



First Quick Order

Quick Order Documentation

Guide for Magento administrators, technical project owners, and implementation teams.

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First Quick Order

Use a small, known set of products for the first test. Include the same customer group and store view that your buyers will use.

1. Enable Quick Order

Go to **Stores > Configuration > MageB2B > Quick Order** and enable the extension.

2. Confirm access

- Select the allowed customer groups, or leave the field empty to allow all customer groups.
- Enable guest access only if unsigned visitors should reach the page.
- Confirm that at least one storefront link is enabled, or open **/quickorder** directly.

3. Build a short list

Open **/quickorder** as a permitted buyer. Search for a product by SKU or name and add it to the list. You can also use **Browse Catalog**. Configure any required options and enter a valid quantity.

The screenshot displays the LUMA Quick Order interface. At the top, a red banner states "This is a demo store. No orders will be fulfilled." Below this, a dark header shows the user is connected as "Maya Chen" and provides a demo expiry date. The main navigation bar includes links for "What's New", "Women", "Men", "Gear", "Training", and "Sale". A sidebar on the left contains links for "My Account", "Quick Order", "My Orders", "My Downloadable Products", "My Wish List", "Address Book", "Account Information", "Stored Payment Methods", "My Product Reviews", and "Newsletter Subscriptions". The main content area is titled "Quick Order" and features a "Quick Order Items" table. The table has columns for Product, Image, SKU, Qty, Price, Subtotal, and Action. It lists three items: Joust Duffel Bag (SKU 24-MB01, Qty 4, Price €34.00, Subtotal €136.00), Fusion Backpack (SKU 24-MB02, Qty 6, Price €59.00, Subtotal €354.00), and Wayfarer Messenger Bag (SKU 24-MB05, Qty 8, Price €45.00, Subtotal €360.00). A subtotal row shows a total of €850.00. Below the table is a search bar and an "Add Product" button. At the bottom, there are "Add to Cart" and "Checkout" buttons. A footer section includes links for "About us", "Customer Service", "Privacy and Cookie Policy", "Search Terms", and "Advanced Search", along with an email subscription form.

Product	Image	SKU	Qty	Price	Subtotal	Action
Joust Duffel Bag		24-MB01	4	€34.00	€136.00	
Fusion Backpack		24-MB02	6	€59.00	€354.00	
Wayfarer Messenger Bag		24-MB05	8	€45.00	€360.00	
Subtotal					€850.00	

4. Try an import if buyers use purchasing lists

Use **Import CSV** to paste two or three lines or upload a small file. Check the preview before applying it. See **CSV Import** for the accepted columns and option syntax.

5. Test the intended handoff

Choose one:

- **Add to Cart** to continue in Magento's normal cart.
- **Checkout** to start the Direct Order flow on the Quick Order page.

For Direct Order, review addresses and shipping first. The page then continues to payment when those prerequisites are satisfied.

Direct Order may require:

- Billing and shipping addresses
- Guest email (for guest checkout)
- Shipping method (if required by configuration)
- Payment method (if required by configuration)

After the test, confirm that the order has the expected customer, prices, quantities, options, shipping and payment details. If a previous cart existed, also confirm that it was handled according to your cart-restoration settings.