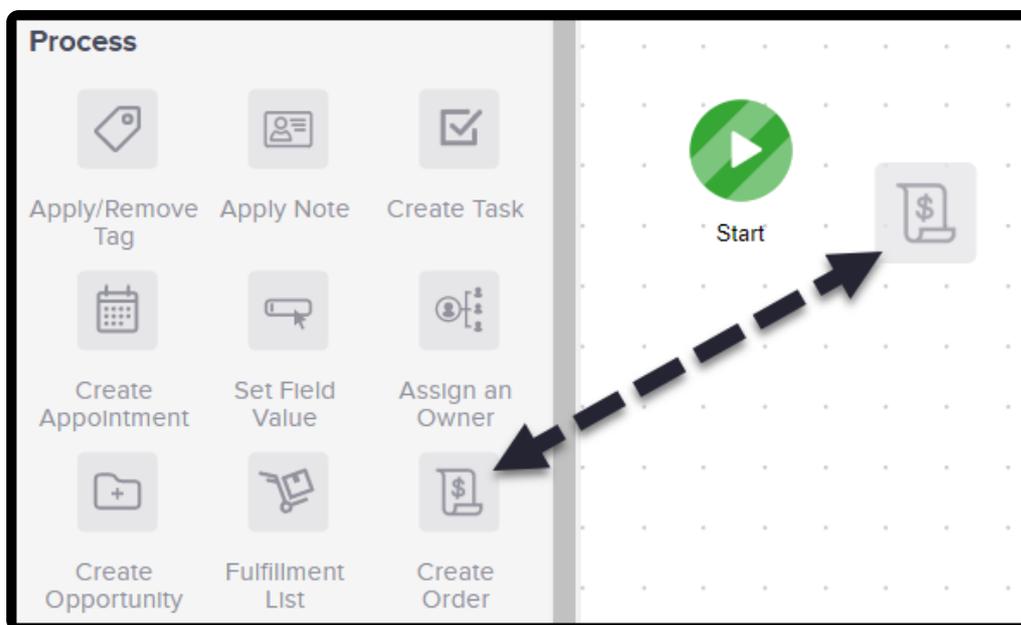# Campaign Sequence - create order🔗
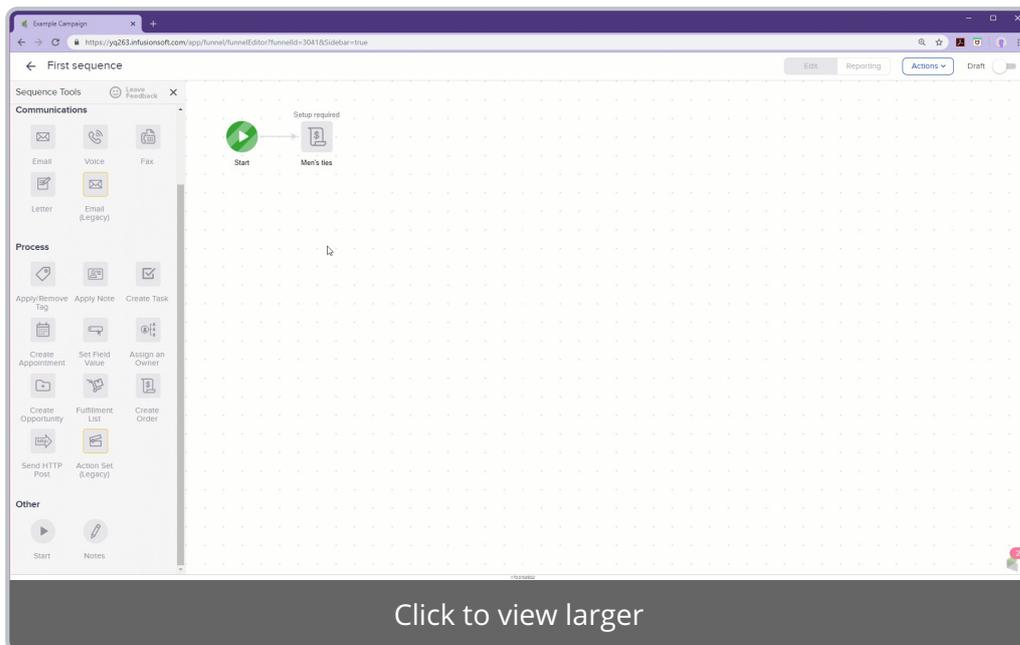
The "create order" sequence automates the order-to-invoice process, enabling you to integrate yet another aspect of your business. You can add products, set up payment options, and preview and edit the invoice before it sends.

How to configure the "Create order" process
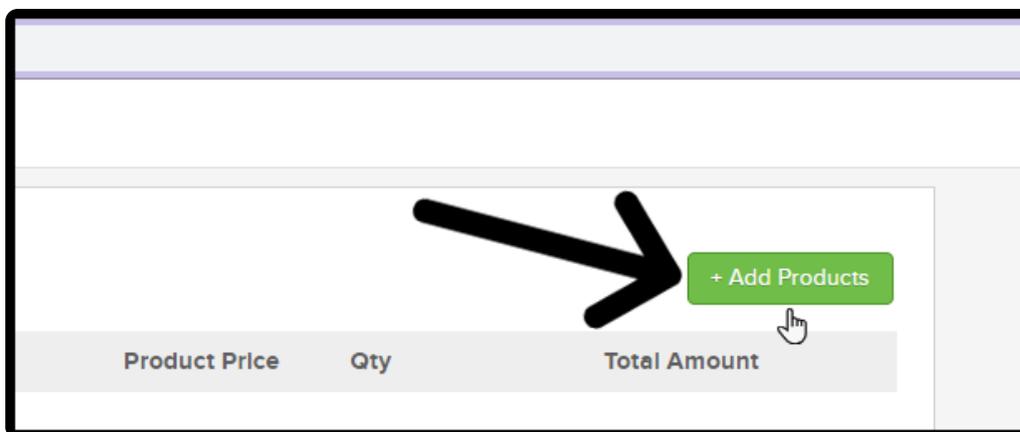
1. Drag the "**Create Order**" process onto the canvas

2. Double click to configure
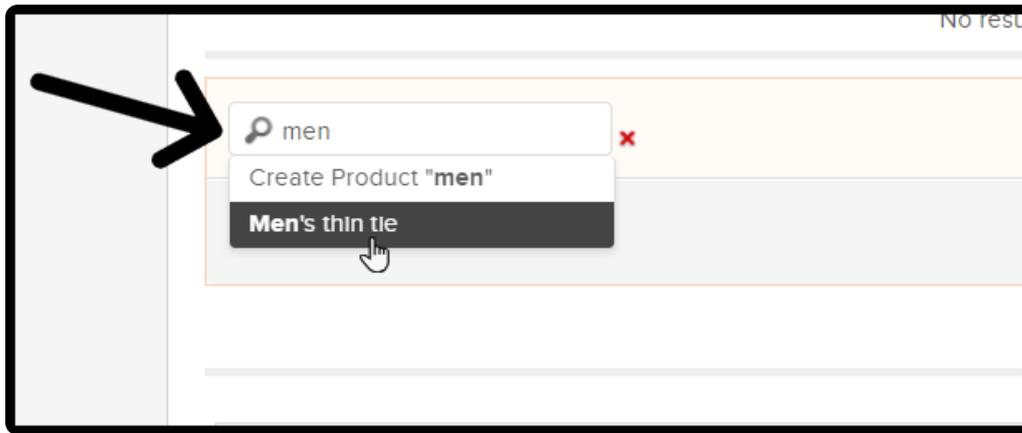
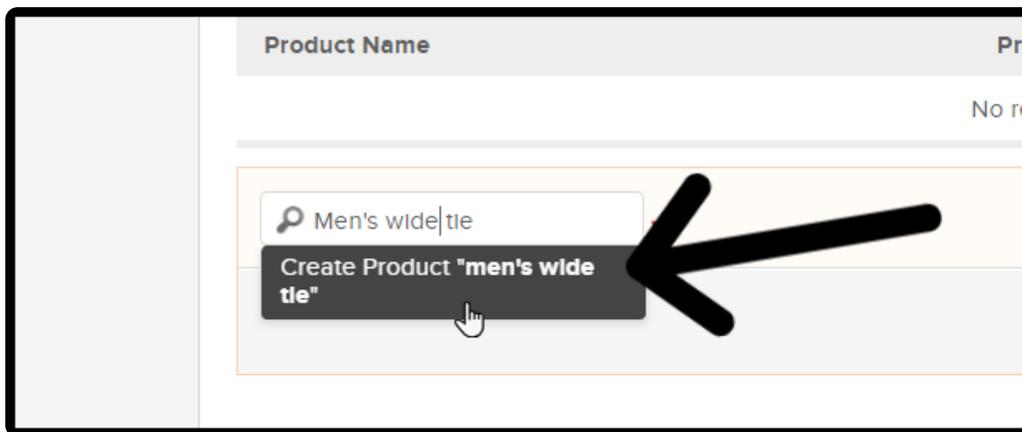Click to view larger

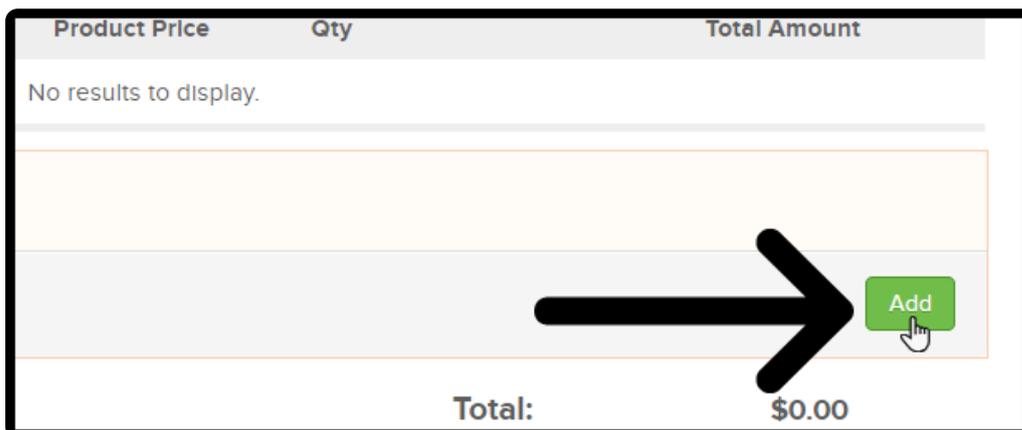# Add products to the order

1. Click "**+Add Products**"

2. From the search located on the left type the name of the existing product

or type the name of a new product and create it on the spot

3. Click "**Add**" in the bottom right

Auto pay payment option

- The "**Auto Charge**" payment option will not send the email template in the "**Create order**" process
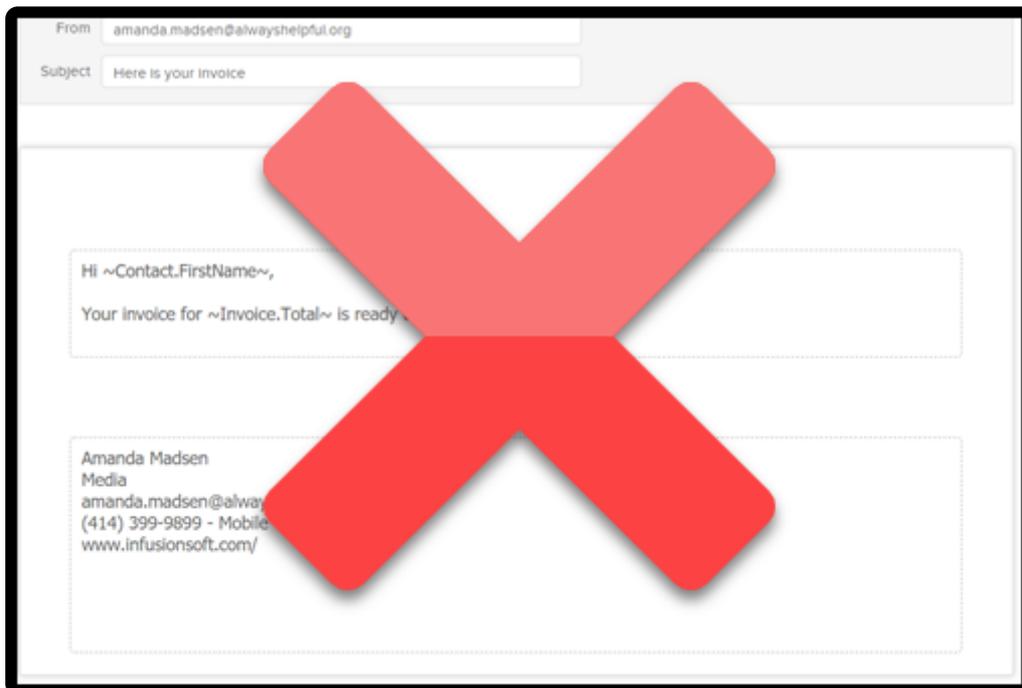
Payment Options

- ◉ Auto Charge this Order *(If no credit card is found, an order with a balance due will b...*
- ○ Send Payable Invoice
- ○ Send Invoice without Payment Option

From   amanda.madsen@alwayshelpful.org

Subject   Here is your Invoice

From   amanda.madsen@alwayshelpful.org
Subject   Here is your Invoice

Hi ~Contact.FirstName~,

Your invoice for ~Invoice.Total~ is ready

Amanda Madsen
Media
amanda.madsen@alway...
(414) 399-9899 - Mobile
www.infusionsoft.com/

- Instead the receipt email is sent. This is located through "E-Commerce > Settings > Orders & Quotes" and then scroll to the bottom

Payment Options

- ◉ Auto Charge this Order *(If no credit card is found, an order with a balance due will b...*
- ○ Send Payable Invoice
- ○ Send Invoice without Payment Option

From   amanda.madsen@alwayshelpful.org

Subject   Here is your Invoice

Edit text for payable Invoice email

This section is used only if an invoice payment option is selected

- Select either "**Send payable invoice**" or "**Send invoice without payment option**"

- Edit the text that will be sent in the email containing their invoice

How to make your "Create order" process and sequence "Ready"

1. When done change both "**Create order**" process and the sequence "**Ready**"
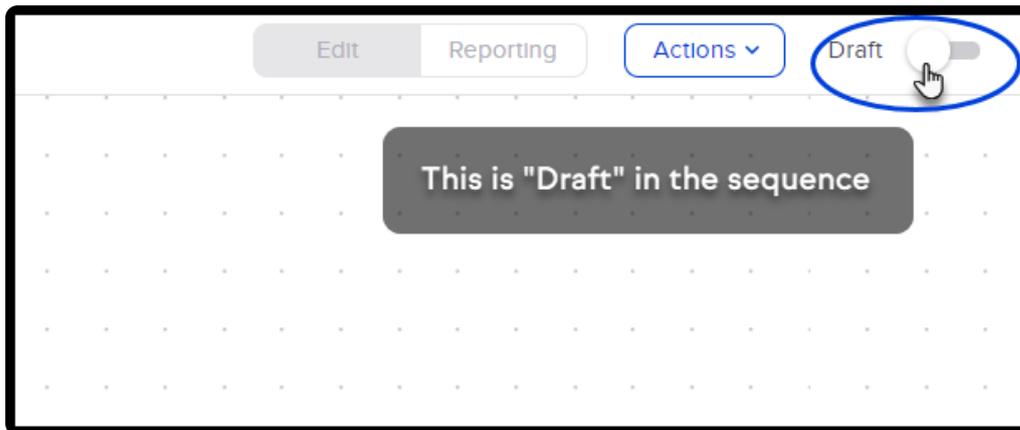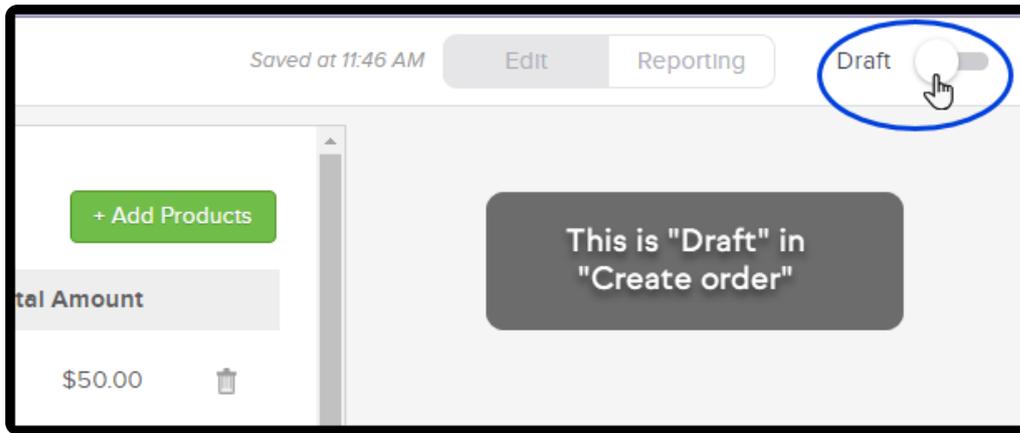
2. Slide the "**Draft**" to "**Ready**"
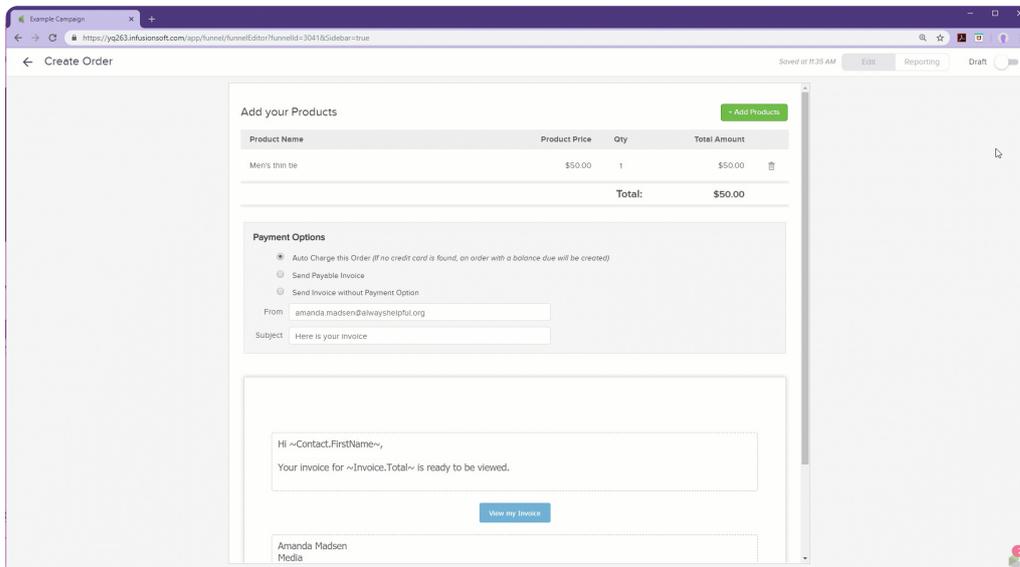
Note: If either the "**Create order**" process or the **sequence** is left in "**Draft**" it will not be published

FAQ

Q: **Can I upload a company logo from here?**

A: No, you'll need to update your invoice logo in the Branding Center > Logos section of the product.