

# Create an Order for Materials

## On this page:


[General Information](#) [Instructions](#) [Effects](#) [What's Next?](#)







Search

You can create an [order](#) to specify the quantity of testing-related materials to be shipped.

## Step-by-Step





(Click  to view image)

1. From **Setup**, go to **Orders & Shipment Tracking**. 
2. Click **Select Tasks**, click **Create / Edit Orders**, and click **Start**. 
3. Type or select the required details about the order. 
4. Click **Add Items** under **Materials Order**. 
5. Type the amount of each item, and click **Save**. 
6. Click **Create**. 

### Effects

▼ Viewing the order...

After you create an order, you or authorized users can view the order:

1. From **Setup**, go to **Orders & Shipment Tracking**.
2. Select a period of time to search in the **Find Orders Placed and Updated in** dropdown, and click **Search**. 
3. You can click the information icon  to view delivery and tracking

### What's Next? (Optional)

To understand how to track material shipments, and report and resolve shipping issues, see [Track Material Shipments](#).

[Back to the top](#)

information. The status represents where the order is in the delivery process.

*From the **Create/Edit Orders** task, you can also click **Show Order Details** to see more detailed information.* 