



<https://verifone.cloud/docs/verifone-central/verifone-central/boarding-services/boarding/creating-order>

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Creating an order

To create an order in MOP, follow the steps below or watch the video tutorial:

Depending on the country and business profile, you will see only the relevant products, services, and pages meant for your own region and organization.

The *Contact details* should be of the person required to sign the agreement/order. Add the email address where the order will be sent to.

1. Navigate to **Boarding > All Orders** and click on **Create order** to start submitting a new order.

Boarding

Orders

Verifone's Boarding Services, enables ordering & configuring omnichannel payment solutions loaded with software and services you need from a single location.

All Orders

Orders

Name

▼

Type a Name

Date ▼

Status ▼

User ▼

Organizations ▼

2. Complete the **Basic Information** form by filling in the company and contact details. Once all records are added, click on **Continue**.
 - Follow the **Tool Tip** information guidance instructions or text to fill in the data accurately.
 - The shown pages and required information might be different depending on the country you are operating in



Tell us about your company...

Please start by selecting your contract settings.

Company Details

Great! Now let's cover the basics- Please provide company details and whom to contact.

Company name ⓘ

FULL LEGAL BUSINESS NAME

Business registration number (optional) ⓘ

123456789

Business legal form ⓘ

- Select business legal form -

Business industry ⓘ

- Search an industry -

Contact Details

First name

Last name

Email address

firstname.lastname@email.com

Business title

Phone number

+1 1231231234

Discard

Continue

3. Identify the device you wish to order and select the needed quantity from the **Payment devices** form.
 - Press **Learn More** to read about the product and what is included in the device box.

Basic Information ✓ **Payment Devices** ✓ Addresses Order Summary

Payment Terminals

Find the right device for the business needs. Add any needed accessories and pre-configure device functionalities.

Rent Buy

 **P630** [Learn More](#)

\$0.00 per device − 0 +

Recurring cost: **\$0.00**

One-time cost: **\$0.00**

 **V660C** [Learn More](#)

\$0.00 per device − 0 +

Recurring cost: **\$0.00**

One-time cost: **\$0.00**

 **V660P** [Learn More](#)

\$0.00 per device − 0 +

Recurring cost: **\$0.00**

One-time cost: **\$0.00**

Save and Exit Back **Continue**

4. Provide information about the company address, where and when to ship, and possible device receipt text headings in the **Addresses** form.
 - Enter the **Company address** (Legal entity address) of the business, for example main office address, headquarters, etc. Use *Google LookUp* and select the correct address.
 - Complete the **Billing, shipping, and installation address**. If the billing, shipping, and installment address matches the main company address, leave the preselected *Same as company address*. If it's different, select from the drop list **Add a new address**.
 - **Billing address**: Address to which any billing will be sent /referenced and/or specific contact details for invoice purposes.

- **Shipping address:** Address to which any ordered equipment will be sent and/or specific contact details for the purpose.
- **Installation address:** Address to where the ordered equipment will be installed, normally the store/site location.



Addresses

Kindly provide information about the company address, where and when to ship and device receipt text headings.

Company address [Learn More](#)

Address line 1

Address line 2 (optional)

Postal code City

State/Province (optional)

Country

Time zone

Billing, shipping and installation address

Shipping Address

Billing Address

Installation Address

Shipping

Shipping method

Ground- Freight priority
Fedex- Ground, \$0.00

Save and Exit

Back

Continue

5. View all order details by expanding any order details section. Submit the order by pressing **Confirm & generate contract**.

Basic Information Payment Devices Addresses Order Summary

Order summary

Expand All Details

Company and contact details

Addresses and Shipping

Cost summary

Recurring monthly costs

Item	Price	Qty	Amount
Service	\$0.00 p/m	1	\$0.00 p/m
Total per month			\$0.00 p/m

One-time costs

Item	Price	Qty	Amount
Ground- Freight priority	\$0.00	1	\$0.00
P630 (buy)	\$0.00	1	\$0.00
V660C (buy)	\$0.00	1	\$0.00
V660P (buy)	\$0.00	1	\$0.00
Total one-time cost			\$0.00

Save and Exit Back Confirm & generate contract

A confirmation message including the unique order ID is displayed on the screen to confirm that the order was successful. The order status will display as Submitted and later updated as the order progresses.

Sign the order

A submitted order could require a signature of a contract or order form. This will be sent via email to the contact person(s) email alias for signature. The email is sent via *No reply from Verifone*, and the signature method is using Adobe Sign. If the Electronic ID (EID) method is in use in the given country, the email sent will be from the service provider.

Review the order form and agreement, and sign it digitally to confirm the order. A confirmation email is sent along with a copy of the signed order.