software interface with the Orders tab selected. The main content area is titled 'New Order'. The 'Delivery Address' field shows 'TEST Demonstration Account Only'. The 'Customer Name' field is set to 'Stock' and the 'Customer Reference' field is set to 'Stock 08.07'. The 'Supplier' dropdown menu is set to 'MCP New Zealand Ltd'. The sidebar on the left is the same as the previous screenshots.

Select Save and the following screen will appear

Place DIY Order

Item	Description	UOM	Qty	Sell Price	Disc	Net	Amount																
Product Finder Click Here to Find a Product OR <input type="text" value="Enter item code"/> <input type="text" value="Enter other details"/>																							
<table border="1"> <thead> <tr> <th>Description</th> <th>UOM</th> <th>Sell Price</th> <th>Qty</th> <th>Disc</th> <th>Net</th> <th>Amount</th> <th>Add to Order</th> </tr> </thead> <tbody> <tr> <td>Tape WW-28 Poly/Cotton 50m (#280x28mm)</td> <td>ROLL</td> <td>\$0.00</td> <td><input type="text" value="1"/></td> <td>46%</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>								Description	UOM	Sell Price	Qty	Disc	Net	Amount	Add to Order	Tape WW-28 Poly/Cotton 50m (#280x28mm)	ROLL	\$0.00	<input type="text" value="1"/>	46%	\$0.00	\$0.00	
Description	UOM	Sell Price	Qty	Disc	Net	Amount	Add to Order																
Tape WW-28 Poly/Cotton 50m (#280x28mm)	ROLL	\$0.00	<input type="text" value="1"/>	46%	\$0.00	\$0.00																	
<table border="1"> <thead> <tr> <th>Sub Total</th> <th>\$ 0.00</th> </tr> </thead> <tbody> <tr> <td>GST</td> <td>\$ 0.00</td> </tr> <tr> <td>Discount</td> <td>\$ 0.00</td> </tr> <tr> <td>Total</td> <td>\$ 0.00</td> </tr> </tbody> </table>								Sub Total	\$ 0.00	GST	\$ 0.00	Discount	\$ 0.00	Total	\$ 0.00								
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GST	\$ 0.00																						
Discount	\$ 0.00																						
Total	\$ 0.00																						
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/>																							

Enter the code of the item required, or Find a Product if the code is unknown. Enter the quantity desired

Place DIY Order

Item	Description	UOM	Qty	Sell Price	Disc	Net	Amount																
Product Finder Click Here to Find a Product OR <input type="text" value="2318"/>																							
<table border="1"> <thead> <tr> <th>Description</th> <th>UOM</th> <th>Sell Price</th> <th>Qty</th> <th>Disc</th> <th>Net</th> <th>Amount</th> <th>Add to Order</th> </tr> </thead> <tbody> <tr> <td>Tape WW-28 Poly/Cotton 50m (#280x28mm)</td> <td>ROLL</td> <td>\$0.00</td> <td><input type="text" value="1"/></td> <td>46%</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>								Description	UOM	Sell Price	Qty	Disc	Net	Amount	Add to Order	Tape WW-28 Poly/Cotton 50m (#280x28mm)	ROLL	\$0.00	<input type="text" value="1"/>	46%	\$0.00	\$0.00	
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<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/>																							

Press Add to Order and the item will move to the line above showing that it has been saved on the order. Continue to add other items as required

Place DIY Order

Item	Description	UOM	Qty	Sell Price	Disc	Net	Amount																
2318	Tape WW-28 Poly/Cotton 50m (#280x28mm)	ROLL	<input type="text" value="1.00"/>	\$0.00	46.00%	\$	\$0.00 																
Product Finder Click Here to Find a Product OR <input type="text" value="2326"/>																							
<table border="1"> <thead> <tr> <th>Description</th> <th>UOM</th> <th>Sell Price</th> <th>Qty</th> <th>Disc</th> <th>Net</th> <th>Amount</th> <th>Add to Order</th> </tr> </thead> <tbody> <tr> <td>40mm Poly Mini Pleat NT95 (50m)</td> <td>ROLL</td> <td>\$0.00</td> <td><input type="text" value="1"/></td> <td>46%</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>								Description	UOM	Sell Price	Qty	Disc	Net	Amount	Add to Order	40mm Poly Mini Pleat NT95 (50m)	ROLL	\$0.00	<input type="text" value="1"/>	46%	\$0.00	\$0.00	
Description	UOM	Sell Price	Qty	Disc	Net	Amount	Add to Order																
40mm Poly Mini Pleat NT95 (50m)	ROLL	\$0.00	<input type="text" value="1"/>	46%	\$0.00	\$0.00																	
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<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/>																							

When the order is complete will all required items, select Next

Item	Description	UOM	Qty	Sell Price	Disc	Net	Amount
2318	Tape WW-28 Poly/Cotton 50m (#280x28mm)	ROLL	1.00	\$0.00	46.00%	\$	\$0.00
2326	40mm Poly Mini Pleat NT95 (50m)	ROLL	1.00	\$0.00	46.00%	\$	\$0.00

Product Finder
[Click Here to Find a Product](#) OR

Sub Total \$ 0.00
GST \$ 0.00
Discount \$ 0.00
Total \$ 0.00

The date of dispatch will appear – this can be deferred if necessary. Select Place Order Now to submit the order

Delivery Date

Please print [\[Summary\]](#) and [\[Details\]](#) of the order you are about to place and check all details are correct.

After clicking Place Order below, we will begin building your order, so no further changes can be made.

If placed today, your order should be dispatched by **10/07/25**.

If required at a later date, please state:

Are you ready to place your order?

Warning! Freight, packaging, and/or handling charges maybe applied as directed by MCP New Zealand Ltd terms and conditions

The order confirmation screen will appear and the order will then be visible in Freight Tracker

Order Confirmation

Thank you for submitting your order to Windowizard.

Supplier	Proposal	Order	Date	Lines	Amount	Status
MCP	N/A	Stock 08.07	08-Jul-2025	2		Sent 08 Tue Jul 25, 05:18PM