

Create Order

Orders allow you to represent won offers. They enable you to track costs and create invoices or credit notes.

An order can only be created from a **won offer**. To create an order, first set the status of an offer to *Won*. After doing so, the **Generate Order** button appears in the offer overview. Clicking this button takes you directly to the **Order Editor**, where you can manage the new order.

Offer.NO	Date	Customer	Creator	Status	Net Amount	Gross Amount			
OFFER-2025-000001	11/03/2025, 02:15 PM	Coating	Mansoor Hasani	Won	103.78 €	123.50 €	Create Follow-up Offer	Generate Order	Export as PDF

When creating an order, **all positions are automatically transferred from the won offer**. This ensures that the calculation and the positions defined in the offer are correctly carried over into the order.

Invoices can later be generated from an order. All details about editing options within the order—such as adjusting quantities, prices, positions, or performing other operational steps—can be found in the [Order Editor](#) chapter.

Through the automatic transfer of offer positions and the direct connection to invoices, the system ensures consistent and traceable billing.

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