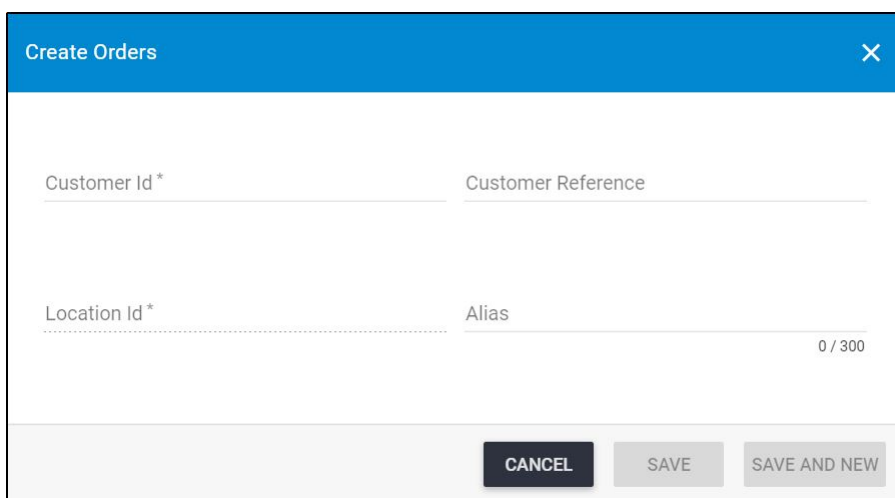


## Add order

To add a single order, follow these steps:

1. Click , the following window appears:

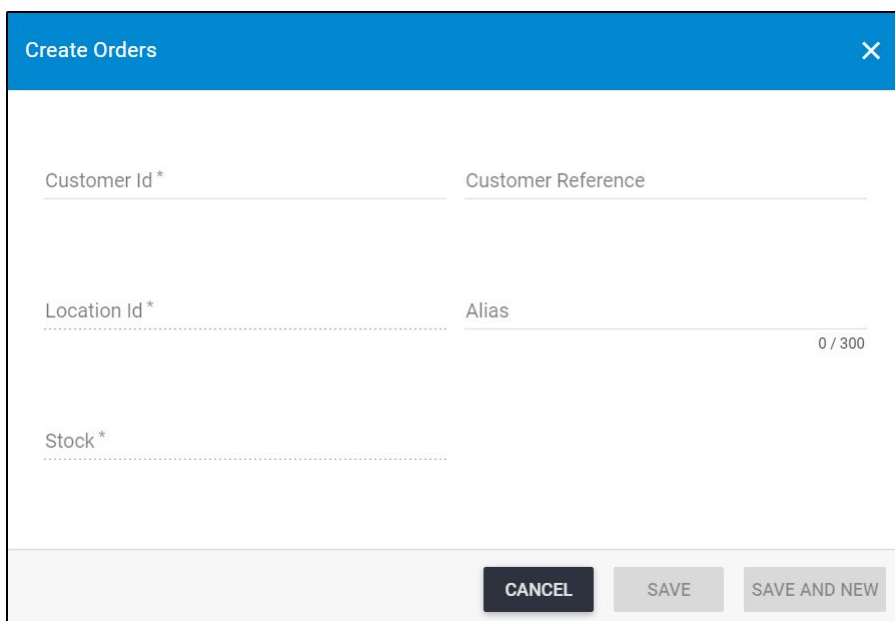


Customer Id \*      Customer Reference

Location Id \*      Alias      0 / 300

CANCEL      SAVE      SAVE AND NEW

If Stocks are activated for the selected catalog, the window appears as shown in the below example:



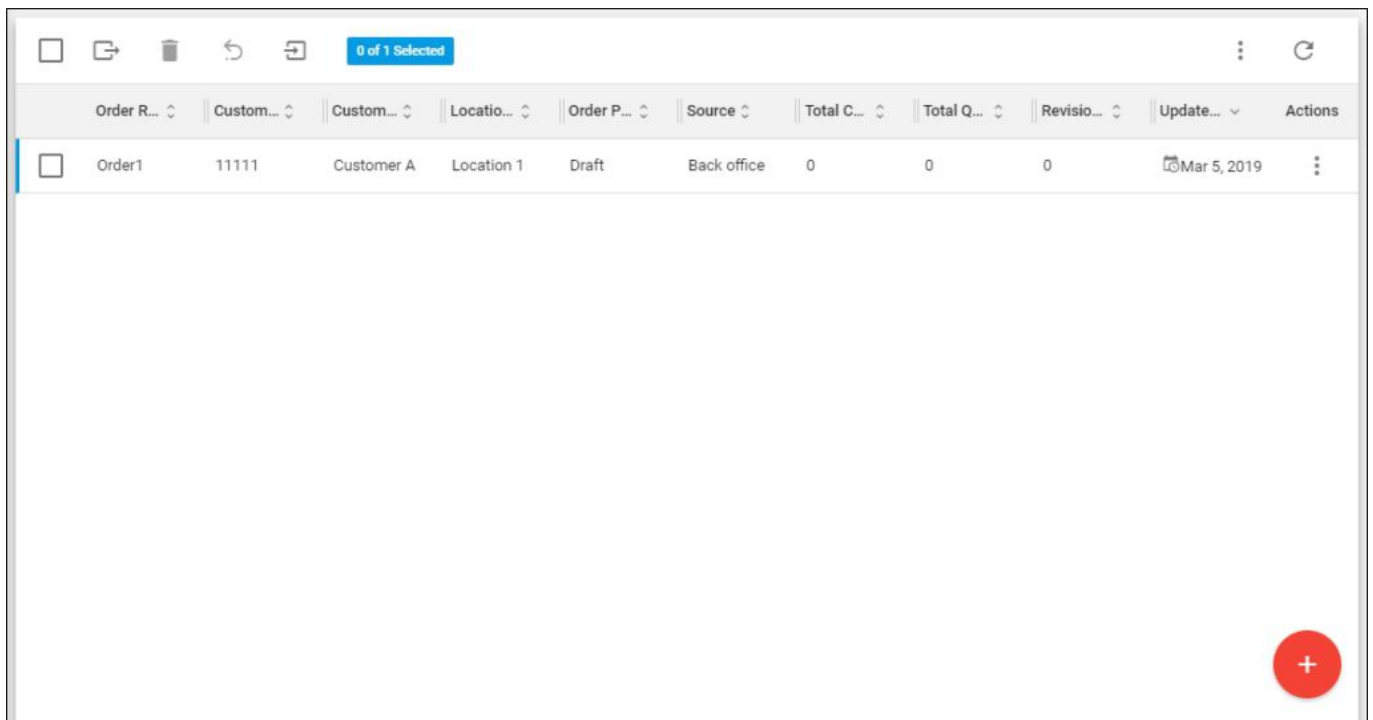
Customer Id \*      Customer Reference

Location Id \*      Alias      0 / 300

Stock \*

CANCEL      SAVE      SAVE AND NEW

2. Click the Customer Id field and select the Id you want,
3. Enter the Order Reference, if you want,
4. Click the Location Id field and select the Id you want,
5. Enter the Alias, if you want,
6. Select the stock from the list of available stocks, if stocks are activated for the selected catalog,
7. Click **Save** if you want to add the order and close the window, or **Save and New** to add the order and open a new window. Your order is added without orderlines as shown in the below example:



Order R...	Custom...	Custom...	Locatio...	Order P...	Source	Total C...	Total Q...	Revisio...	Update...	Actions
<input type="checkbox"/>	Order1	11111	Customer A	Location 1	Draft	Back office	0	0	0	📅 Mar 5, 2019

You can now add order lines as mentioned in "[Add order line](#)".