

Create blank order

To create a new blank order, follow these steps:

1. Click **+**, the following window opens:

The screenshot shows the 'Create Order' dialog box. The dialog is titled 'Create Order' and has a close button (X) in the top right. It contains a section 'WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE' with two radio buttons: 'Blank Order' (selected) and 'Order From Favorites'. Below this are four input fields: 'CUSTOMER' (a dropdown menu), 'LOCATION' (a dropdown menu), 'ALIAS' (a text field), and 'CUSTOMER REFERENCE' (a text field). At the bottom right are 'Cancel' and 'Save' buttons. In the background, a table of existing orders is visible, with columns: Order Reference, Alias, Customer Number, Customer Name, and Location Code. One row is selected, highlighted in green.

| Order Reference | Alias | Customer Number | Customer Name | Location Code |
|----------------------|-------|-----------------|---------------|---------------|
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-002-22... | | 0010000002 | Academy | 123 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |
| 0010000002-002-82... | | 0010000002 | Academy | 123 |
| 0010000002-001000... | | 0010000002 | Academy | 0010000002 |

By default, the (Blank Order) radio button is selected.

2. Select the customer, this option is only available if the selected customer is "Full Range",
3. Select the location to which you want to add the order,
4. Enter the order alias and customer reference, if you want, each in its field,
5. Click **Save**. The order is created as shown in the below example and it does not contain any orderlines:

a few seconds ago

0010000002-002-310065

CUSTOMER
Academy

LOCATION
LOC1

ALIAS

CUSTOMER REFERENCE

CREATED BY ID
[redacted]@trasix.com-Nosend.no

PROCESS STATUS
draft

CUSTOMER (CODE - NAME)
0010000002 - Academy

LOCATION (CODE - NAME)
002 - LOC1

TOTAL INITIAL VALUE
0.00

TOTAL CURRENT VALUE
0.00

Save

Send

Reopen

Fill Order

Column Picker

Filter Orderlines

Remove Orderlines

Refresh

| <input type="checkbox"/> | Unit Price | Total Quantity | Total Price | Quantities |
|--------------------------|------------|----------------|-------------|------------|
| Grand Total | | | | |
| | 0 | 0 | | |

The order status is "Draft". To add orderlines, please refer to "[Fill order](#)".