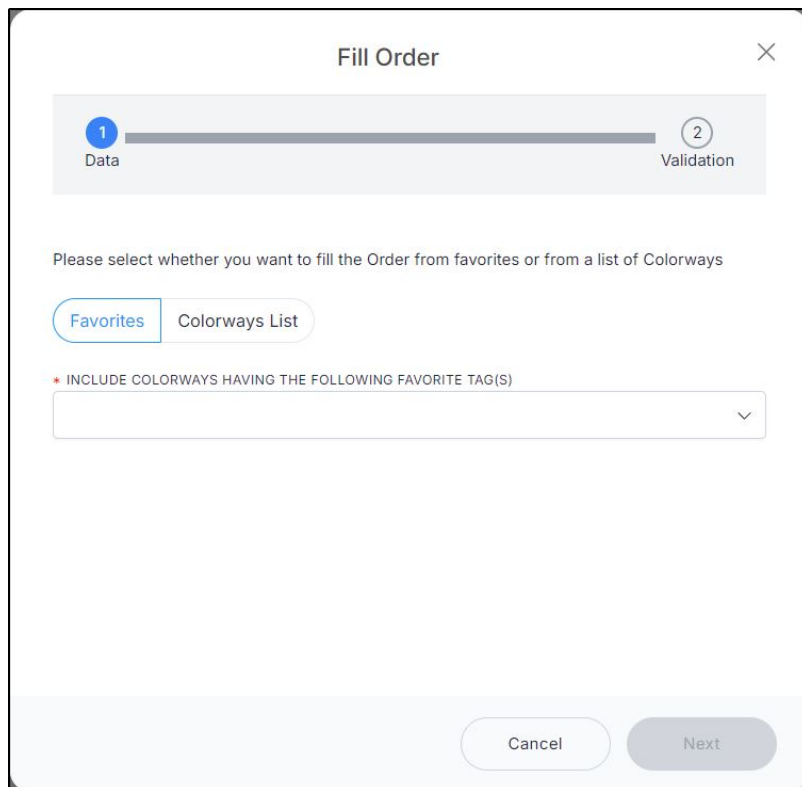


## Fill order

To add orderlines to an order, follow these steps:

1. Select the order you want, then click **Fill order**, the following window appears:



The screenshot shows a 'Fill Order' dialog box with a close button (X) in the top right corner. At the top, there is a progress bar with two steps: '1 Data' (active) and '2 Validation'. Below the progress bar, a message reads: 'Please select whether you want to fill the Order from favorites or from a list of Colorways'. There are two buttons: 'Favorites' (highlighted with a blue border) and 'Colorways List'. Below these buttons is a label with a red asterisk: 'INCLUDE COLORWAYS HAVING THE FOLLOWING FAVORITE TAG(S)', followed by a text input field with a dropdown arrow. At the bottom, there are two buttons: 'Cancel' and 'Next'.

2. Select the favorite tags you want their colorways to be added to the order, or click Colorways list if you want to paste the colorway numbers as shown below:

Fill Order

1

Data

2

Validation

Please select whether you want to fill the Order from favorites or from a list of Colorways

Favorites

Colorways List

\* PROVIDE A LIST OF COLORWAYS (ONE COLORWAY PER LINE)

*The field Provide a list of Colorways (one Colorway per line) is required.*

Cancel

Next

3. Paste the list of colorway numbers, then click **Next**, the following window appears:

Fill Order

1 Data 2 Validation

Following Colorways will be added to orderline  
1377271-012, 1376479-002, 1376479-001, 1370823-390, 1351528-014

Cancel Back Fill

If any of the colorway numbers is invalid or unavailable, a message appears on the window informing you that orderlines will not be created. Only colorways assigned to the customer's segmentation can be added to the order.

4. Click **Fill**, the orderline(s) are added to your order as shown below:

