

# Confirm order

## Notes:

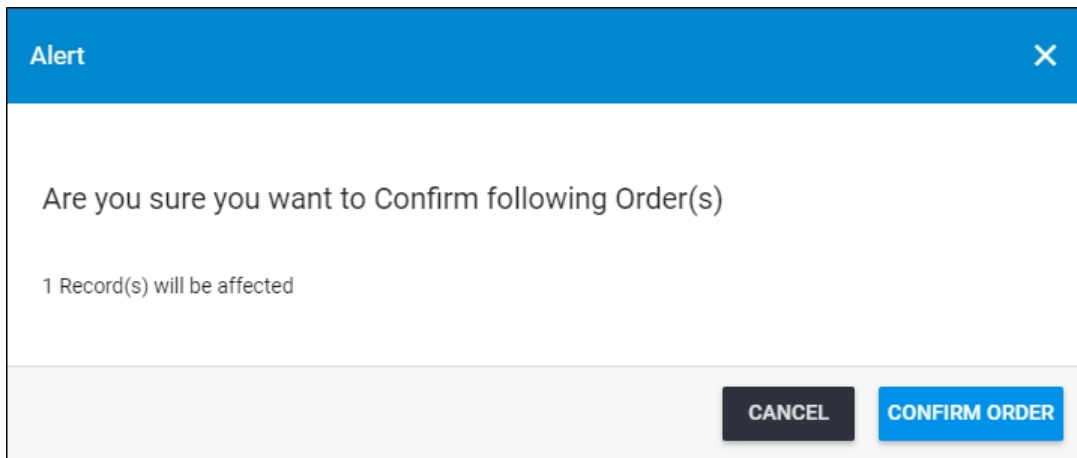
- Only orders with status “Approved” can be confirmed.
- The status “Confirmed” is only available if the Seller has “Enable Confirm Order” option enabled.

To confirm 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:

|               |            |                      |                 |
|---------------|------------|----------------------|-----------------|
| Id            | 5          | Order Reference      | Winter Order 2  |
| Order Type Id |            | Order Type           | (blank)         |
| Seller Id     | 10         | Customer Reference   | Ref1            |
| Customer Name | Customer B | Customer Code        | 22222           |
| Location Id   | 2,007      | Location Name        | Location 2      |
| Location Code | bulk221    | Price Group Name     | Wholesale Price |
| Currency Code |            | Order Process Status |                 |

You can also select “Confirm Order” from the Actions menu next to the order you want, the following message appears:



2. Click **Confirm order**, the order processing status changes to "Confirmed".