## **Create blank order**

To create a new blank order, follow these steps:

1. Click +, the following window opens:

T	+ 🖉 C 🖹 🍰 🏧	0 Selected			Create Order ×
	Order Reference  Alias	Customer Number	Customer Name	Location Code	
	001000002-001000	0010000002	Academy	0010000002	WHAT TYPE OF ORDER WOULD YOU LIKE TO CREATE Blank Order Order From Favorites
	OC1000002-001000	0010000002	Academy	0010000002	+ CUSTOMER
Lai	0010000002-001000	0010000002	Academy	0010000002	×
Pa	0010000002-001000	0010000002	Academy	0010000002	+ LOCATION
	001000002-001000	001000002	Academy	0010000002	· · · · · · · · · · · · · · · · · · ·
8	G01000002-001000	001000002	Academy	0010000002	ALIAS
0	0010000002-001000	0010000002	Academy	0010000002	CUSTOMER REFERENCE
N	0010000002-001000	0010000002	Academy	0010000002	
B	0010000002-001000	0010000002	Academy	0010000002	
52	0010000002-002-22	0010000002	Academy	123	
0.0	@ 0010000002-001000	0010000002	Academy	0010000002	
Q	001000002-002-82	0010000002	Academy	123	
	001000002-001000	0010000002	Academy	0010000002	Cancel Save
	40 Total orders				

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".