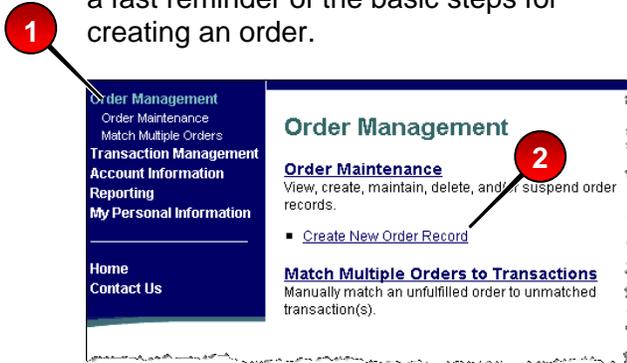
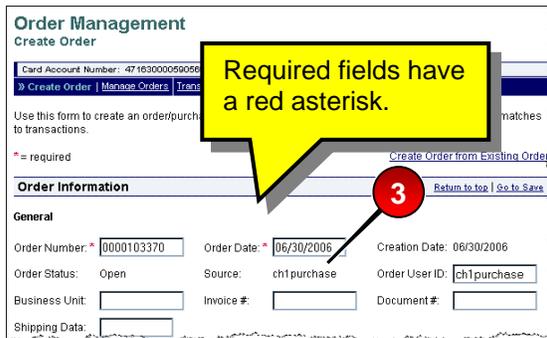


Create an Order

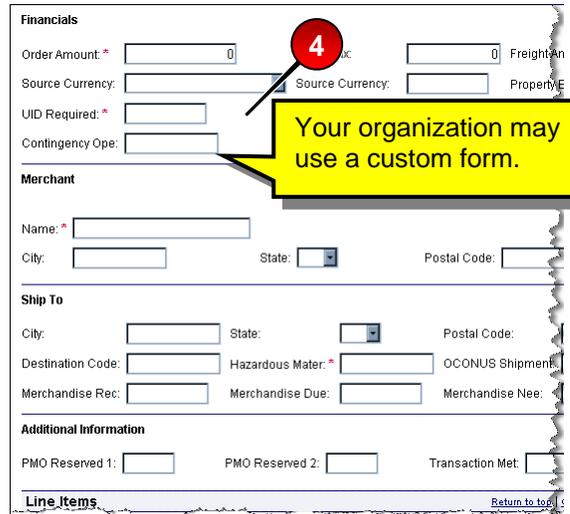
You can use this quick reference guide as a fast reminder of the basic steps for creating an order.



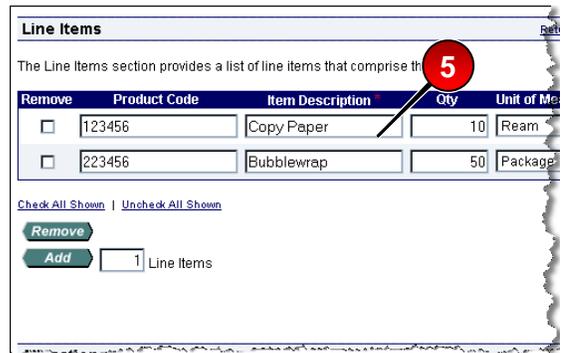
1. Select the **Order Management** high-level task.
2. Click the **Create New Order Record** link.



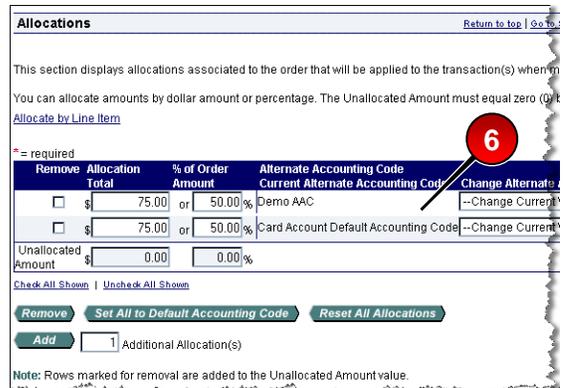
3. Specify all required and available general order information. Some information may auto-populate, such as order number or today's date as the order date.



4. Specify financial, merchant, shipping and additional information.



5. Specify line item information, if needed.



6. Specify allocation information, if needed.

U.S. Bank Access® Online: Create an Order *Quick Reference*

Comments

The Comments section provides user-defined text area(s) that can be

PMO Reserved 1 Comment:

PMO Reserved 3

Match Tolerance

The order record contains no check for tolerance on both Amount and

Save and Create Order

The Comments fields are unique to each organization.



LEARN MORE

For more detailed information, refer to the *Order Management* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.

7. Add comments, if needed.
8. Review the *Match Tolerance* information.
9. Click the **Save and Create Order** button.

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