At times, you may need to create an order on behalf of your customer. The instructions below guide you through doing so for both existing customers and new customers.

1. Search for an existing customer, Create a new customer account, No customer account required.

2. CUSTOMER SEARCH
   Enter full or partial information in one:
   - First name
   - Last name
   - E-mail
   - Username

3. Search

4. Select customer
   - RYAN Quinn <ryan@bookweb.org> (quinn)

5. Create order

6. Skip tax:
   - First name
   - Last name
   - Company
   - Street address
   - City
   - State/Province
   - Postal code
   - Phone number

7. Tax-Exempt information:
   - Organization name
   - Tax exempt number
   - Street address
   - City
   - Country
   - State/Province
   - Postal code
   - Phone number

8. Products:
   - Add product
The order is now placed and can be processed as normal.
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