Approve order

Note:

- Only orders with status "Submitted" can be approved.

To approve an order, follow these steps:

1. Click the checkbox(es) next to the order you want then click , or view the order details then click the button as shown in the below example:

You can also select "Approve Order" from the Actions menu next to the order you want,

The following window appears:

In the above example, alias is use and it is linked with order reference in the format {Alias}-{OrderRefernce1}, to give more information on which orders are being approved.

Note:

If the order contains any invalid or rejected articles, the window appears as shown below:

The message informs you that the order contains invalid articles. Enter the order type and click **Approve order** or click **Cancel** to close the window.

2. Select the order type, this option is mandatory only if it is activated for the Seller, **Approve Orders** button is activated,
3. Click **Approve Order(s)**, the order processing status changes to "Approved".