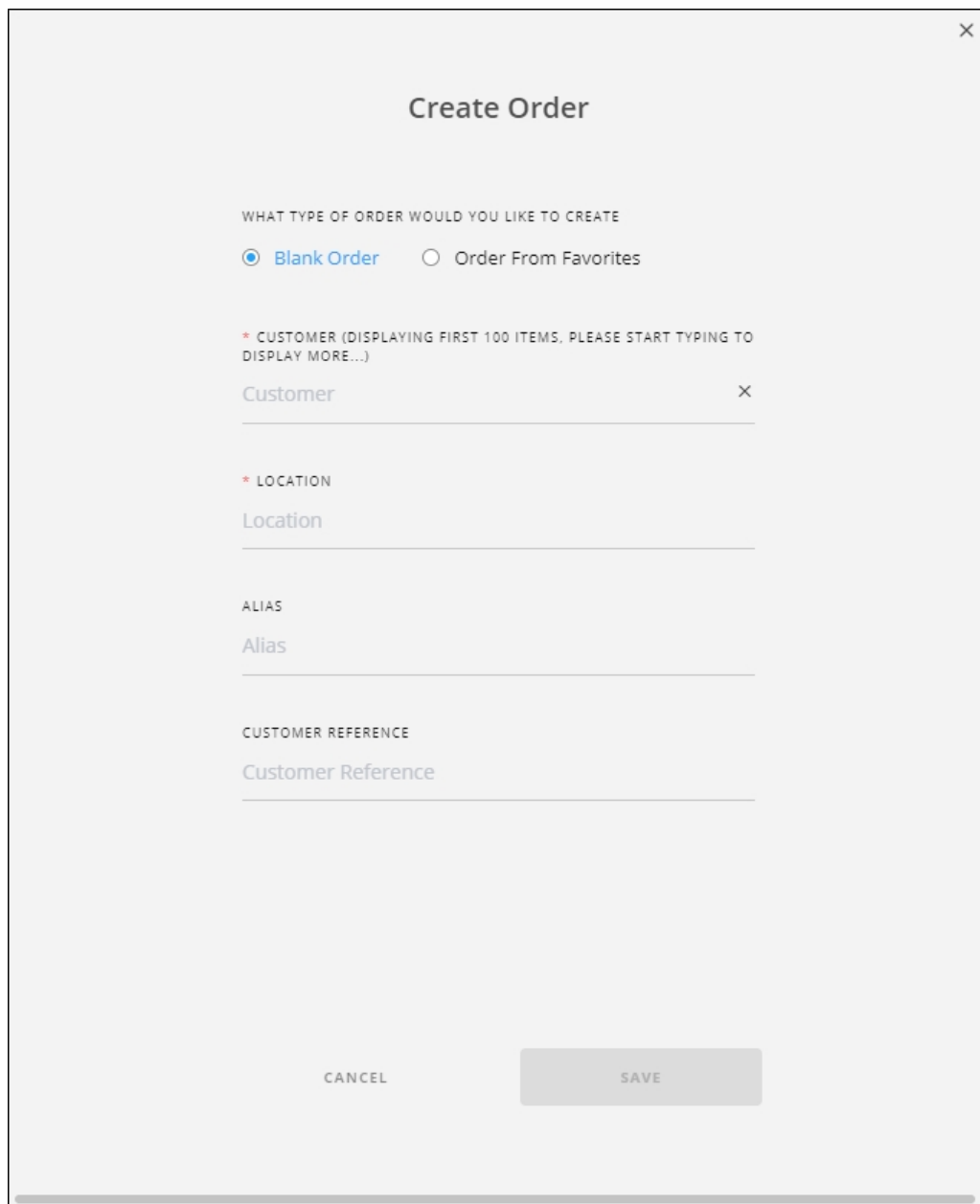


## Create blank order

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 bar containing the text 'Customer' and a close button (X). Below the search bar, there is a section for 'LOCATION' with a search bar containing the text 'Location'. Below the search bar, there is a section for 'ALIAS' with a search bar containing the text 'Alias'. Below the search bar, there is a section for 'CUSTOMER REFERENCE' with a search bar containing the text 'Customer Reference'. At the bottom of the dialog box, 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 screenshot displays the T1-STUDIO (DOC) - WINTER COLLECTION interface. The left sidebar contains navigation icons for Favorites, Collections, Resources, Search, Orders, Forecasts, Refresh Data, Export, Switch, and RS. The main form area shows the following details:

- Order ID: 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 top right of the form features a table with the following headers: Article Number, Ordered Quantity, Unit Price, Total Qty, Total Price, and Quantities. The table is currently empty. At the bottom right, the Total Price is displayed as 0 AED 0.

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