

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**

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

Actions:
Get suppliers prices
Reject

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.

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