

# How do I create a service request?

1. Right-click on a category and select **Create service request...**
2. Note the reason for the service request in the description.

Service order MT22-OSO-145

Order line status: **Service requisition**

General **Order lines** Suppliers

Unique id: MT22-OSO-145      Select urgency: Next possible port      Budgeting year: 2023  
Location: Mastex Trader      Delivery port:      Category: 200 Engines & prc  
Status: Requisition      ETA: day/month/year  
Creation date: 27/01/2023  
Created by: Administrator

Remarks:

Delivery address      Invoicing address

Select address      Select address

Financial

Total amount: 0.00      Local currency: EURO

Currency	Total per currency	Exchange rate
No records available.		

Order line last modified at: 27/01/2023 10:17 by: Administrator

Save as draft      Save & send      Clc

3. Click on **Save & send**.

If a defect is registered in the category, this defect will also be included in the service request.

Revision #1

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