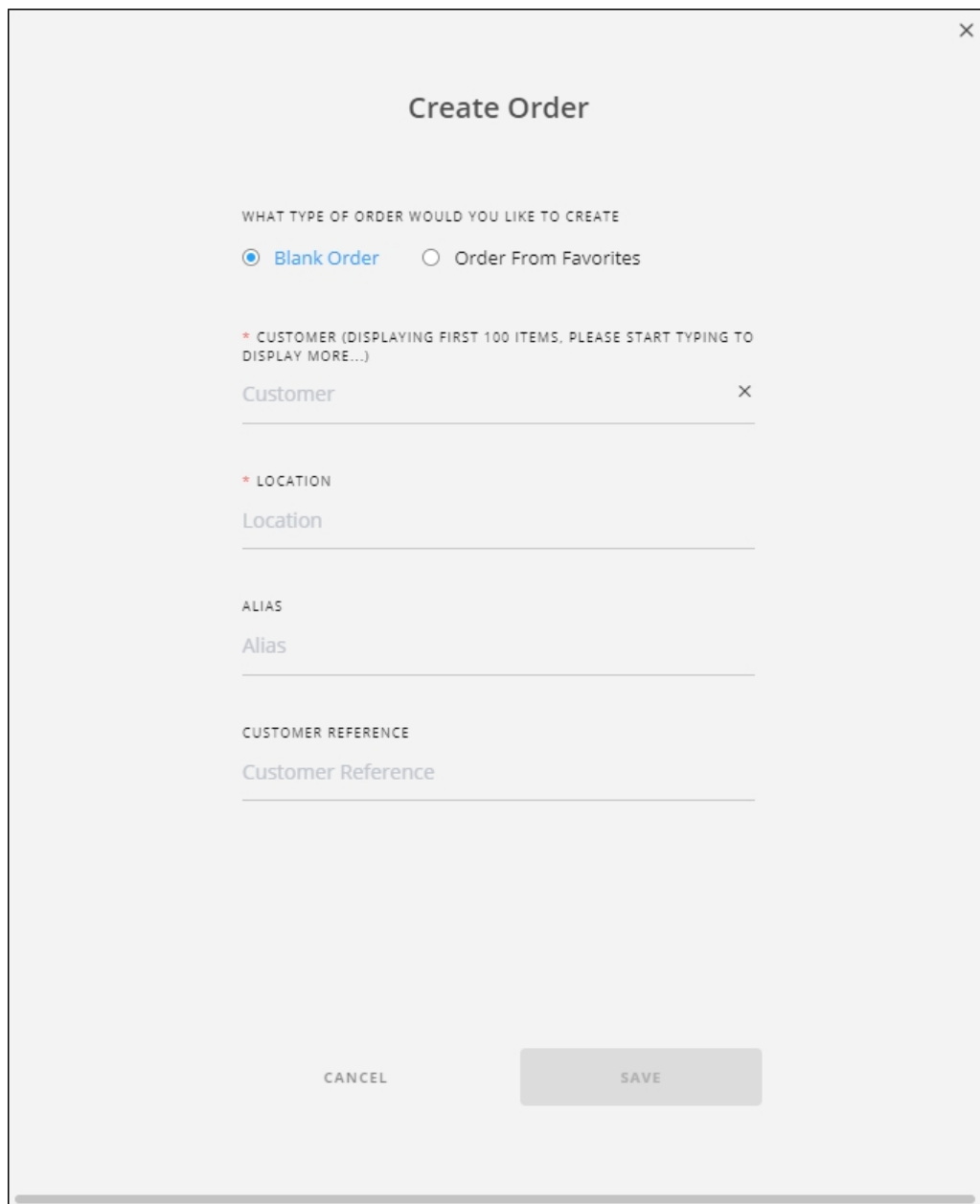


Create blank order

To create a new blank order, follow these steps:

1. Click **+Create**, the following window appears:

A screenshot of a 'Create Order' dialog box. The dialog has a title bar with a close button (X) in the top right corner. The main title 'Create Order' is centered at the top. Below the title, there is a section titled 'WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE'. This section contains two radio buttons: 'Blank Order' (which is selected) and 'Order From Favorites'. Below this, there are four input fields, each with a red asterisk indicating a required field. The first field is labeled '* CUSTOMER (DISPLAYING FIRST 100 ITEMS, PLEASE START TYPING TO DISPLAY MORE...)' and contains the text 'Customer'. The second field is labeled '* LOCATION' and contains the text 'Location'. The third field is labeled 'ALIAS' and contains the text 'Alias'. The fourth field is labeled 'CUSTOMER REFERENCE' and contains the text 'Customer Reference'. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'SAVE' on the right. The 'SAVE' button is highlighted with a gray background.

Close (X)

Create Order

WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE

☒ Blank Order ☐ Order From Favorites

* CUSTOMER (DISPLAYING FIRST 100 ITEMS, PLEASE START TYPING TO DISPLAY MORE...)

Customer X

* LOCATION

Location

ALIAS

Alias

CUSTOMER REFERENCE

Customer Reference

CANCEL SAVE

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 screenshot displays the T1-STUDIO (DOC) - WINTER COLLECTION application window. The interface is divided into a left sidebar with navigation icons (Favorites, Collections, Resources, Search, Orders, Forecasts, Refresh Data, Export, Switch, RS) and a main content area. The main content area shows a form for a new order with the following fields:

- 11111-SHOP02-671228
- CUSTOMER: Customer A
- Shop 2
- ALIAS: Alias
- CUSTOMER REFERENCE: Customer Reference
- CREATED: Customer A
- PROCESS STATUS: Draft
- CUSTOMER CODE: 11111
- LOCATION CODE: SHOP02
- TOTAL INITIAL VALUE: 0.00
- TOTAL CURRENT VALUE: 0.00
- TOTAL QUANTITY: 0

The bottom of the form shows a summary: Total Price 0 AED 0. The top of the form has a toolbar with buttons: Save, Send, Fill Order, Column Picker, Filter Orderline, VAS, Undo, Remove Orderline, Copy Orderline, Paste Orderline, and Refresh.

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

Note:

- If stocks are activated for the selected catalog, another field appears to enable you to select the stock against which the quantities are validated. The window appears as shown below:



Create Order

WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE

☒ Blank Order ☐ Order From Favorites

* LOCATION

Location

* STOCK

Stock



ALIAS

Alias

CUSTOMER REFERENCE

Customer Reference

CANCEL

SAVE