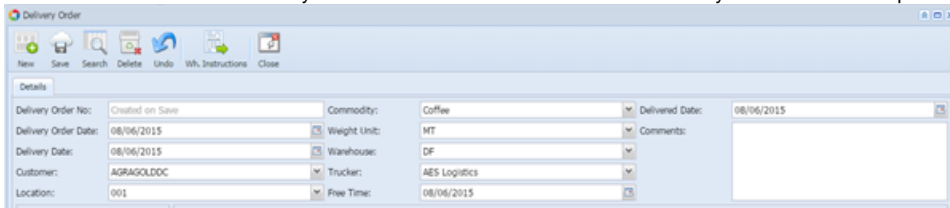# How to create a new Delivery Order?

Here are the steps on how to create a Delivery Order:

1. Go to **Logistics module> Delivery Order.** If there's an existing Delivery Order batch, **Search Delivery Order** screen will open. Otherwise, **New Delivery Order** screen will open automatically.
2. Click on the new button of Delivery Order search screen and a new fresh Delivery Order screen will open.

3. Select/enter the Delivery Order Date, Delivery Date, Customer, Location, Commodity, Warehouse, weight unit, trucker, free time, Delivered date in the header portion. (**Note**- the Delivery Order No Ref# will be system generated).