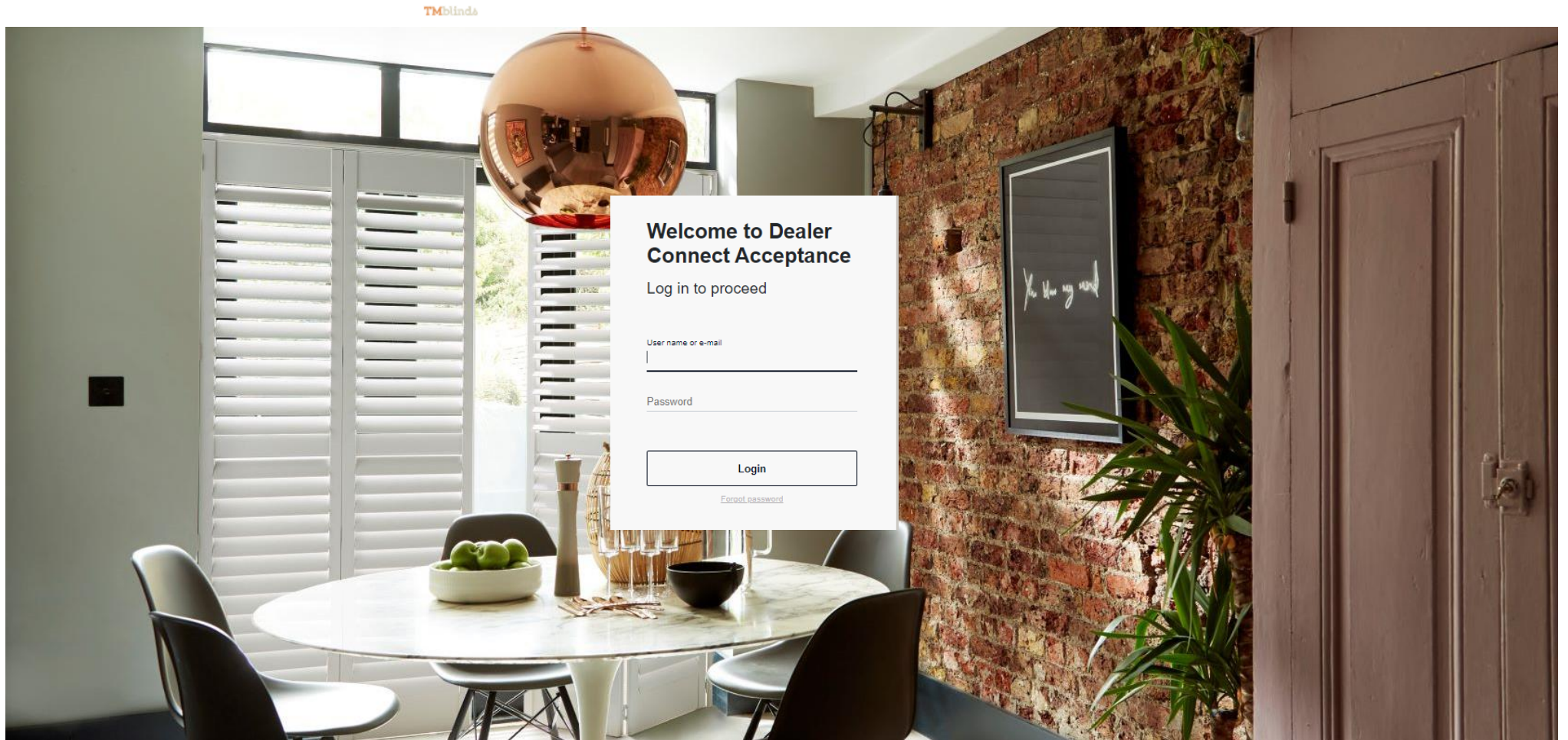


## Step 1. Sign in using your log-in



## Step 2. Go to Catalog

### Select product and click on sales order

TMblinds Catalog Quotes Sales Orders Customers Management Test Account

Search 26 matching results Sort by: Rank

**Category**

- Blinds (18)
- Accessories (4)

**Product Group**

- Roller blinds (2)
- Venetian blinds (5)
- Vertical blinds (3)
- Wood blinds (8)
- Shutters (3)

15mm Venetian Blind 1810-1016

25mm Venetian Blind 1810-1017

35mm Venetian Blind 1810-1018

50mm Venetian Blind 1810-1019

25mm Perfect Fit Venetian Blind 1810-1020

38mm Expressions Wood Blind 1815-1033

50mm Expressions Wood Blind 1815-1034

50mm Sherwood Blind 1815-1038

**Create new**

- Quote
- Sales Order

Cancel Create

# Step 3. Follow easy order steps

- 1 Product Specification
- 2 BlockNamesSummary

1815-1034 50mm Expressions Wood Blind

## Product Specification

### Room Reference

None

### Size Type

Recess Size

### Width

mm  inches

0 mm

### Height

mm  inches

0 mm

### Colour

Redwood


Configurator.PriceExclVAT  
€0.00

Next

## Step 4. Go to Sales Orders, then Add References and Customer Details.

### Save details afterwards




TMblinds Catalog Quotes **Sales Orders** Customers Management Test Account

← Sales Orders **SO22.000151**  Duplicate order Drop Order Book Order

**Reference 1 \***  **Status** New **Date Created** 4/5/2022 **Customer** + Assign customer

**Reference 2**  **Track & Trace** **Date Ordered** **Comment**

**Lines** + Add new line


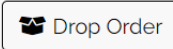

Number	Article/Product ID	Description	Quantity	Unit of measurement	Reference	Status	Price
> 1	1815-1034	50mm Expressions Wood Blind	<input type="text" value="1"/>	Piece	<input type="text"/>	New	€97,56   
Subtotal Excl. Vat							€97,56
23% VAT High 23%							€22,44
Total Price							€120,00

If you want to add additional blinds to your order, select “Add New Line”

# Step 5. Review, select delivery address and Confirm Order




TMblinds Catalog Quotes **Sales Orders** Customers Management Test Account

← Sales Orders

**SO22.000139**  Duplicate order  **Book Order** 

<b>Reference 1</b> Joe Bloggs	<b>Status</b> New	<b>Date Created</b> 3/23/2022	<b>Customer</b> <b>+ Assign customer</b>
<b>Reference 2</b> Expressions Wood	<b>Track &amp; Trace</b>	<b>Date Ordered</b>	<b>Comment</b>

Lines **+ Add new line**

Number	Article/Product ID	Description	Quantity	Unit of measurement	Reference	Status	Price
> 1	1815-1034	50mm Expressions Wood Blind	<input type="text" value="1"/>	Piece	<input type="text"/>	New	€97.56   
Subtotal Excl. Vat							€97.56
23% VAT High 23%							€22.44

When order is confirmed, status will now show as "SOLD"



# Management Tools



## Quotes

[General Overview](#) 

## Sales Orders

[General Overview](#) 

## Purchase Orders

[General Overview](#) 

[General.OpenPurchaseOrders](#) 

In purchase orders you will find your expected delivery date and cost price