

Create blank order











To create a new blank order, follow these steps:

1. Click **+**, the following window opens:

Order Reference	Alias	Customer Number	Customer Name	Location Code
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-001000...		0010000002	Academy	0010000002
0010000002-002-22...		0010000002	Academy	123
0010000002-001000...		0010000002	Academy	0010000002
0010000002-002-82...		0010000002	Academy	123
0010000002-001000...		0010000002	Academy	0010000002

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:



a few seconds ago

0010000002-002-310065

CUSTOMER
Academy

LOCATION
LOC1

ALIAS

CUSTOMER REFERENCE

CREATED BY ID
[redacted]@trasix.com-Nosend.no


PROCESS STATUS
draft


CUSTOMER (CODE - NAME)
0010000002 - Academy


LOCATION (CODE - NAME)
002 - LOC1


TOTAL INITIAL VALUE
0.00


TOTAL CURRENT VALUE
0.00


 Save


 Send


 Reopen


 Fill Order

 Column Picker

 Filter Orderlines

 Remove Orderlines

 Refresh

 X

<input type="checkbox"/>	Unit Price ⌵	Total Quantity ⌵	Total Price ⌵	Quantities
Grand Total				

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