

Manually add Local Pickup to an order

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As a site administrator, you can manually add local pickup to an order after its creation. To add local pickup to an order: **Required:** WooCommerce Local Pickup Plus is a premium WooCommerce extension included with WordPress Ecommerce Hosting or as a standalone purchase. Navigate to **WooCommerce > Orders**, then select **Add Order**. Add customer information and products to the order as needed. Click **Add item(s)** and select **Add shipping**. Click the pencil icon to edit the shipping line item. From the **Shipping Method** menu, select **Local Pickup**. This may be listed under a different name if you have set a custom title in the plugin settings. Click **Save**, then **Create** to create the order. You'll see the Shipping line item update with pickup information. Click **Edit** under the local pickup item. Update the **Pickup Location**, **Pickup Date**, and **Items to Pickup** fields. Click **Update Pickup Information**. Click **Update** to save this information to the order. Repeat steps 4–11 as needed if you need to add multiple pickup locations to the order. **Note:** Pickup details may be hidden from the order items table after saving until the entire page is refreshed. This is normal and due to the way that WooCommerce styles this table.

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