



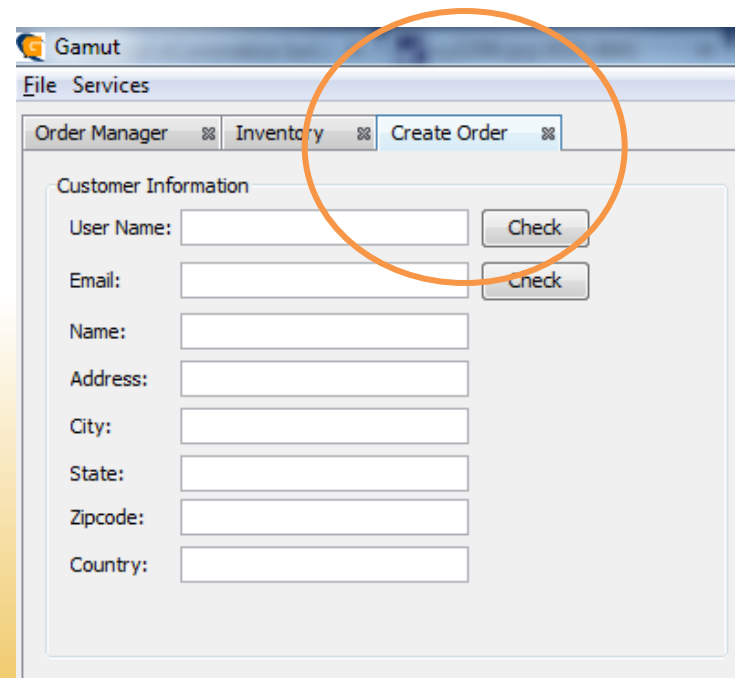
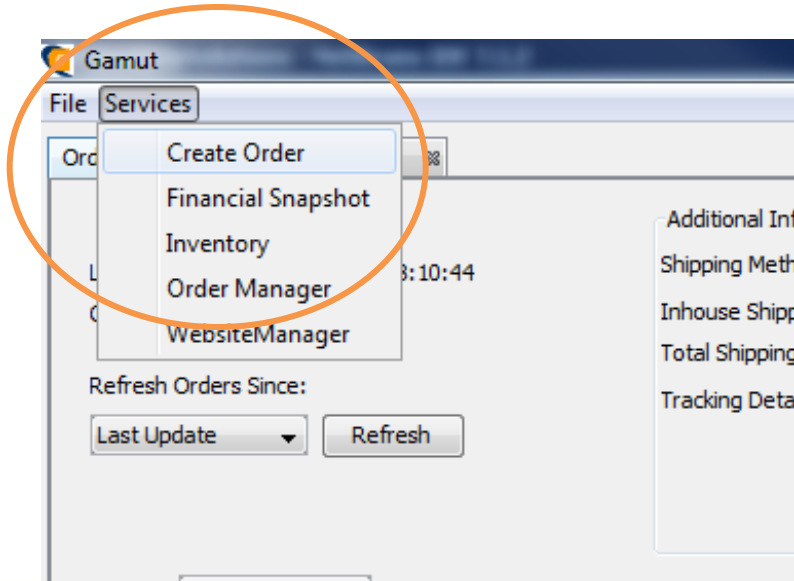
Order Manager: Manually Create Orders

- For orders which are not through eBay, you can manually create orders.
- Perfect for orders which are from 3rd party auction sites such as Etsy, iOffer, eCrater, Atomic Mall, etc.
- Also great for customers who purchase through a website, which is not connected to Gamut, or through email.
 - We offer services to connect websites with our API for automatic importing of orders when refreshing, please contact us directly for more information.



Open the Create Order Tab

- If not already open, open the create order tab under **Services**
- If open, go to the **Create Order** tab





Create Order Tab Overview

Gamut
File Services

Order Manager || Inventory || Create Order ||

Customer Information

User Name:

Email:

Name:

Address:

City:

State:

Zipcode:

Country:

Shipping Information

Shipping Method:

Shipping Cost:

Shipping Paid:

Order Status

Order Comments

Order Details

| Ref. Number | Prod... | Description | Retail Cost | Wholesale Cost | Inhouse |
|-------------|---------|-------------|-------------|----------------|---------|
|-------------|---------|-------------|-------------|----------------|---------|



Check for Return Customer Information

- For **RETURN CUSTOMERS**: You can use the customers User Name/ Customer ID or Email address to look up the customers address information.
 - Enter the User Name/Customer ID or Email address and click the “**Check**” button to check the database for that customers information.
 - If the customer is a returning customer the address information will automatically fill
 - If the customer is a NEW customer, the address will remain blank

The screenshot shows the Gamut software interface. The title bar reads 'Gamut'. Below it is a menu bar with 'File' and 'Services'. A tabbed interface shows 'Order Manager', 'Inventory', and 'Create Order'. The 'Create Order' tab is active, displaying a 'Customer Information' form. The form has several input fields: 'User Name', 'Email', 'Name', 'Address', 'City', 'State', 'Zipcode', and 'Country'. Each field has a corresponding 'Check' button to its right. An orange oval highlights the 'User Name' and 'Email' fields and their 'Check' buttons.



Manually Fill in Customer Address

- Gamut **requires only** a User Name and Email address to be filled in to add a new order to your database.
- Perfect for:
 - Customers who do not give you their **full address** info
 - Call in or email orders
 - Countries with minimal addresses

The screenshot shows the Gamut software interface. The title bar reads 'Gamut'. Below it is a menu bar with 'File' and 'Services'. A tabbed interface shows 'Order Manager', 'Inventory', and 'Create Order' (which is active). The 'Create Order' window contains a 'Customer Information' section with the following fields:

| | | |
|------------|--------------------------|-------|
| User Name: | ebay_user_13764 | Check |
| Email: | ebay_user_13764@ebay.com | Check |
| Name: | Bronson Vaughan | |
| Address: | 7765 NE 301 Rd | |
| City: | Calexico | |
| State: | NY | |
| Zipcode: | 29483 | |
| Country: | United States | |



Add Items to a New Order

- Use the **Add** or **Delete** buttons to add items to the order
 - The order shown to the left has **three** items in the order
- At this point, you can “**Apply Changes**,” and create a blank item order with three unique fields added to the database for the selected User Name/ Customer ID
- **Or** you can continue to fill out the order in this form

Customer Information

User Name: ebay_user_13764

Email: ebay_user_13764@ebay.com

Name: Bronson Vaughan

Address: 7765 NE 301 Rd

City: Calexico

State: NY

Zipcode: 29483

Country: United States

Shipping Information

Shipping Method: Standard

Shipping Cost: 0.0

Shipping Paid: 0.0

Order Status

New

Order Comments

| Ref. Number | Prod... | Description | Retail Cost | Wholesale Cost | Inhouse |
|-------------|---------|-------------|-------------|----------------|--------------------------|
| | | | 0.0 | 0.0 | <input type="checkbox"/> |
| | | | 0.0 | 0.0 | <input type="checkbox"/> |
| | | | 0.0 | 0.0 | <input type="checkbox"/> |



Filling in Order Details

Order Details

| Ref. Number | Product ID | Description | Retail Cost | Wholesale Cost | Inhouse |
|------------------|------------|---------------------|-------------|----------------|--------------------------|
| EBAY_ITEM_ID1082 | sku_2302 | Pink Large Widget | 45.55 | 25.84 | <input type="checkbox"/> |
| EBAY_ITEM_ID1628 | sku_9613 | Yellow Medium Gaget | 24.21 | 8.94 | <input type="checkbox"/> |
| | | | 0.0 | 0.0 | <input type="checkbox"/> |

- You can “**Apply Changes,**” at any time while filling out the order details to add the partial order to the database. Any order detail can be left blank if desired.
 - **Ref. number** - eBay auction number or product number from other 3rd party websites
 - **Product ID** - Inhouse SKU number for the product
 - **Description** - Short Item description or eBay auction title
 - **Retail / Wholesale Cost** - Retail sales price and wholesale cost.
 - **Inhouse checkbox** - With the **inventory manager Add-on**, you can click the Inhouse check box to remove qty 1 of the selected item from the inventory as well as fill in the wholesale price for the item.
- Please see the **Inventory Manager** Add-on Tutorial for more info.



Filling in Shipping Information

Shipping Information

Shipping Method:

Shipping Cost:

Shipping Paid:

Order

Shipping Information

Shipping Method:

Shipping Cost:

Shipping Paid:

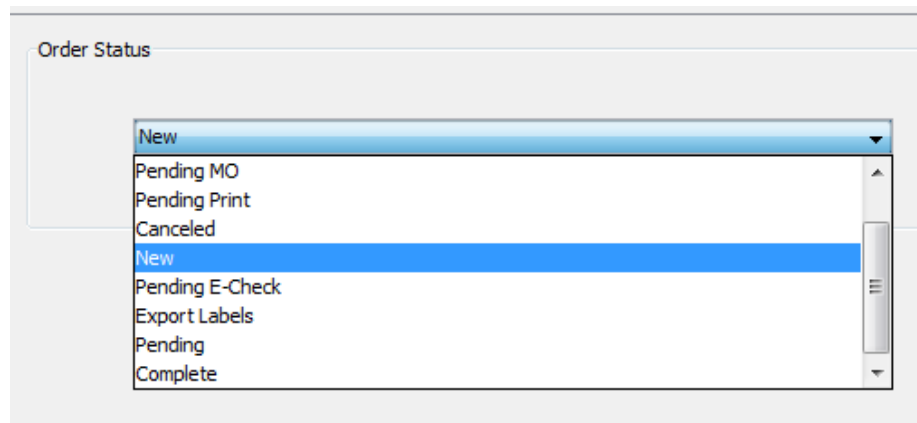
Order Comments

- **Shipping Method:** This customizable menu, allows the shipping method to be displayed
- **Shipping Cost:** Is the actual shipping cost to ship the item
- **Shipping Paid:** Is the shipping cost paid by the customer
- Enter Order Comments if desired



Changing Order Status

- The order status is automatically set to **“NEW”**
 - You do not have to change or select an Order Status to **“Apply Changes”** or add the order to the database
 - If you want to change the order status to an alternative status, just select the preferred status from the drop down menu





Remember to Apply Changes

The **Apply Changes** button will add the created order to the **Order Manager**.

NOTE: If you **do not** Apply Changes, the order will **not** be added to the Order Manager.

The screenshot shows a software interface with the following sections:

- Customer Information:** Fields for User Name (ebay_user_15405), Email (ebay_user_15405@ebay.com), Name (James Hough), Address (5882 Pearl Road), City (Glen Oaks), State (TX), Zipcode (34734-5124), and Country (United States). Each field has a 'Check' button.
- Shipping Information:** Fields for Shipping Method (Standard), Shipping Cost (0.0), and Shipping Paid (0.0).
- Order Status:** A dropdown menu set to 'New'.
- Order Comments:** A large empty text area.
- Buttons:** 'Add', 'Delete', and 'Apply Changes' (circled in orange).
- Order Details Table:**

| Ref. Number | Prod... | Description | Retail Cost | Wholesale Cost | House |
|-------------|---------|-------------|-------------|----------------|--------------------------|
| | | | 0.0 | 0.0 | <input type="checkbox"/> |

A small text box at the bottom right of the window contains the text: "This is a CreateOrder window."



Further Tutorials

- **Please view our other tutorials for more information or feel free to contact us with any questions**
- Further Tutorials:
 - Order Manager Tutorials:
 - Order Manager Overview
 - Importing eBay sales and tracking
 - Search and Filter Orders
 - Merge, Un-Merge, and Split
 - Exporting and Invoice Creation
 - Add-on Tutorials:
 - General Inventory Management
 - General Financial Overview