


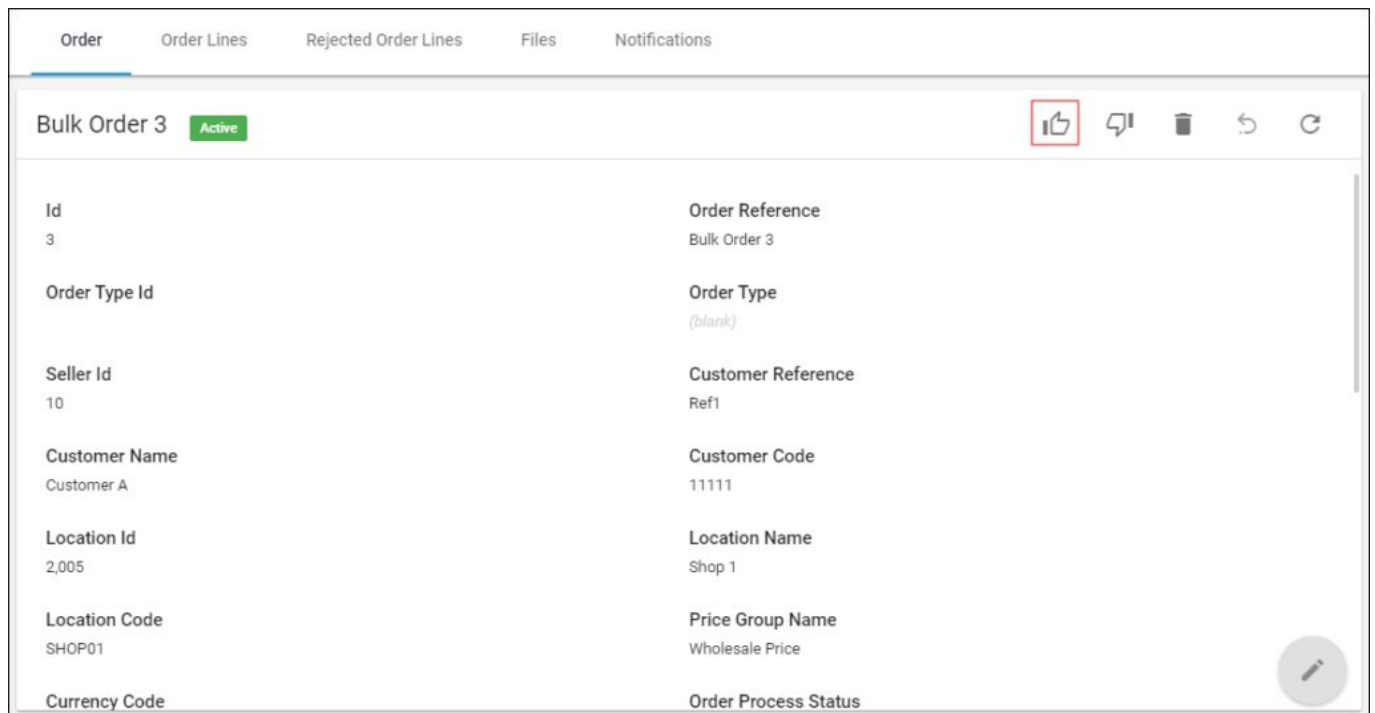
# Approve order

## 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:



The screenshot shows the 'Bulk Order 3' details page. The page has a navigation bar with tabs: Order, Order Lines, Rejected Order Lines, Files, and Notifications. The 'Order' tab is selected. Below the navigation bar, the order title 'Bulk Order 3' is displayed with a green 'Active' status indicator. To the right of the title is a toolbar with icons for thumbs up, thumbs down, trash, refresh, and reload. The main content area is a table with two columns. The first column contains the following details: Id (3), Order Type Id, Seller Id (10), Customer Name (Customer A), Location Id (2,005), Location Code (SHOP01), and Currency Code. The second column contains: Order Reference (Bulk Order 3), Order Type (blank), Customer Reference (Ref1), Customer Code (11111), Location Name (Shop 1), Price Group Name (Wholesale Price), and Order Process Status. A red box highlights the thumbs-up icon in the toolbar. A pencil icon is visible in the bottom right corner of the details area.

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

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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".