

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

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

Windowizard 2.0
www.windowizard.co.nz

Home Setup Products **Orders** Resources Sales Manager

My Orders & Proposals

Client Proposal

Place Orders

- Order
- MTM Track Order
- MTM Blind Order

Edit

- Saved Orders
- Saved Proposals
- Order Templates

History

- Previous Proposals

Freight

- Freight Tracker

Quick Find: Search here... **SEARCH** ☒ Proposals ☐ Orders ☐ Customers

MCP New Zealand Ltd Orders

Sent Orders	307	🔍
Saved Orders	1071	🔍
Order Templates	12	🔍

Windowizard Proposals

Saved Proposals	513	🔍
Previous Proposals	1666	🔍
Sent Orders Queue	0	🔍

Select Create a New Order

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Home Setup Products **Orders** Resources Sales Manager

New Order

📘 Pick an Order Template from below or [Create a New Order](#).

Supplier	Order Ref	Date Created	Lines
Charles Parsons	test	06 October 2011	2
James Dunlop Textiles	Test	05 January 2012	0

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

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Home Setup Products **Orders** Resources Sales Manager

New Order

Delivery Address TEST
Demonstration Account Only

Customer Name Stock

Customer Reference Stock 08.07

Supplier MCP New Zealand Ltd

Save

Select Save and the following screen will appear

Place DIY Order

Delivery Address TEST Demonstration Account Only

Customer Name Stock **Supplier** MCP New Zealand Ltd

Customer Reference Stock 08.07 **Save** **Details** **Workroom** **Fitting**

Item	Description	UOM	Qty	Sell Price	Disc	Net	Amount
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Product Finder

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

Enter item code

Enter other details

Add to Order

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

Cancel **Save** **Next**

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

Place DIY Order

Delivery Address TEST Demonstration Account Only

Customer Name Stock **Supplier** MCP New Zealand Ltd

Customer Reference Stock 08.07 **Save** **Details** **Workroom** **Fitting**

Item	Description	UOM	Qty	Sell Price	Disc	Net	Amount
2318	Tape WW-28 Poly/Cotton 50m (#280x28mm)	ROLL	1	\$0.00	46%	\$0.00	\$0.00

Product Finder

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

2318

Tape WW-28 Poly/Cotton 50m (#280x28mm)

ROLL

\$0.00

1

46%

\$0.00

\$0.00

Add to Order

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

Cancel **Save** **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

Delivery Address TEST Demonstration Account Only

Customer Name Stock **Supplier** MCP New Zealand Ltd

Customer Reference Stock 08.07 **Save** **Details** **Workroom** **Fitting**

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

Product Finder

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

2326

40mm Poly Mini Pleat NT95 (50m)

ROLL

\$0.00

1

46%

\$0.00

\$0.00

Add to Order

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

Cancel **Save** **Next**

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

Place DIY Order

Delivery Address: TEST Demonstration Account Only

Customer Name: Stock Supplier: MCP New Zealand Ltd

Customer Reference: Stock 08.07

Save Details Workshop Fitting

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

Enter Item Code

Enter other details

Add to Order

Sub Total \$ 0.00

GST \$ 0.00

Discount \$ 0.00

Total \$ 0.00

Cancel Save Next

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

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Freight

Freight Tracker

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:
My order is required by

Are you ready to place your order?

Back Place Order Now

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

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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

OK

OK 08 Tue Jul 25, 05:18PM