# Add order

To add a single order, follow these steps:

1. Click , the following window appears:



If Stocks are activated for the selected catalog, the window appears as shown in the below example:
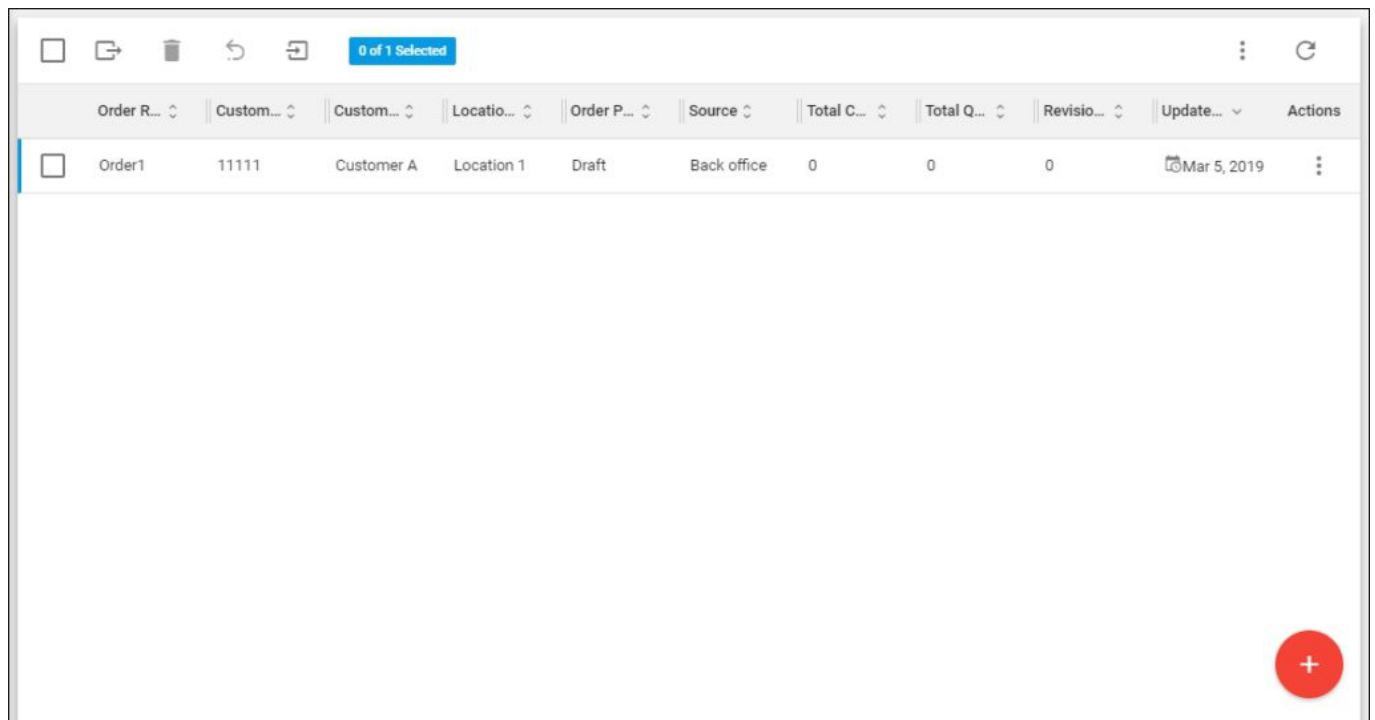
2. Click the Customer Id field and select the Id you want,
3. Enter the Order Reference, if you want,
4. Click the Location Id field and select the Id you want,
5. Enter the Alias, if you want,
6. Select the stock from the list of available stocks, if stocks are activated for the selected catalog,
7. Click **Save** if you want to add the order and close the window, or **Save and New** to add the order and open a new window. Your order is added without orderlines as shown in the below example:

| | Order R... | Custom... | Custom... | Locatio... | Order P... | Source | Total C... | Total Q... | Revisio... | Update... | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Order1 | 11111 | Customer A | Location 1 | Draft | Back office | 0 | 0 | 0 | Mar 5, 2019 | ⋮ |

You can now add order lines as mentioned in "Add order line".