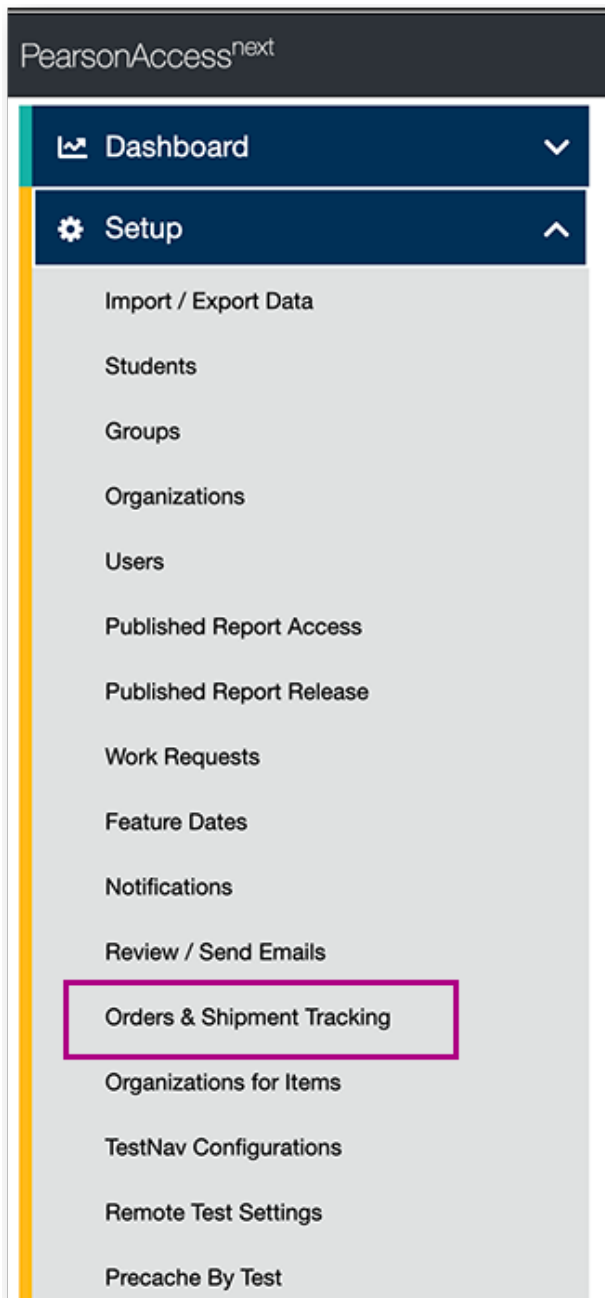


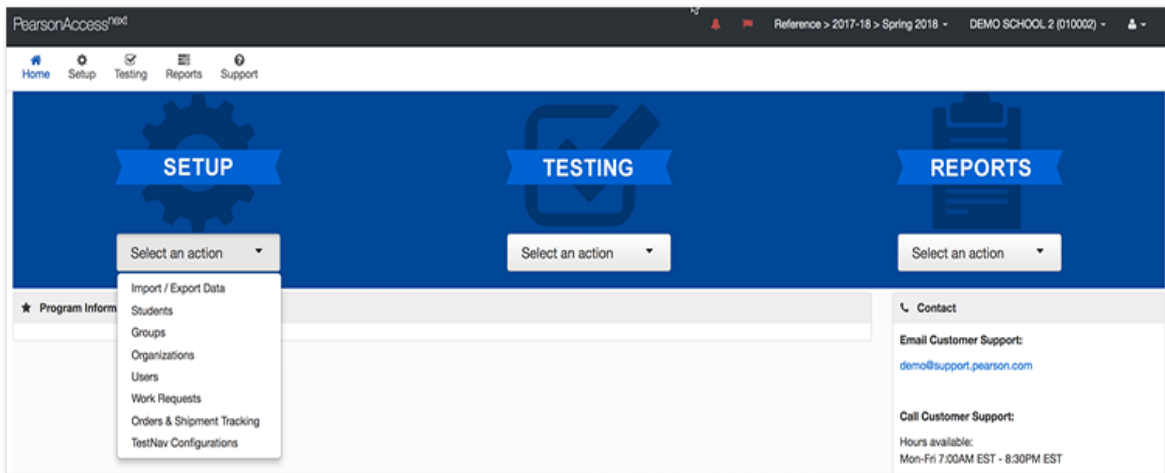
Create an Order for Materials

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

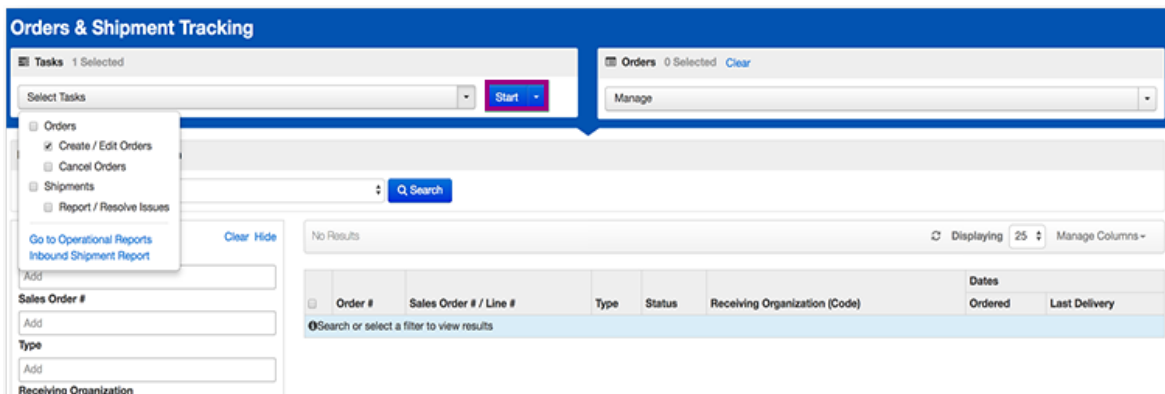
Step-by-Step

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.

ADDITIONAL ORDERS

- Create Additional Order
- Order # 4 (submitted)

DETAILS

New Order

Organization (Code)
AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)

Date Needed*

Reason

Special Instruction

Submitter Email*
no-reply@pearson.com

Submitter Phone* **Ext**

Ship To

Use a Stored Contact
Select...

Contact Information

Contact Name*

Job Title

Email

Phone **Ext**

Fax

Shipping Address

Address Line 1*

Address Line 2

City*

State*

Zipcode*

4. Click **Add Items** under **Materials Order**.

ADDITIONAL ORDERS

- Create Additional Order
- Order # 4 (submitted)

DETAILS

New Order

Organization (Code)
AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)

Date Needed*

Reason

Special Instruction

Submitter Email*
no-reply@pearson.com

Submitter Phone* **Ext**

Ship To

Use a Stored Contact
Select...

Contact Information

Contact Name*

Job Title

Email

Phone **Ext**

Fax

Shipping Address

Address Line 1*

Address Line 2

City*

State*

Zipcode*

Materials Order

0 Items
Add Items...

* Required

Create
Reset

5. Type the amount of each item, and click **Save**.

Amount	Description	Item #	Subject
0	PENCILS SETS		

6. Click **Create**.

ADDITIONAL ORDERS

Order # 4 (submitted)

DETAILS
New Order

Organization (Code)
AIQ CENTRAL CUSD 3 SCHOOL 1 (IL-1000100A0)

Date Needed*

Reason

Special Instruction

Submitter Email*
no-reply@pearson.com

Submitter Phone* **Ext**

Ship To
Use a Stored Contact

Contact Information

Contact Name*

Job Title

Email

Phone **Ext**

Fax

Shipping Address

Address Line 1*

Address Line 2

City*

State*

Zipcode*

Materials Order
0 Items

* Required

Effects

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**.

Orders & Shipment Tracking

Tasks 0 Selected

Select Tasks

Start

Orders 1 Selected

Manage

Find Orders Placed or Updated in

Last 30 days

Q Search

Filters [Clear](#) [Hide](#)

Order #

Add

Sales Order #

Add

Type

Add

Receiving Organization

Add Organization

Status

Add

7 Results

	Order #	Sales Order # / Line #	Type	Status
<input type="checkbox"/>	1 i		additional	backordered
<input type="checkbox"/>	2 i	i	additional	delivered
<input type="checkbox"/>	3 i		additional	processing
<input type="checkbox"/>	4 i		additional	rejected
<input type="checkbox"/>	5 i		additional	transit
<input type="checkbox"/>	6 i		additional	processing
<input checked="" type="checkbox"/>	7 i		additional	submitted

- You can click the information icon [i](#) to view delivery and tracking 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.

ADDITIONAL ORDERS

Create Additional Order

Order # 1 (submitted)

DETAILS

Order # 1

Organization (Code)

Date Ordered
01/05/2018

Reason

Date Needed*

01/19/2018

User Last Edited

Special Instruction

Ship To

Update Using a Stored Contact

Select...

Contact Information

Contact Name*

Shipping Address

Address Line 1*

Save

Reset

Show Order Details

What's Next? (Optional)

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