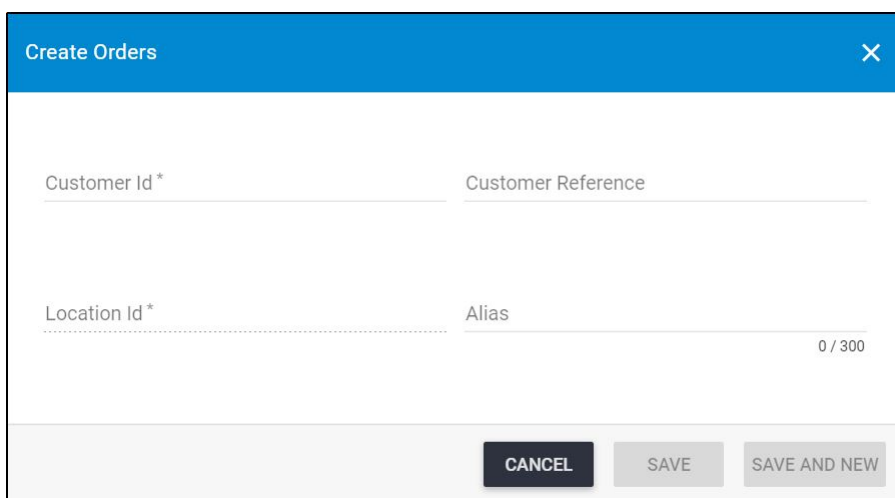


Add order

To add a single order, follow these steps:

1. Click , the following window appears:

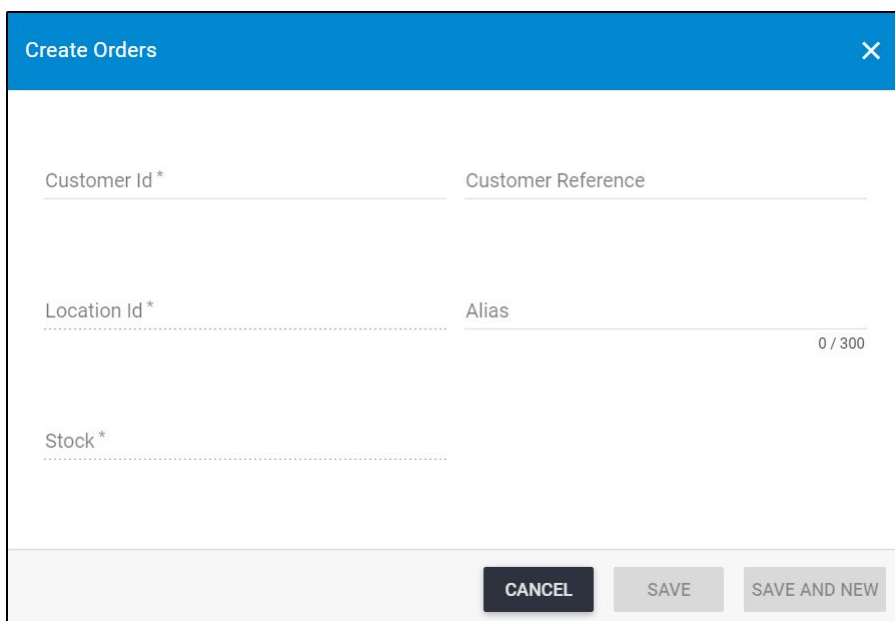


The screenshot shows a window titled "Create Orders" with a close button (X) in the top right corner. The window contains four input fields arranged in a 2x2 grid:

- Top-left: "Customer Id*" (required field)
- Top-right: "Customer Reference"
- Bottom-left: "Location Id*" (required field)
- Bottom-right: "Alias" with a character count of "0 / 300"

At the bottom of the window, there are three buttons: "CANCEL" (dark blue), "SAVE" (light gray), and "SAVE AND NEW" (light gray).

If Stocks are activated for the selected catalog, the window appears as shown in the below example:

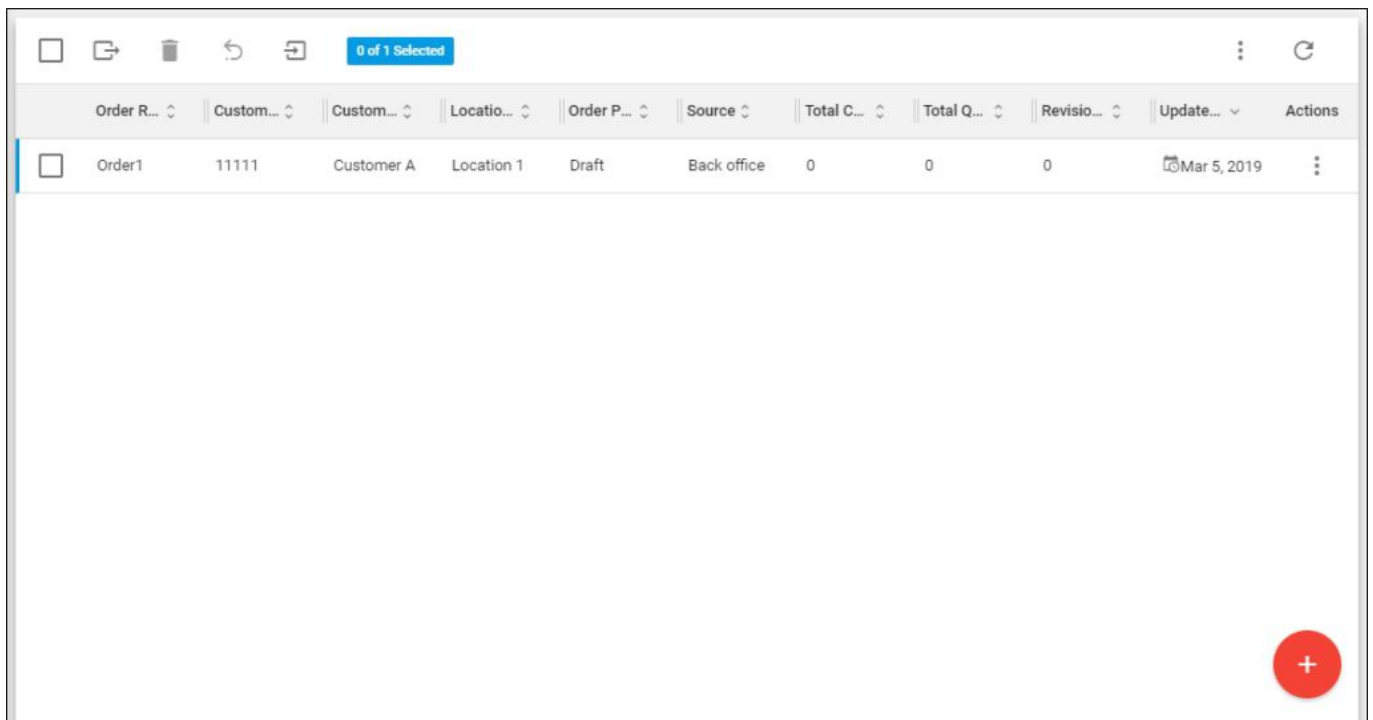


This screenshot is similar to the previous one but includes an additional input field:

- Bottom-left: "Stock*" (required field)

The other fields and buttons remain the same as in the previous screenshot.

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
<input type="checkbox"/>	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](#)".