



BIGCOMMERCE New and Improved Dra Order Experience Instructions

Home » BIGCOMMERCE » BIGCOMMERCE New and Improved Dra Order Experience Instructions



Contents

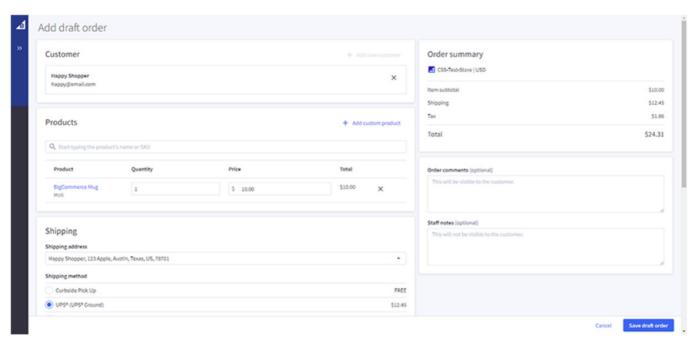
- 1 BIGCOMMERCE New and Improved Dra Order **Experience**
- 2 About dra orders in BigCommerce
- 3 New features and improvements
- 4 Limitations
- 5 Getting started
- 6 Documents / Resources
 - **6.1 References**



BIGCOMMERCE New and Improved Dra Order Experience



We know that for many merchants, being able to create orders on the backend of your store is just as important as being able to accept orders on the front end. To improve this functionality, we are happy to announce that we are rolling out a significant update to the control panel dra order experience. This update represents just the first phase of a larger project that will see improvements to the entire dra and manual order experience.



Those updates will be announced and released over.

About dra orders in BigCommerce

Dra orders are a way for merchants to create and save the details of an order for use at a later time. A dra order can be sent to a shopper to complete payment on the storefront or can be converted into a manual order by adding the customer's payment details in the BigCommerce control panel.

New features and improvements

Before, the process for creating a dra order was the same as creating a manual order — the only differences were that dra orders do not include payment details and that they can be saved for later use. The updated process will have separate experiences for dra orders and manual orders (they will still be very similar).

The new experience includes several new features, such as: Creating orders faster and easier with a single-page, streamlined experience. The old process for dra orders was complicated and required navigating through four control panel pages to create an order. The new experience is simpler – all information is entered on a single page, with added flexibility provided for how you prefer to create an order, such as selecting the customer first versus selecting the product(s) first.

Create orders for specific storefronts or regions. (Multi-Storefront Support) If you have more than one storefront, you can select which storefront (and currency) you want to create a dra order for. Create orders for guest customers. Previously, to create a dra order for shoppers without an existing account, you had to create a new account for them. Now, you can specify if a dra order is for a guest customer, and the shopper will not be required to log in or create a storefront account to pay for their order. Create custom shipping methods for dra orders.

You can now add a custom shipping method to a dra order. This was previously only possible with manual orders. Get more visibility into your workflow. Sta action logs now track the specific user that created a dra order. This can be a useful input for order audits or commission reporting. Built with accessibility best practices in mind.

The new experience utilizes our modern visual and accessibility practices for a better overall user experience, greater legal compliance, and future-proof designs.

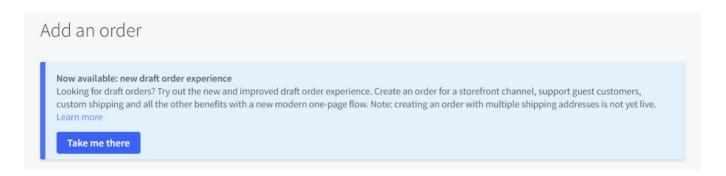
Note: We are no longer actively updating the old dra/manual experience.

Limitations

All of the limitations listed below will be addressed in later releases. Adding payment information to convert a dra order into a manual order is not supported in this phase. If you need to convert a dra order into a manual order, you'll have to use the old experience. The new experience is only used when creating new dra orders. The old experience is still used when editing an existing dra order. There is no support for multiple shipping addresses. If you need to create a dra order that requires multiple shipping addresses, you'll have to use the old experience.

Getting started

Once the update has rolled out to your store, you will see a "Take me there" message and a button inviting you to try the new dra order experience when you go to Orders. Add in your control panel. You can go back to the old experience at any time using the "Take me back" link in the banner at the top of the new Add dra order page.



We invite you to try out the new experience and share your feedback (use the Give Feedback button in the banner). See our new Help Center user doc on Dra Orders to learn more about how they work in BigCommerce, potential use cases, and other related FAQs.

Add draft order



New draft order experience

This is the new and improved draft order experience. Create an order for a storefront channel, support guest customers, custom shipping and all the other benefits with a new modern one-page flow. Note: creating an order with multiple shipping addresses is not yet live. Learn more

Give feedback

Take me back

The final word

We know dra and manual orders are a huge part of the business for many e-commerce merchants, which is why we are excited to see your reaction and get your feedback about these latest improvements. Save time and unlock new functionality with the new and improved dra order experience, rolling out to all stores now!

Growing your high-volume or established business?

Start your 15-day free trial, schedule a demo or give us a call at 0808-1893323.

Documents / Resources



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New and Improved Dra Order Experience, Improved Dra Order Experience, Dra Order Experience, Corder Experience

References

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- <u>BigCommerce Enterprise Demo Request For Pricing</u>
- Start a Trial | BigCommerce
- User Manual

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