How to Create an Order for Stocked / Pre-packaged Items
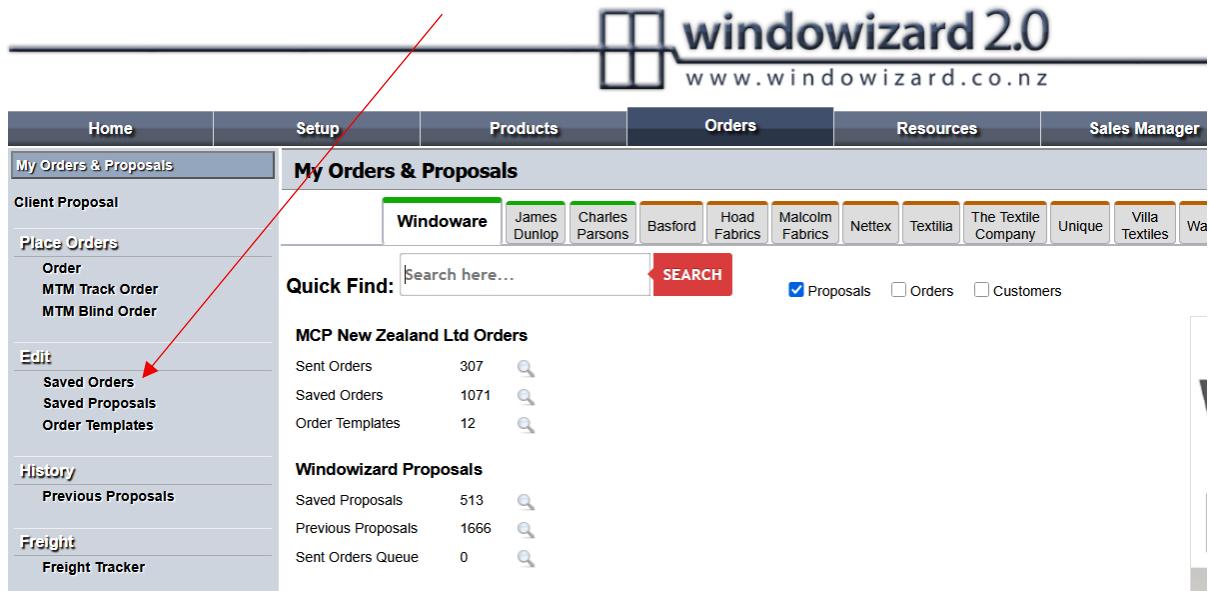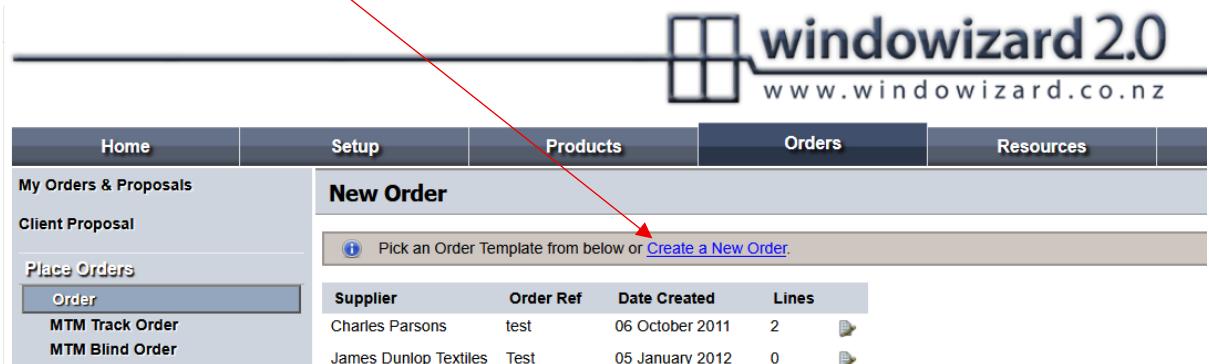
In the Orders tab, select Order on the left hand side

Select Create a New Order

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

Select Save and the following screen will appear

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

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

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

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

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