Late Orders

Ordering · https://mountainstream.co/docs/late-orders-guide/

New clients often remind us that Late Orders become a thing of the past.

The order Deadline is drilled continuously in login screens, Standing Orders and Carts, and all email confirmation messages.

As you enter a Late Order, you create the Packing Slip, Invoice and update all production and distribution reports, these are clearly marked in all reports.

1. Go to **Production › Late Orders.**
2. **Select Date.**
3. **Select Customer.**
4. Add items.

As you enter the late order, you create an Unprocessed Invoice.

You also create a Packing Slip and update all Production & Distibution reports.

[A dropdown menu under PRODUCTION highlights the Late orders option, with a cursor pointing to it. Behind it, a customer list displays names, statuses, and contact details in a web interface.]

[A web page titled Late Orders displays an order form with the date, time, and payment method completed. The Late Orders page lists Ciabatta Toscana at $2.10, and a highlighted Add item link encourages adding more items.]