

# How do I create a service order?

- 1. Click on **New service order...**
- 2. Fill the details in the General tab.

Service order MT23-OSO-252

Order line status

Service requisition

Actions

Get suppliers prices

Reject

General

Order lines

Suppliers

Unique id: MT23-OSO-252

Location: Mastex Trader

Status: Requisition

Creation date:

Created by: Administrator

Select urgency:

Next possible port

Delivery port:

ETA:

day/month/year

Budgeting year:

2025

Project:

Remarks:

Custom attributes

Assigned to:

Internal note:

Estimated price:

Delivery address

Invoicing address

Order last modified at: 05/03/2025 14:26 by: Administrator

Save as draft

Save & send

- 3. Clearly indicate the necessary service in the order lines in the tab **Order lines**.
- 4. Click on **Save & send** to save the order and to forward it for further processing. Click on **Save as draft** to edit the order or to send it at a later date.