

Create New Orders

04/09/2025 12:47 pm CDT

Overview

Order creation refers to the process of generating new orders for items within your warehouses and involves recording the necessary information related to the order. The Skustack Admin portal provides you with a streamlined process for inputting customer information. Look up existing customer profiles in your account or create new ones, control shipping details, add products, and manage the order's billing information, all through Skustack's order creation wizard.

Add New Order

To create a new order:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace "xx" with your server ID or team name).
2. Enter your login credentials.
3. On the left, select **Orders > Create New Order**.
4. Complete the **Customer** information and the **Order Details**. You can search for a customer using the icon in the corner of the **Customer** panel.

The screenshot displays the 'Create New Order' wizard in the Skustack Admin portal. At the top, a progress bar indicates the current step is '2. PRODUCTS', which is highlighted in green. The wizard is divided into two main sections: 'CUSTOMER' and 'ORDER DETAILS'. The 'CUSTOMER' section includes fields for Email, First Name, Last Name, and Business, along with checkboxes for 'Is Wholesale Customer' and 'Add Billing Address Now'. It also features a 'Saved Addresses' dropdown and address fields for Country, Address, ZIP Code, City, and State. The 'ORDER DETAILS' section includes fields for Company, Channel, Channel Order Id, Sales Rep, Marketing Source, and a 'Tax Exempt' checkbox. A blue arrow icon in the top-right corner of the Customer panel is highlighted with a purple arrow, indicating the next step in the process.

Once you've filled out the required information, click the blue arrow icon in the upper-right corner to proceed to the next step.

5. Click **Add Products**.

The screenshot shows the 'PRODUCTS' section of the Skustack Admin portal. The header is pink and contains the word 'PRODUCTS' and a search icon. The main area is white and displays 'No products to display' with a search icon above the text. Below the text is a green button labeled 'ADD PRODUCTS +'.

6. Select your products and input their quantities > **Add & Close**. You can also add filters to narrow down your products (such as SKU, Vendor SKU, or Price) or enable **SKU List Mode** to paste multiple SKUs.

SEARCH SKU List Mode X

Q tplink Add filter +

<input type="checkbox"/>	SKU	PRODUCT	WHOLESALE PRICE	RETAIL PRICE	SITE COST	AVAIL. QTY		QTY
<input type="checkbox"/>	test1234354	TPlink	\$0	\$17	\$15.1133	0	i	0
<input type="checkbox"/>	TP_LINK300	Tplink 300 + charger	\$0	\$15	\$0	234	i	0
<input checked="" type="checkbox"/>	TPLINK	TPlink	\$0	\$17	\$15	4277	i	10
<input type="checkbox"/>	Tplink Refurb	TPlink	\$0	\$17	\$15	4277	i	0
<input type="checkbox"/>	Tplink_Refurbished	TPlink	\$0	\$17	\$0	57	i	0
<input type="checkbox"/>	TPLINK300	TPLINK300	\$0	\$15	\$0	234	i	0
<input type="checkbox"/>	TPLINKCH	TPlink	\$0	\$17	\$15	4277	i	0
<input type="checkbox"/>	TPLINKCLONE	TPlink	\$0	\$17	\$34	0	i	0
<input type="checkbox"/>	TPLINKclone1	TPlink	\$0	\$17	\$0	0	i	0

Displaying results 1-18 of 18

*If order or customer is wholesale then the wholesale price will be used.

CLOSE ADD SELECTED **ADD & CLOSE (1)**



7. Select the warehouse your order will be shipped from.

PRODUCTS + ↑

SKU	ITEM	UNIT PRICE	DISCOUNT	QTY	WAREHOUSE	LINE TOTAL
TPLINK	TPlink	\$17.00	\$0.00 \$	10	binny	\$170.00

8. Confirm the items and their quantities are correct and click the blue arrow icon to proceed to the next step.

RUNNING TOTALS

ITEMS ADDED 1

QUANTITY 10 unit(s)

EST. PRICE \$170.00

9. Complete the **Shipping Address** and **Shipping Method** panels > Click the **Dollar** icon for the **Shipping Calculator**.

<
1. ORDER INFO
2. PRODUCTS
3. SHIPPING
4. BILLING
>

SHIPPING ADDRESS

Same as Billing

Saved Addresses Select

First Name *

Middle Name

Last Name

Business

Country * United States

Address *

ZIP Code *

City *

State * NJ

Phone

Fax

SHIPPING DETAILS

Carrier Expedited

Method Expedited

Lock Shipping Method

Weight lbs oz

Dimensions (L/W/H) in in in

Customer Shipping Fee \$0

Customer Handling Fee \$0

Customer Insurance Fee \$0

Rush Order

Require PIN To Ship

To successfully [calculate rates](#) from the Skustack Admin, you must have valid carrier credentials configured on the Shipping API page for your company. Contact your onboarding representative or [Sellercloud Support](#) for assistance.

10. Fill out the **Billing Address** information and click the **green flag** icon in the upper-right corner to finalize the order.

<
1. ORDER INFO
2. PRODUCTS
3. SHIPPING
4. BILLING

←

BILLING ADDRESS

Saved Addresses Select

First Name *

Middle Name

Last Name

Business

Country * United States

Address *

ZIP Code *

City *

State * NJ

Phone

Fax

ORDER TOTAL

Subtotal	\$170.00
Shipping & Handling	\$0.00
Discount Total	\$0.00
Tax	\$7.36
Grand Total	\$177.36