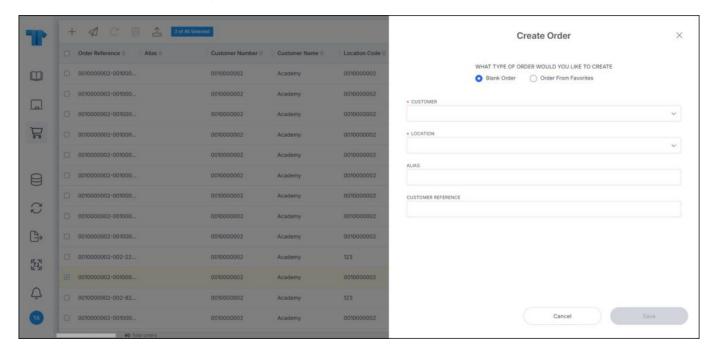
Create blank order

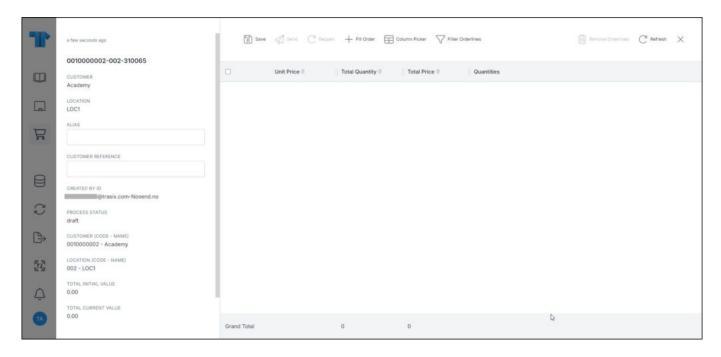
To create a new blank order, follow these steps:

1. Click +, the following window opens:



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:



The order status is "Draft". To add orderlines, please refer to "Fill order".