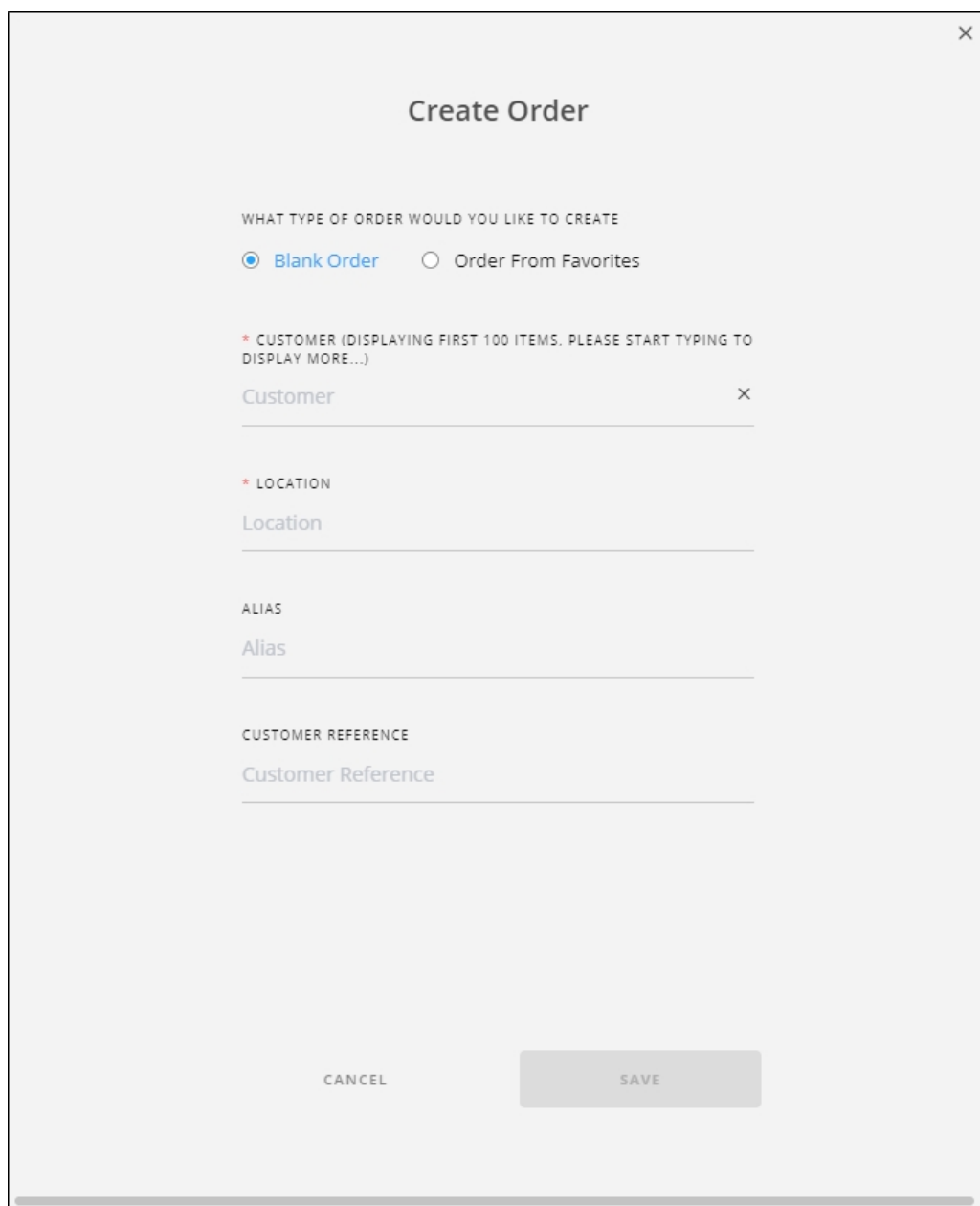


## Create blank order

To create a new blank order, follow these steps:

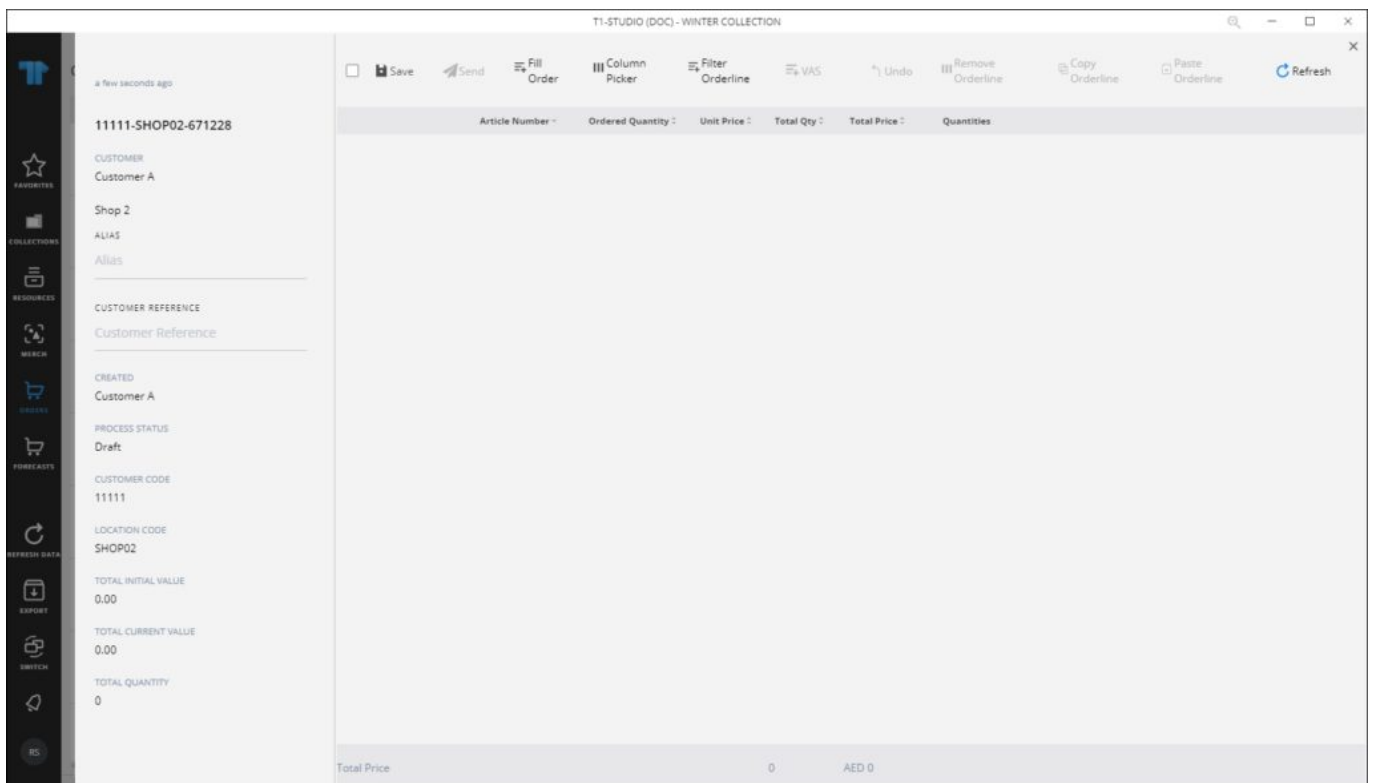
1. Click **+Create**, the following window appears:



The screenshot shows a 'Create Order' dialog box with a close button (X) in the top right corner. The title 'Create Order' is centered at the top. Below the title, the text 'WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE' is displayed. There are two radio buttons: 'Blank Order' (selected) and 'Order From Favorites'. Below this, there is a section for 'CUSTOMER (DISPLAYING FIRST 100 ITEMS, PLEASE START TYPING TO DISPLAY MORE...)' with a search input field containing the text 'Customer' and a close button (X). Below the search field, there is a section for '\* LOCATION' with a search input field containing the text 'Location'. Below that, there is a section for 'ALIAS' with a search input field containing the text 'Alias'. Below the search field, there is a section for 'CUSTOMER REFERENCE' with a search input field containing the text 'Customer Reference'. At the bottom of the dialog, there are two buttons: 'CANCEL' and '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 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