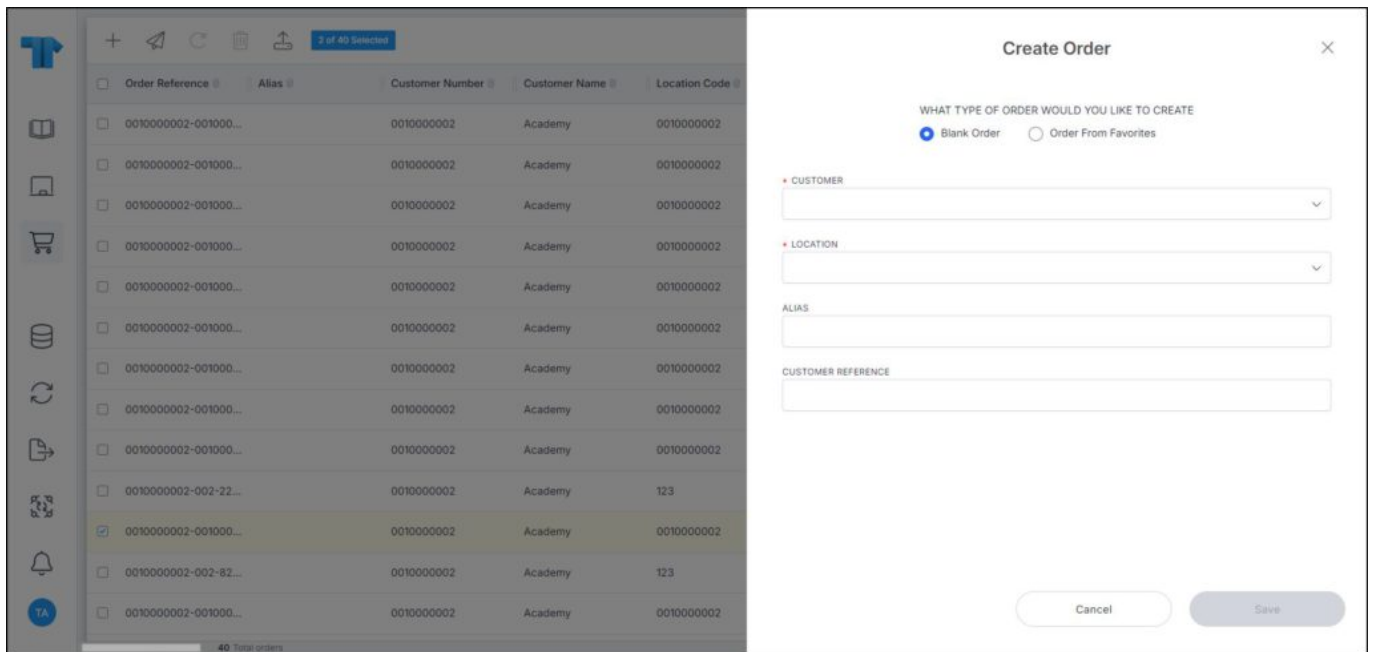


# Create blank order

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:

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 X

	Unit Price	Total Quantity	Total Price	Quantities
Grand Total	0	0	0	

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