


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:

Order

Order Lines


Rejected Order Lines


Files


Notifications


Bulk Order 3


Active












Id	Order Reference
3	Bulk Order 3
Order Type Id	Order Type
	(blank)
Seller Id	Customer Reference
10	Ref1
Customer Name	Customer Code
Customer A	11111
Location Id	Location Name
2,005	Shop 1
Location Code	Price Group Name
SHOP01	Wholesale Price
Currency Code	Order Process Status



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

The following window appears:

Alert

Are you sure you want to Approve?

Bulk 1 - Winter Order 1

Please select an Order Type

Order Type *

Field required

CANCEL

APPROVE ORDER(S)

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:

Alert

Order contains inactive or rejected order lines.

Are you sure you want to Approve?

1-1-152273

Please select an Order Type

Order Type *

Field required

CANCEL APPROVE ORDER(S)

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".