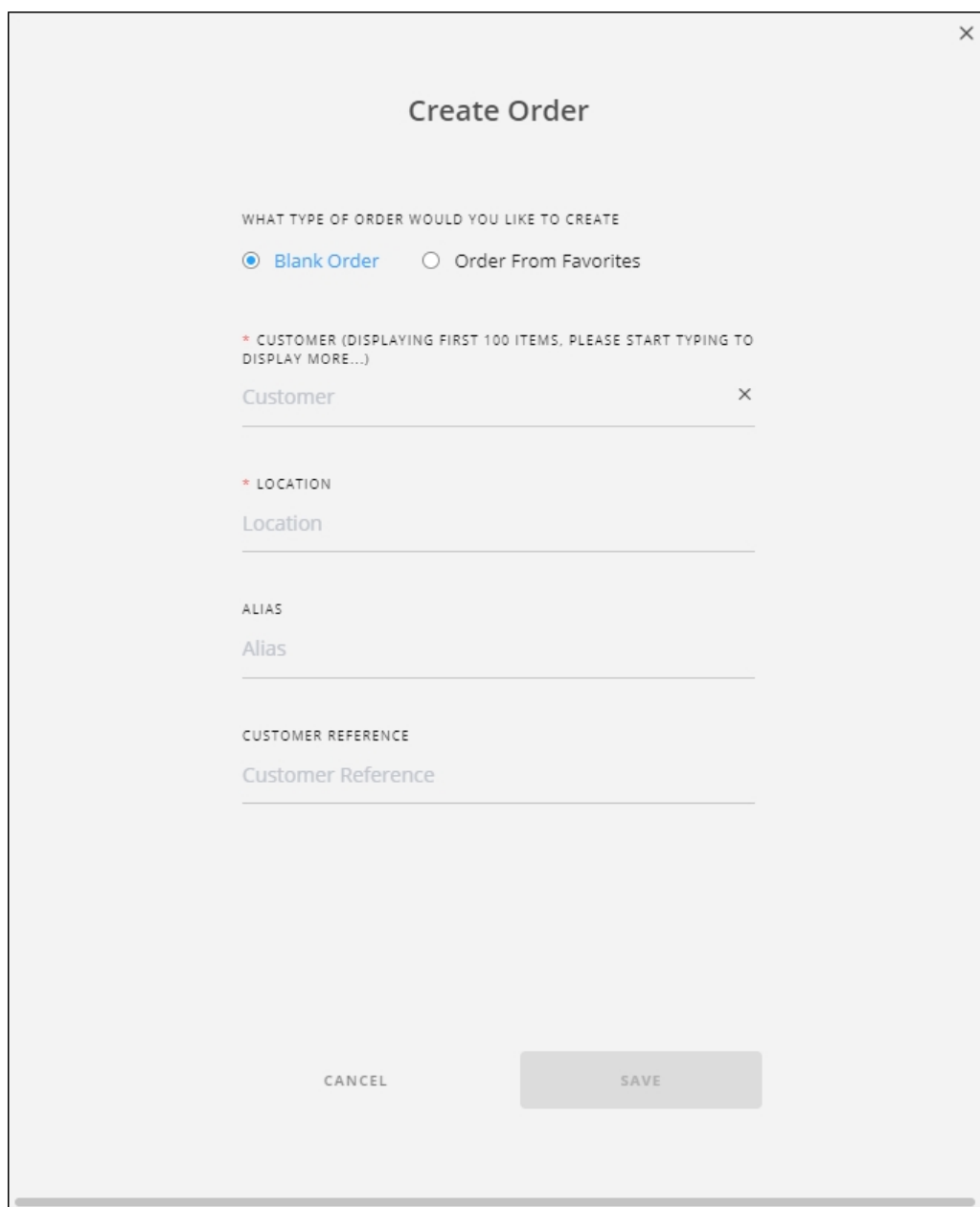


Create blank order

To create a new blank order, follow these steps:

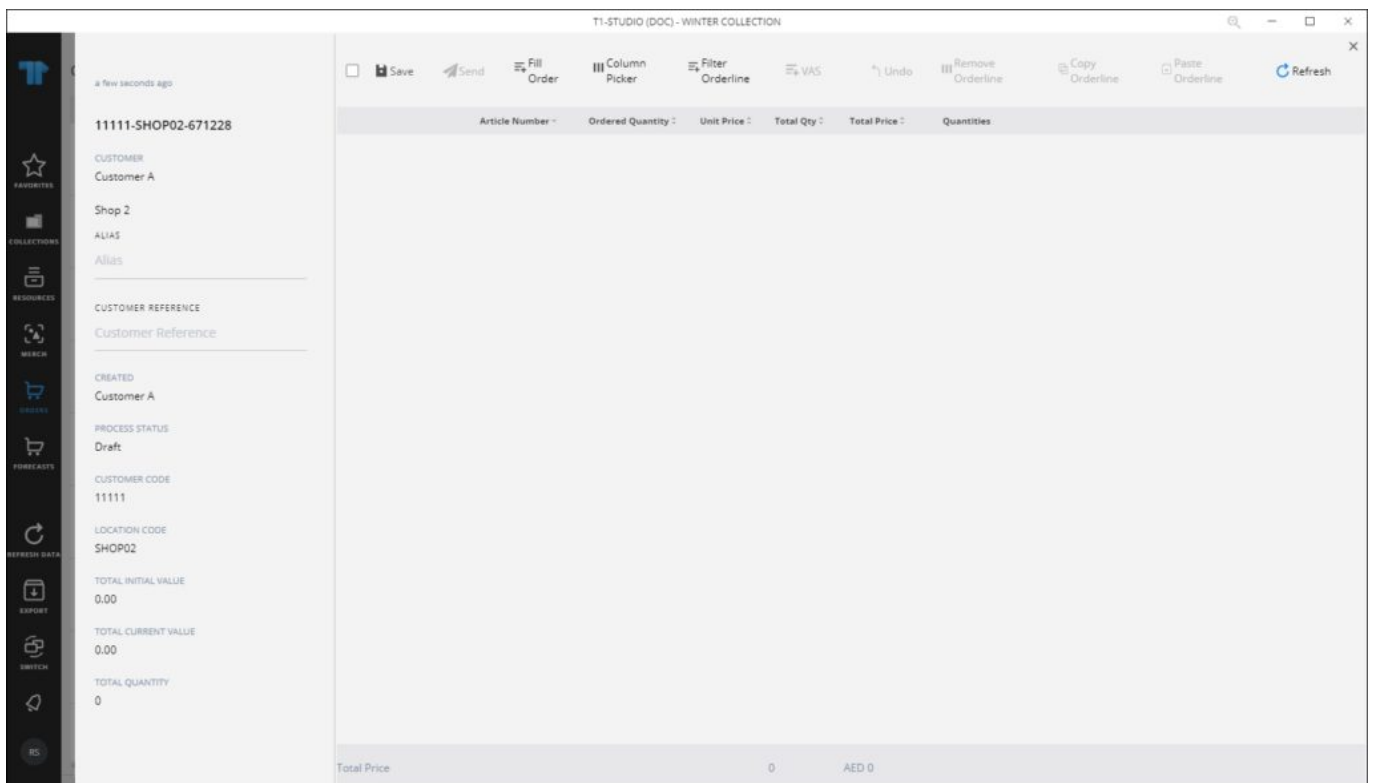
1. Click **+Create**, the following window appears:



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 are four input fields, each with a red asterisk indicating a required field. The first field is labeled 'Customer' with a note '* CUSTOMER (DISPLAYING FIRST 100 ITEMS, PLEASE START TYPING TO DISPLAY MORE...)' and a close button (X). The second field is labeled 'Location'. The third field is labeled 'ALIAS' with the text 'Alias' below it. The fourth field is labeled 'CUSTOMER REFERENCE' with the text 'Customer Reference' below it. At the bottom, 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 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