

Create and Manage Orders in RunOnweb

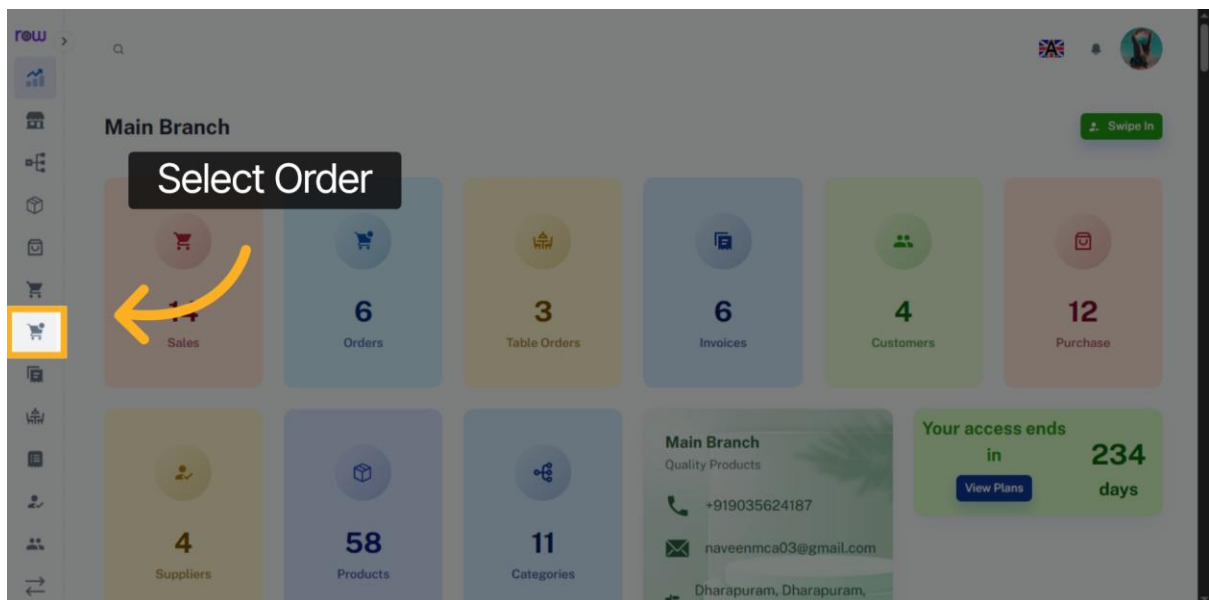
Go to runonweb.com

1. Introduction

In this tutorial, you will learn how to create, update, and cancel an order, as well as generate an e-invoice and an e-way bill for the order.

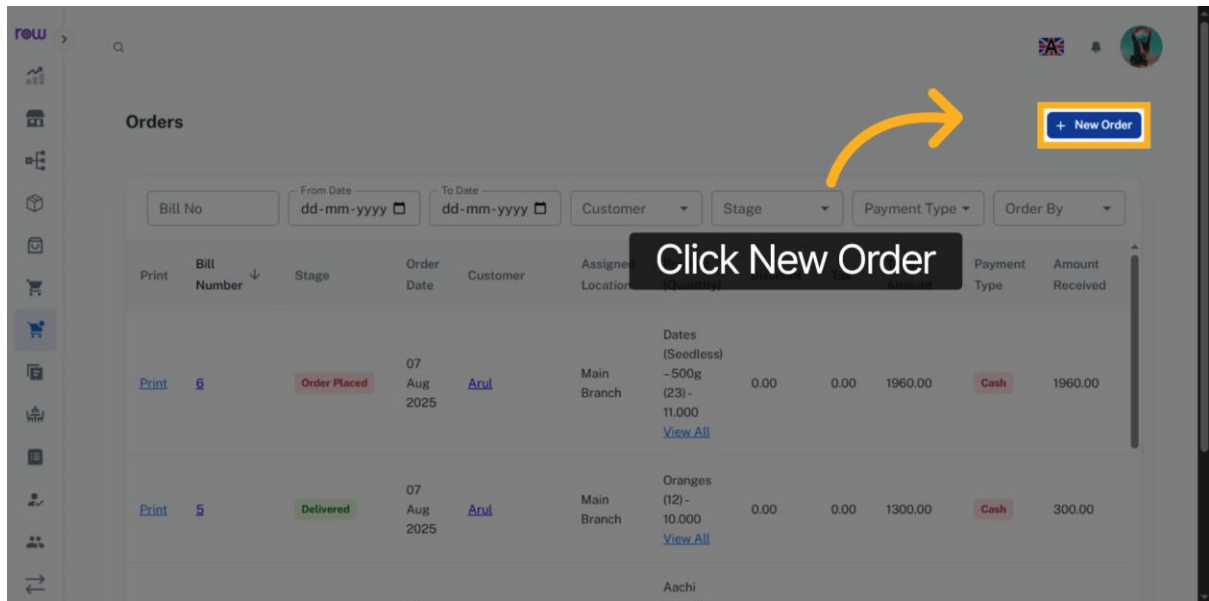
2. Orders Menu

Select the Order menu to open the orders list screen.



3. New Order Button

Click the New Order button to start creating an order.



4. New Order

Order date, Order by ,Stage and Assigned Location are already filled in. You can update them if needed.

The screenshot shows the 'New Order' form. The 'Order Date' field is pre-filled with '02-10-2025'. The 'Order By' dropdown is pre-filled with 'User (+919035624187)'. The 'Stage' dropdown is pre-filled with 'Order Placed'. The 'Assigned Location' dropdown is pre-filled with 'Main Branch'. The 'Products' section shows a dropdown menu with 'Select a product' and a message 'No Products Found!'. The 'Loading Charge', 'Unloading Charge', and 'Transport Charge' fields are empty. The 'Special Discount' field is empty. The 'Payment Type' dropdown is pre-filled with 'Cash'. A blue 'Back' button is located at the top right of the form.

5. Order Status

You may update the order status by tracking the shipment.

The screenshot shows the 'New Order' form with the following fields and options:

- Order Date:** 03-10-2025
- Order By:** User (+919035624187)
- Assigned Location:** Main Branch
- Products:** Select a product, Search by category name
- Stage:** Order Placed (selected), Processing, Ready To Pick, Picking, Verifying, Packing, Shipping, On Hold

The 'Stage' dropdown menu is highlighted with an orange border.

6. Select a customer

Search and select an existing customer.

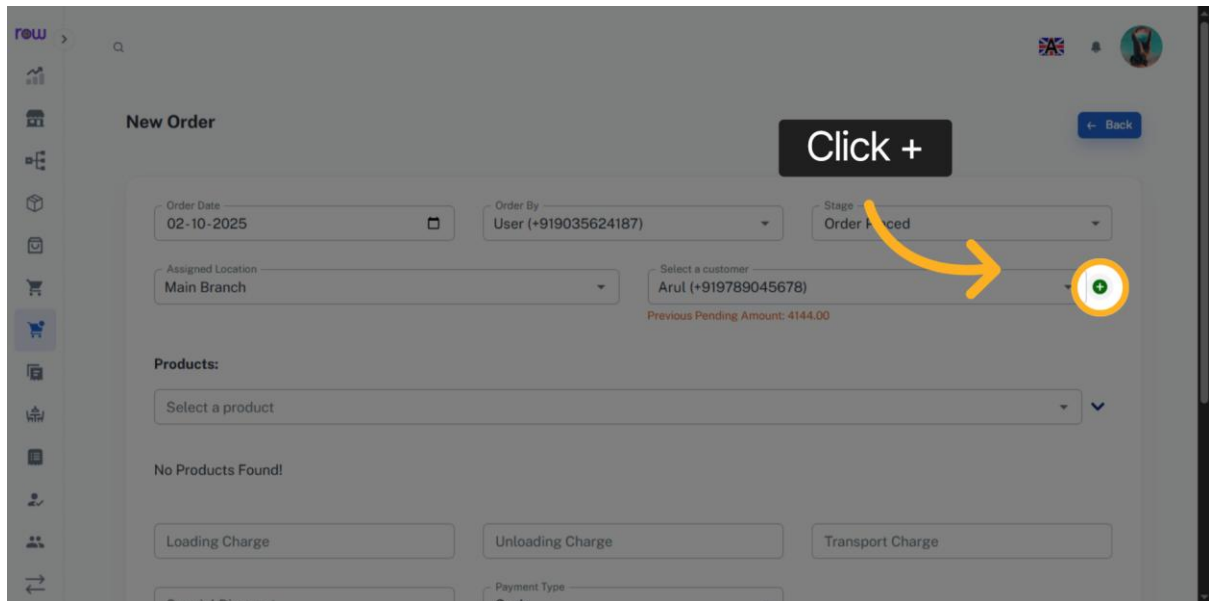
The screenshot shows the 'New Order' form with the following fields and options:

- Order Date:** 02-10-2025
- Order By:** User (+919035624187)
- Assigned Location:** Main Branch
- Products:** Select a product, No Products Found!
- Stage:** Order Placed
- Select a customer:** Arul (+919789045678), Sakthi (+919092911223), Thamizhselvan (+919360633445), Velavan (+919626634567)

A yellow arrow points from the 'Click Select a Customer' text to the 'Select a customer' dropdown menu, which is highlighted with an orange border.

7. Create new customer

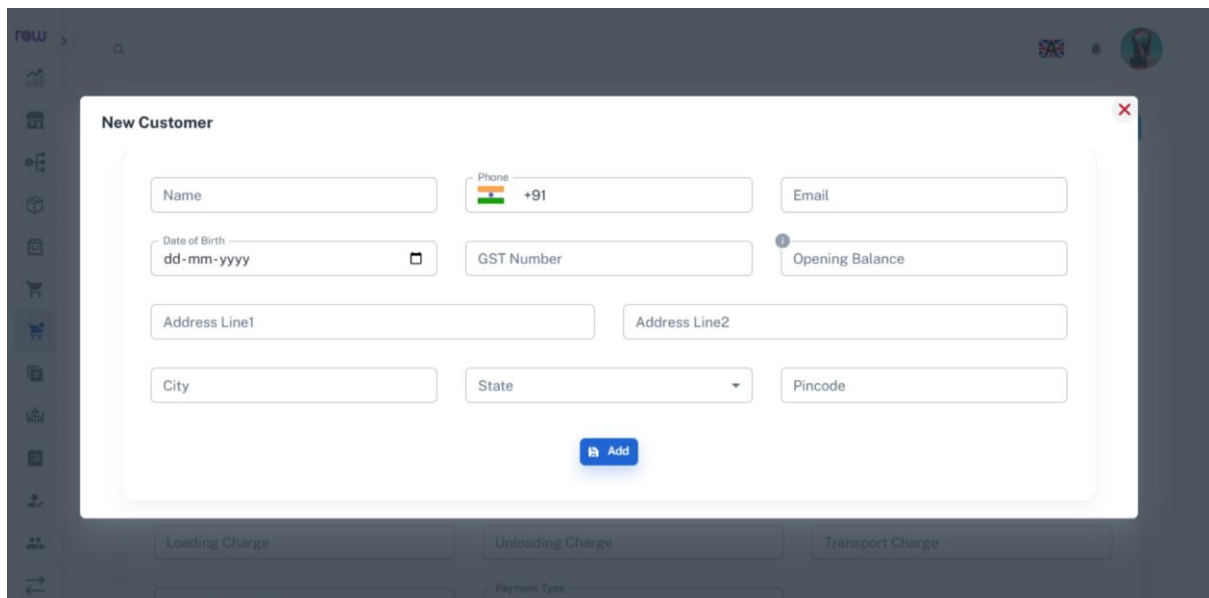
Click + icon to add a new customer



The screenshot shows the 'New Order' form in a web application. A black callout box with the text 'Click +' and a yellow arrow points to a green plus icon located at the end of the 'Select a customer' dropdown menu. The dropdown menu currently displays 'Arul (+919789045678)' and 'Previous Pending Amount: 4144.00'. Other fields in the form include 'Order Date' (02-10-2025), 'Order By' (User (+919035624187)), 'Assigned Location' (Main Branch), 'Stage' (Order Placed), 'Products' (Select a product), 'Loading Charge', 'Unloading Charge', 'Transport Charge', and 'Payment Type'.

8. New Customer Page

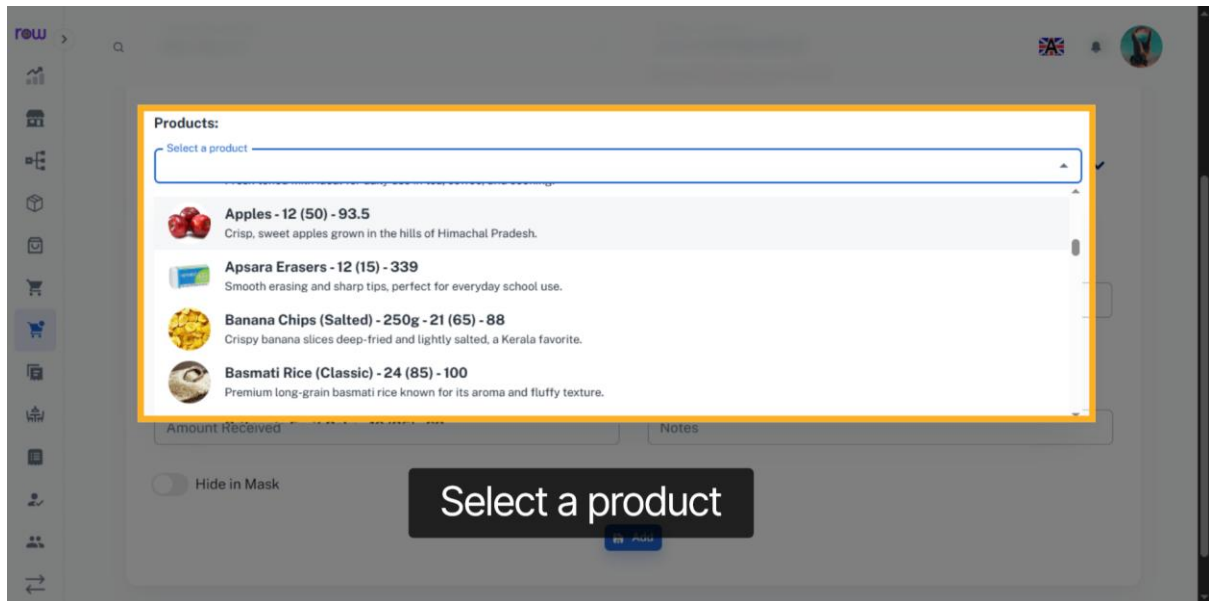
Enter the new customer details and click Add to save and select the customer.



The screenshot shows the 'New Customer' form in a web application. The form contains the following fields: 'Name', 'Phone' (with a dropdown for country code, currently showing '+91'), 'Email', 'Date of Birth' (with a date picker, showing 'dd-mm-yyyy'), 'GST Number', 'Opening Balance', 'Address Line1', 'Address Line2', 'City', 'State' (with a dropdown), and 'Pincode'. A blue 'Add' button is located at the bottom of the form. The background shows the 'New Order' form from the previous screenshot.

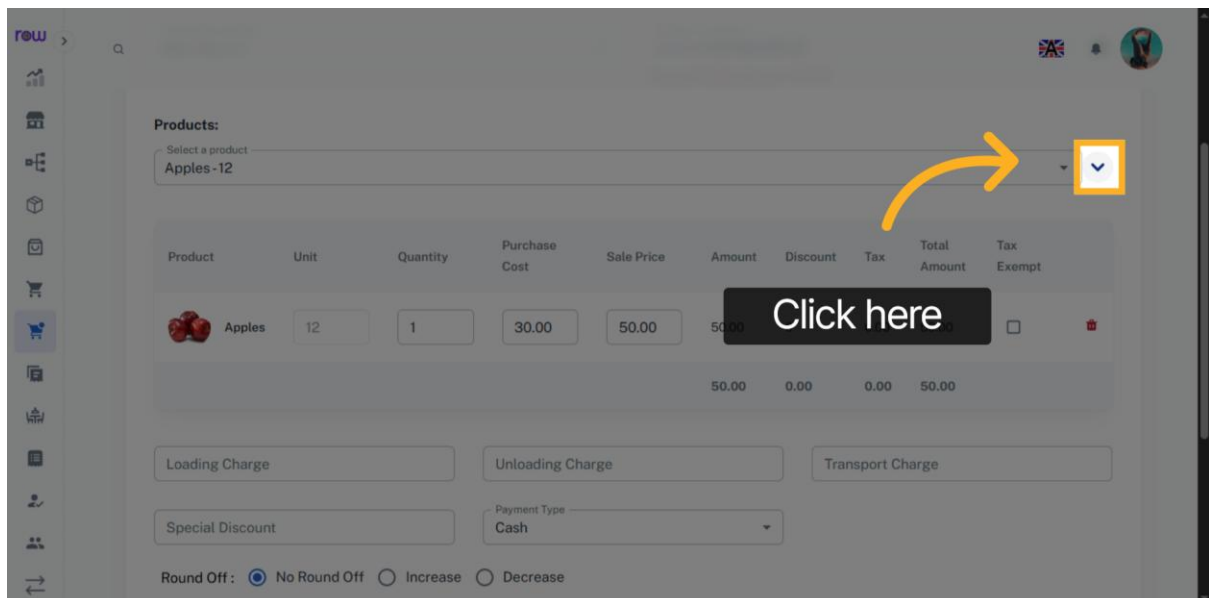
9. Select a product

Select a product from the dropdown. You can search by product name or code.



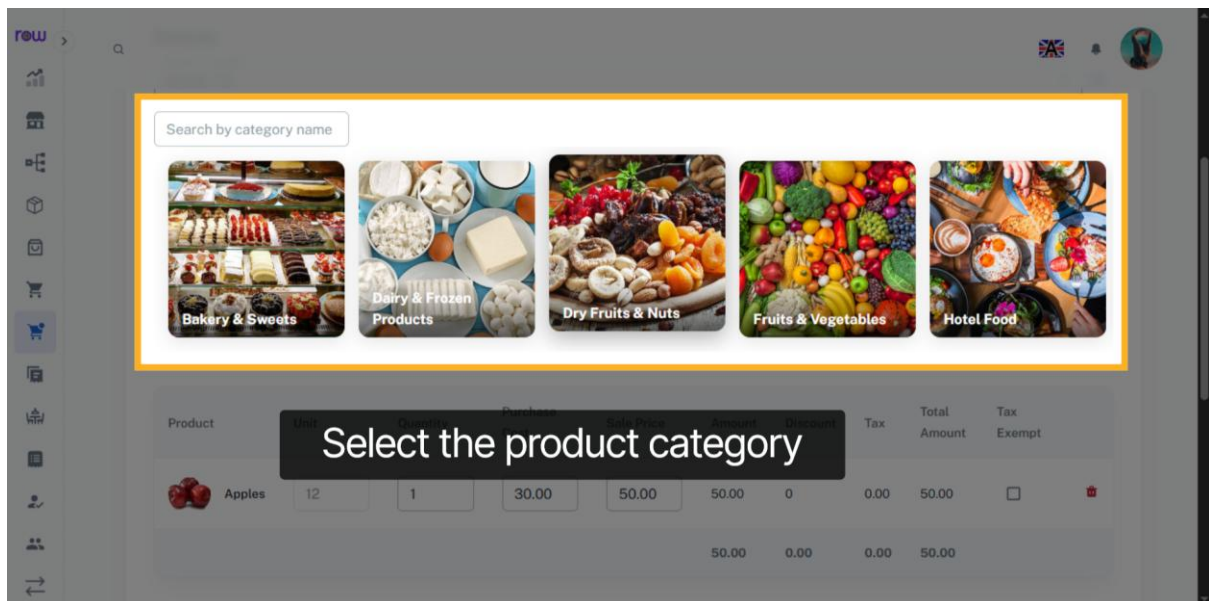
10. Product Selection Dropdown

Or click the arrow to find a product by its category.



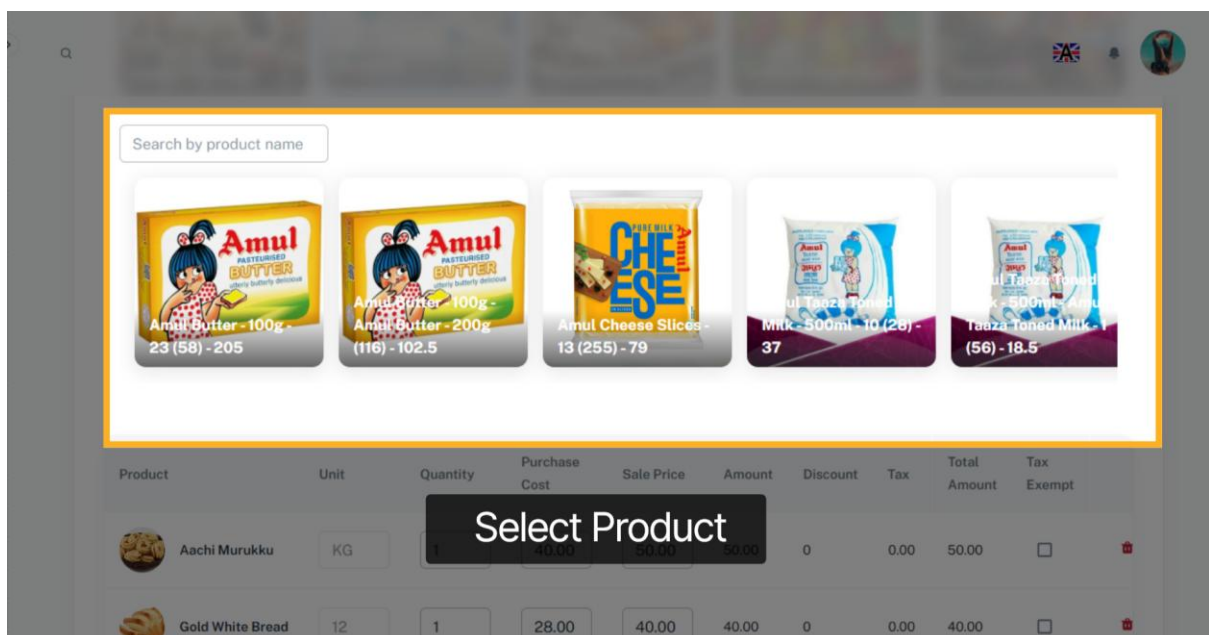
11. Select the product category

select the product by its category



12. Select Product

Select Product



13. Selected Product List

After product selection you can update the quantity, Purchase cost and Sale price of the products.

The screenshot shows a software interface for managing products. A table titled 'Selected Product List' is highlighted with an orange border. The table has the following columns: Product, Unit, Quantity, Purchase Cost, Sale Price, Amount, Discount, Tax, Total Amount, and Tax Exempt. The first row contains data for 'Almonds' with a unit of 'KG', a quantity of '1', a purchase cost of '240.00', a sale price of '260.00', an amount of '260.00', a discount of '0', a tax of '0.00', a total amount of '260.00', and a tax exempt checkbox that is currently unchecked. Below the table, there are several input fields and controls: 'Loading Charge', 'Unloading Charge', 'Transport Charge', 'Special Discount', 'Payment Type' (set to 'Cash'), 'Round Off' (with options for 'No Round Off', 'Increase', and 'Decrease'), 'Total Amount: 260.00', a checkbox for 'Use the extra amount customer already given to you (40.00)', 'Amount Received', 'Notes', 'Profit Amount: 20.00 (8.33%)', and 'Balance Amount: 260.00'.

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds	KG	1	240.00	260.00	260.00	0	0.00	260.00	<input type="checkbox"/>
					260.00	0.00	0.00	260.00	

14. Tax Exempt Checkbox

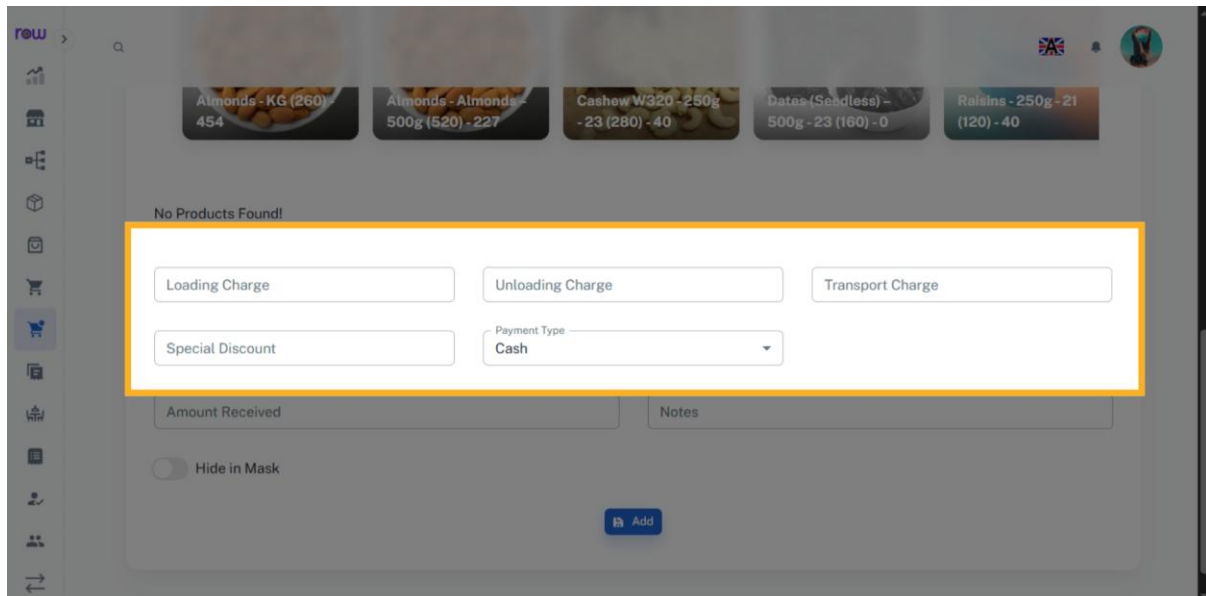
Select the checkbox to exempt the tax for a product.

This screenshot is similar to the previous one, but it highlights the 'Tax Exempt' checkbox for the 'Almonds' product. A yellow arrow points from a black box labeled 'Select Here' to the checkbox, which is now highlighted with an orange border. The rest of the interface, including the table and the bottom controls, remains the same as in the previous screenshot.

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Total Amount	Tax Exempt
Almonds	KG	1	240.00	260.00	260.00	0	0.00	260.00	<input type="checkbox"/>
					260.00	0.00	0.00	260.00	

15. Other Optional Fields

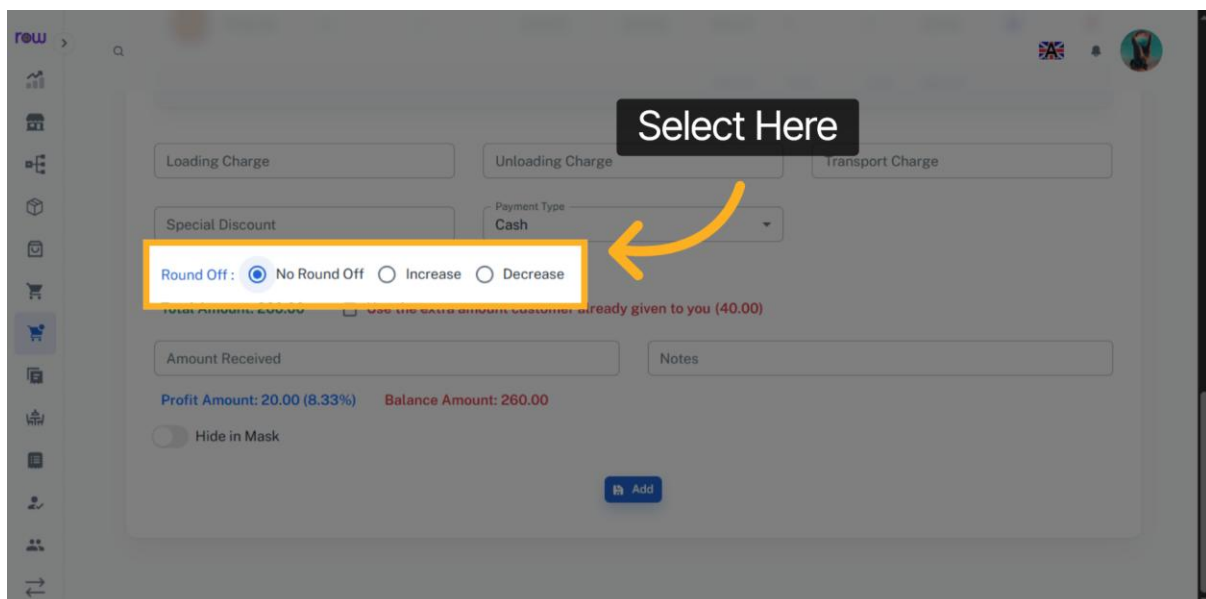
Enter loading charge, unloading charge, transport charge and Special discount if applicable.



The screenshot shows the 'Other Optional Fields' section of the ROW app. At the top, there are five product cards: 'Almonds - KG (260) - 454', 'Almonds - Almonds - 500g (520) - 227', 'Cashew W320 - 250g - 23 (280) - 40', 'Dates (Seedless) - 500g - 23 (160) - 0', and 'Raisins - 250g - 21 (120) - 40'. Below these, a message says 'No Products Found!'. The main form area contains five input fields: 'Loading Charge', 'Unloading Charge', 'Transport Charge', 'Special Discount', and a 'Payment Type' dropdown menu currently set to 'Cash'. Below these fields are 'Amount Received' and 'Notes' input fields, a 'Hide in Mask' toggle switch, and an 'Add' button at the bottom right.

16. Round Off

If the total value has decimal points, you can round it off.



The screenshot shows the 'Round Off' section of the ROW app. A black box with the text 'Select Here' and a yellow arrow points to the 'Round Off' section. The 'Round Off' section contains three radio buttons: 'No Round Off' (selected), 'Increase', and 'Decrease'. Below this, there is a line item 'ready given to you (40.00)'. The 'Amount Received' and 'Notes' input fields are visible. At the bottom, the 'Profit Amount: 20.00 (8.33%)' and 'Balance Amount: 260.00' are displayed. The 'Hide in Mask' toggle switch and the 'Add' button are also present.

17. Amount Received

Enter the amount received from the customer

The screenshot shows the 'row' app interface. At the top, there are five product cards: 'Almonds - KG (260) - 454', 'Almonds - Almonds - 500g (520) - 227', 'Cashew W320 - 250g - 23 (280) - 40', 'Dates (Seedless) - 500g - 23 (160) - 0', and 'Raisins - 250g - 21 (120) - 40'. Below these, a message says 'No Products Found!'. The main form area contains several input fields: 'Loading Charge', 'Special Discount', 'Amount Received' (highlighted with a yellow box and a callout box saying 'Enter Amount Received'), 'Payment Type' (set to 'Cash'), 'Notes', and a 'Hide in Mask' toggle. An 'Add' button is at the bottom right.

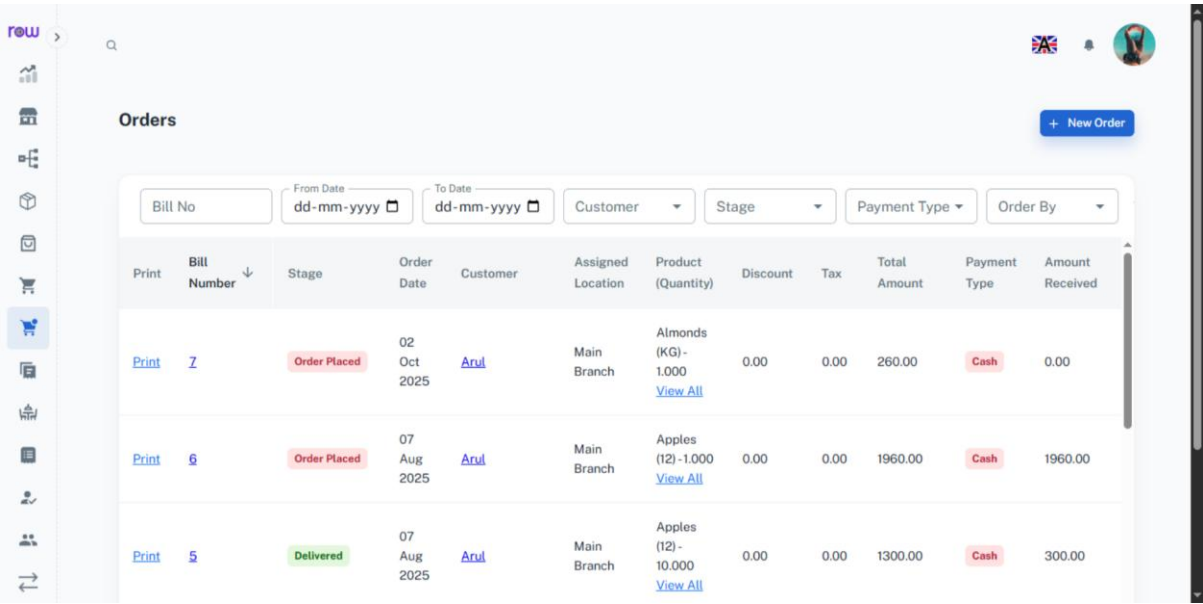
18. Add

Click "Add" to create the order

The screenshot shows the 'row' app interface. At the top, there are five product cards: 'Almonds - KG (260) - 454', 'Almonds - Almonds - 500g (520) - 227', 'Cashew W320 - 250g - 23 (280) - 40', 'Dates (Seedless) - 500g - 23 (160) - 0', and 'Raisins - 250g - 21 (120) - 40'. Below these, a message says 'No Products Found!'. The main form area contains several input fields: 'Loading Charge', 'Special Discount', 'Amount Received' (with the placeholder text 'Enter Amount Received for this sale'), 'Payment Type' (set to 'Cash'), 'Notes', and a 'Hide in Mask' toggle. An 'Add' button is at the bottom right, highlighted with a yellow box and a callout box saying 'Click Add'.

19. Orders List

You will be redirected to the orders list screen after the order is successfully created.



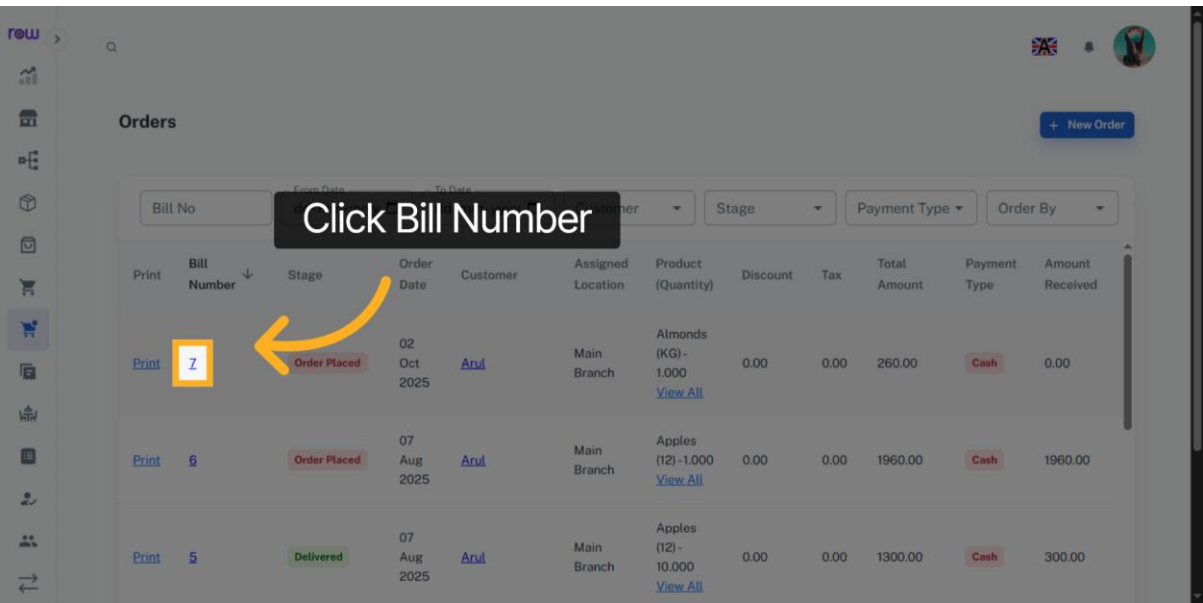
Orders + New Order

Bill No From Date To Date Customer Stage Payment Type Order By

Print	Bill Number	Stage	Order Date	Customer	Assigned Location	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received
Print	7	Order Placed	02 Oct 2025	Arul	Main Branch	Almonds (KG) - 1.000 View All	0.00	0.00	260.00	Cash	0.00
Print	6	Order Placed	07 Aug 2025	Arul	Main Branch	Apples (12) - 1.000 View All	0.00	0.00	1960.00	Cash	1960.00
Print	5	Delivered	07 Aug 2025	Arul	Main Branch	Apples (12) - 10.000 View All	0.00	0.00	1300.00	Cash	300.00

20. Bill Number

Click the bill number to edit the order.



Orders + New Order

Bill No From Date To Date Customer Stage Payment Type Order By

Print	Bill Number	Stage	Order Date	Customer	Assigned Location	Product (Quantity)	Discount	Tax	Total Amount	Payment Type	Amount Received
Print	7	Order Placed	02 Oct 2025	Arul	Main Branch	Almonds (KG) - 1.000 View All	0.00	0.00	260.00	Cash	0.00
Print	6	Order Placed	07 Aug 2025	Arul	Main Branch	Apples (12) - 1.000 View All	0.00	0.00	1960.00	Cash	1960.00
Print	5	Delivered	07 Aug 2025	Arul	Main Branch	Apples (12) - 10.000 View All	0.00	0.00	1300.00	Cash	300.00

21. Edit Orders

You may modify all fields except the customer and the assigned location. Additionally, you can add, Update or remove the products during the update process.

The screenshot shows the 'Edit Order - 7' interface. At the top, there's a search bar and a user profile icon. The main section contains several input fields: 'Order Date' (02-10-2025), 'Order By' (User (+919035624187)), 'Stage' (Order Placed), 'Assigned Location' (Main Branch), and 'Customer' (Arul). Below these fields, the 'Total Pending Amount' is displayed as 4404.00. The 'Products' section features a dropdown menu labeled 'Select a product' and a search bar 'Search by category name'. Below the search bar, there are five image thumbnails representing different product categories: baked goods, dairy products, meats, vegetables, and a mix of food items.

22. Return Order

you may return the products after they have been delivered, and the returned products will be added back to stock

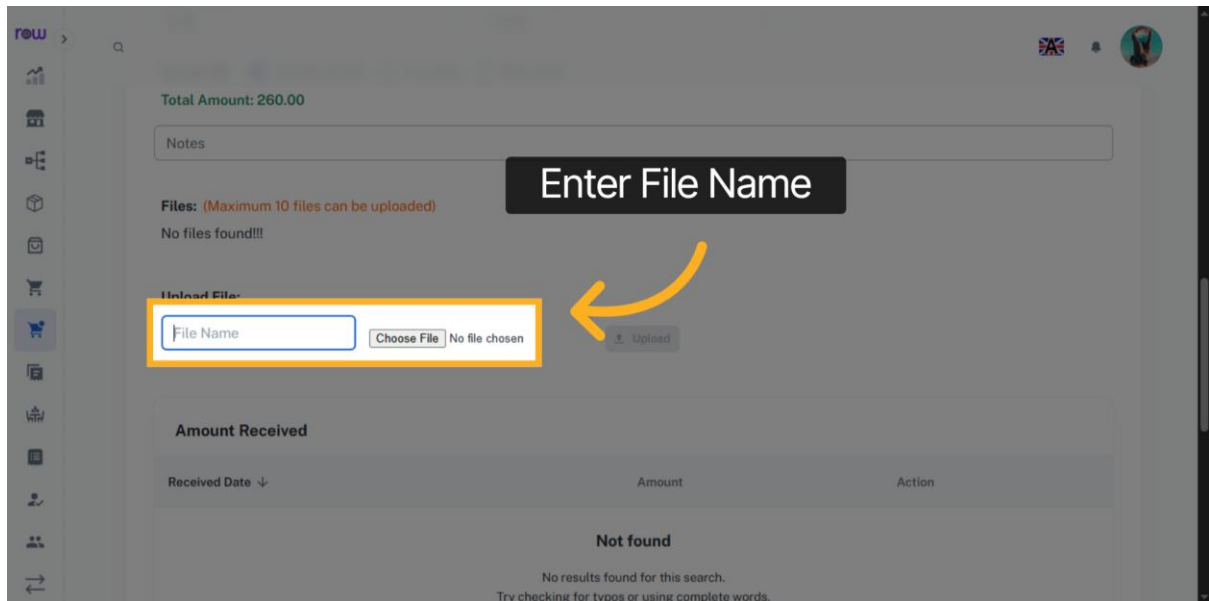
The screenshot shows the 'Return Order' interface. A table lists the products to be returned:

Product	Unit	Quantity	Purchase Cost	Sale Price	Amount	Discount	Tax	Amount	Tax Exempt
Oranges	12	10.000	50.00	80.00	800.00	0.00	0.00	800.00	No
Apples	12	10.000	30.00	50.00	500.00	0.00	0.00	500.00	No
					1300.00	0.00	0.00	1300.00	

Below the table, there are input fields for 'Loading Charge' (0.00), 'Unloading Charge' (0.00), and 'Transport Charge' (0.00). There is also a 'Special Discount' field (0.00) and a 'Payment Type' dropdown menu (Cash). At the bottom, there are radio buttons for 'Round Off': 'No Round Off' (selected), 'Increase', and 'Decrease'. The 'Total Amount' is displayed as 1300.00. A yellow arrow points from the 'Click Return' text to a red 'Return' button in a white box.

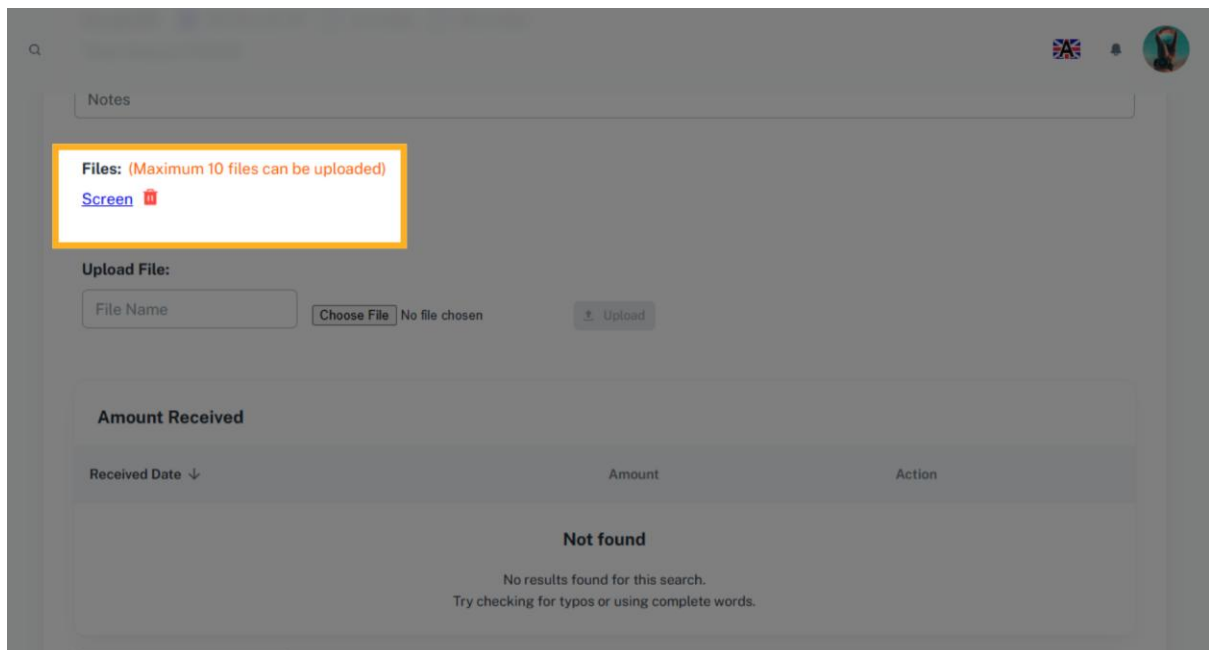
23. File Name

Upload the file related to this order, if available.



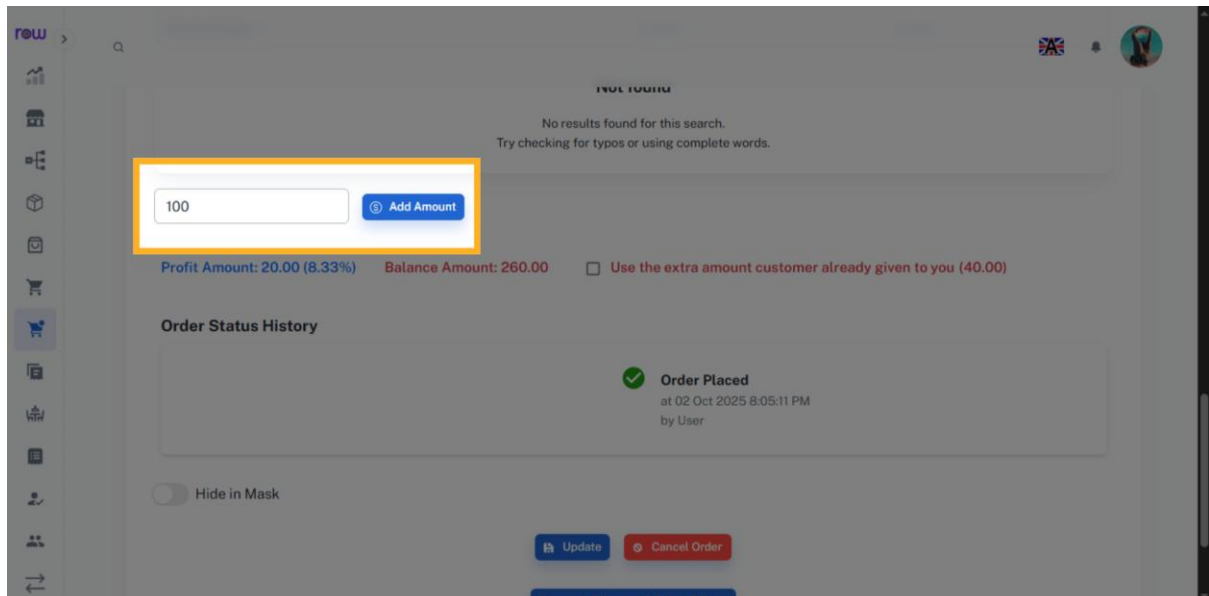
24. File

You may view the uploaded file and also delete it, if necessary.



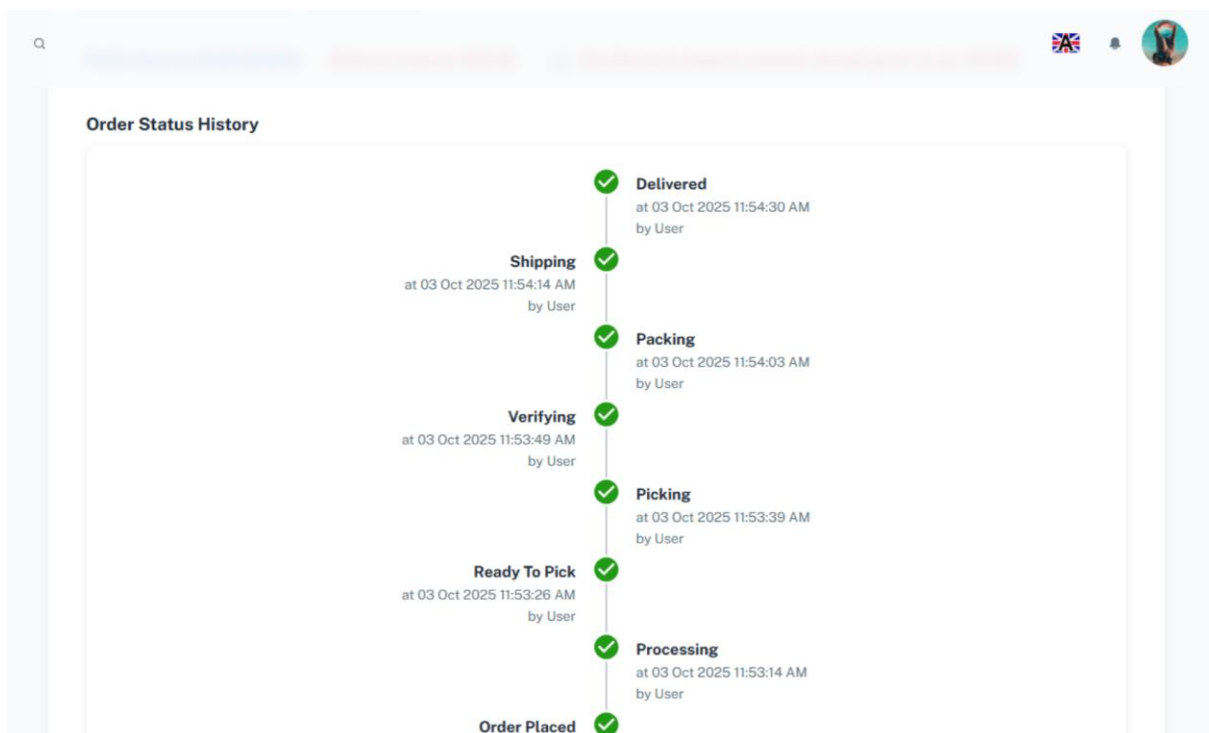
25. Add Pending Amount

Enter the pending amount received from the customer and click add amount button update the amount received



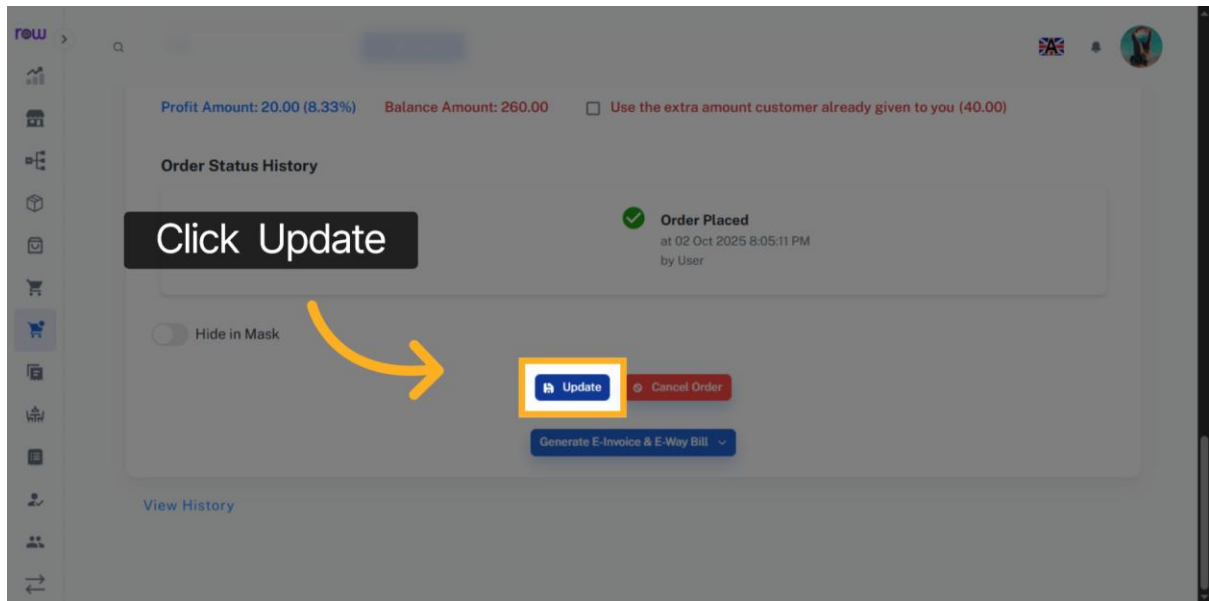
26. Order Status History

You can view the Order status history here.



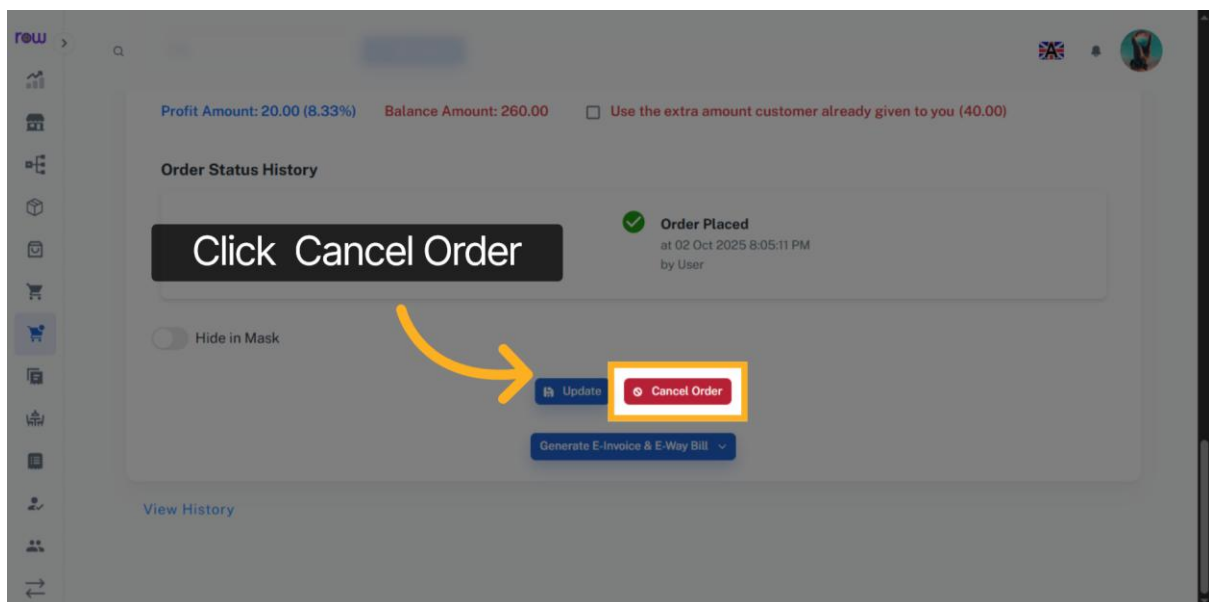
27. Update Order

Click Update to save the changes.



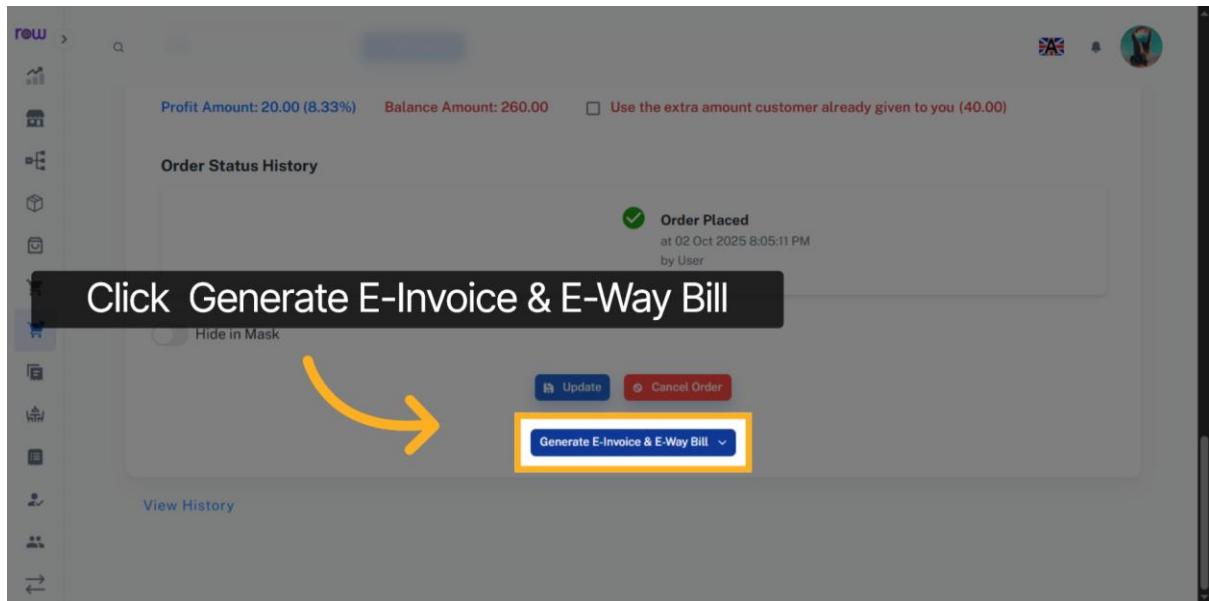
28. Cancel Order

Click the Cancel Order button to cancel the order. If canceled, the product quantities will be updated in stock if delivered.



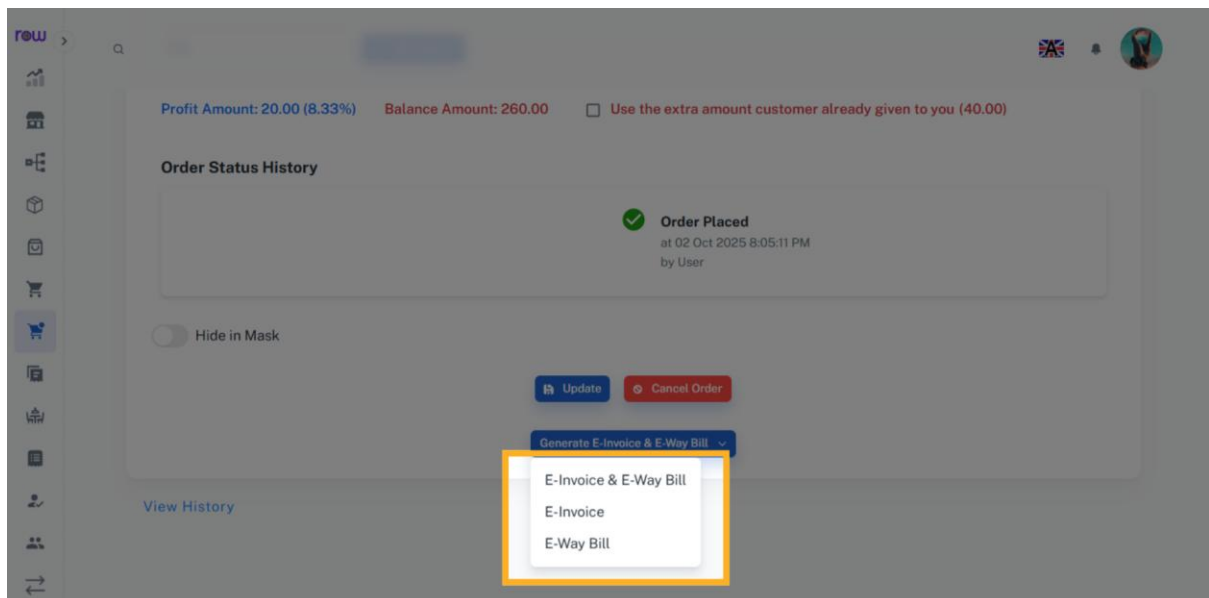
29. Generate E-Invoice & E-Way Bill

Click this button to Generate E-Invoice & E-Way Bill.



30. E-Invoice & E-Way Bill Options

Select the options according to your requirements.



31. E-Way Bill

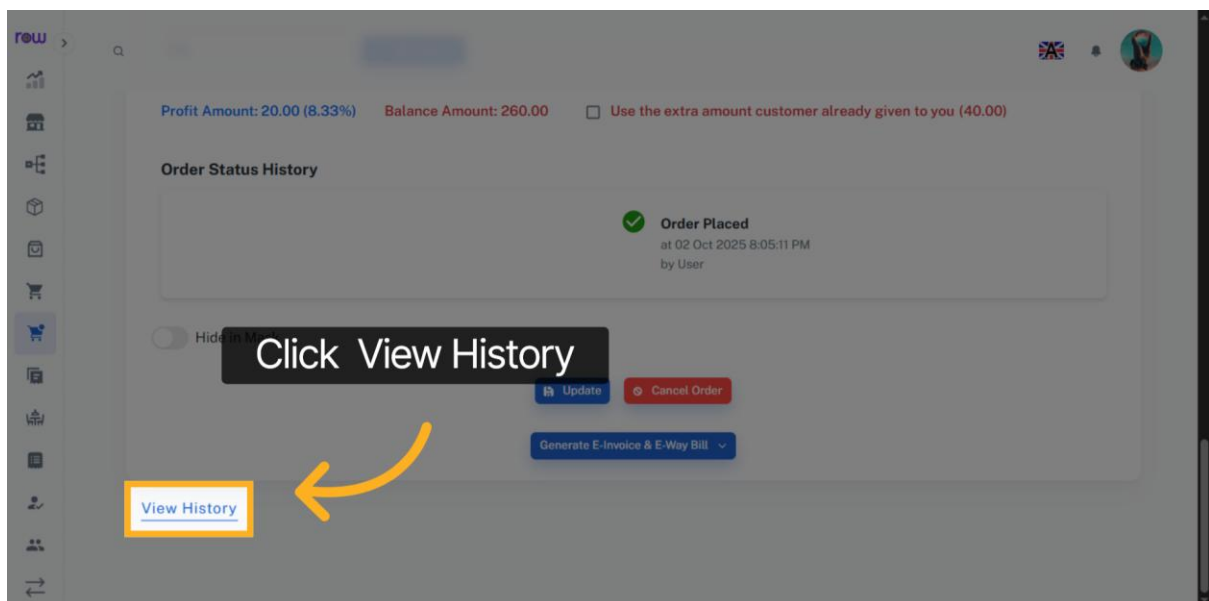
Please enter the transportation details if you have selected an e-way bill.

The screenshot shows a 'Transport Details' modal form overlaid on a blurred background of the main application interface. The modal contains the following fields and controls:

- Transportation Mode ***: A dropdown menu with 'Road' selected.
- Transporter Id**: A text input field.
- Transporter Name**: A text input field.
- Transporter Document Num...**: A text input field.
- Transporter Document Date**: A date picker showing 'dd-mm-yyyy'.
- Vehicle Type ***: A dropdown menu with 'Regular' selected.
- Vehicle Number ***: A text input field.
- Distance**: A text input field.
- Supply Type ***: A dropdown menu with 'Outward' selected.
- Sub Supply Type ***: A dropdown menu with 'Supply' selected.
- Buttons**: 'Cancel' and 'Generate' buttons at the bottom right.

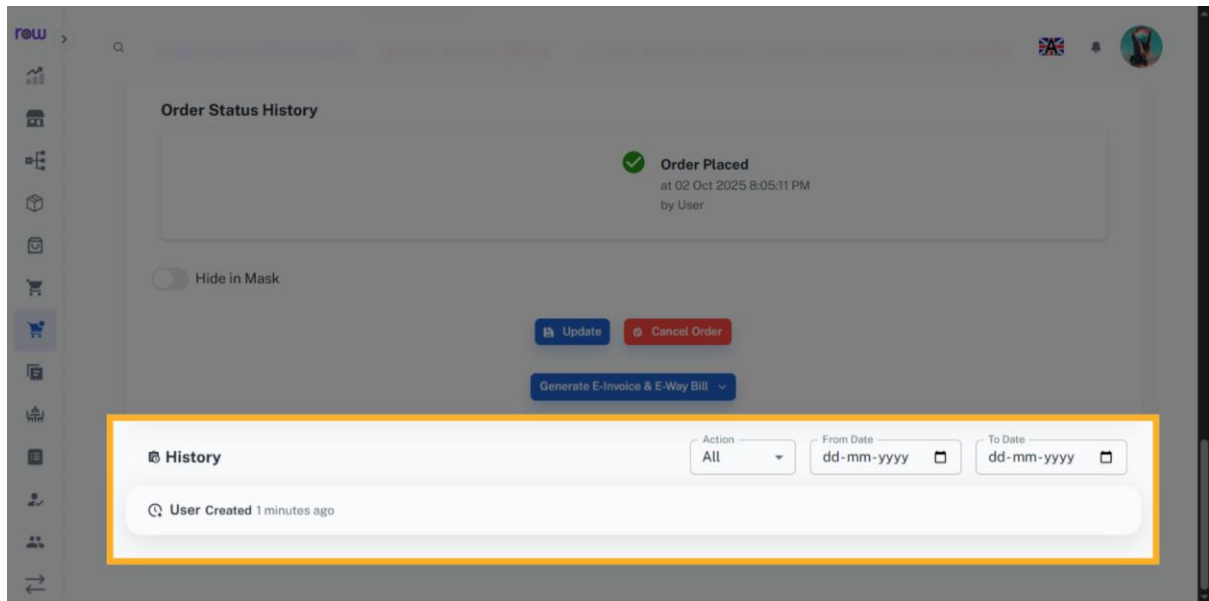
32. View History

Click the View History link to see the work history of this order performed by the employees.



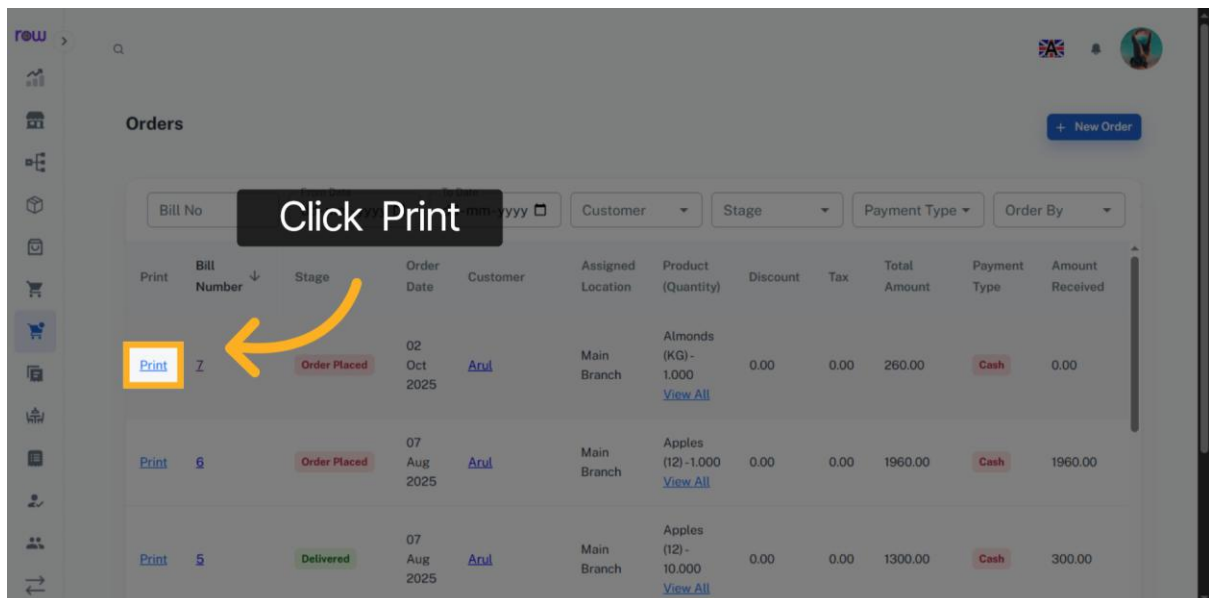
33. History

You can see who performed which actions and when in the history.



34. Print Bill

Click Print to generate and view, the bill.



35. Download and Print Bill

You can print and download the bill.

Orders

Bill No

dd-mm

Print

Bill Number

Stage

Print

7

Order Pl

Print

6

Order Pl

Print

5

Delivered

07 Aug 2025

Arul

Main Branch

Apples (12) - 10.000

0.00

0.00

1300.00

Cash

300.00

View All

New Order

Payment Type

Order By

Total Amount

Payment Type

Amount Received

260.00

Cash

0.00

1960.00

Cash

1960.00

Bill

Invoice

ABC Private Limited

Bill No: 7

Date: 02/10/2025

Bill To: Arul

+919789045678

Item Name	Quantity	Unit	Price	Amount
Almonds	1.000	KG	260.00	260.00

Sub Total: ₹260.00

Total: ₹260.00

Amount Received: 0.00

Balance Amount: 260.00

Previous Pending Amount: ₹4,404.00

Authorized Signatory

Thank You For Business

Dharapuraa, Dharapuraa, Tamil Nadu, 624617

Email: naveenmca@gmail.com | Phone: +919835624187

Cancel

Download

Print

