
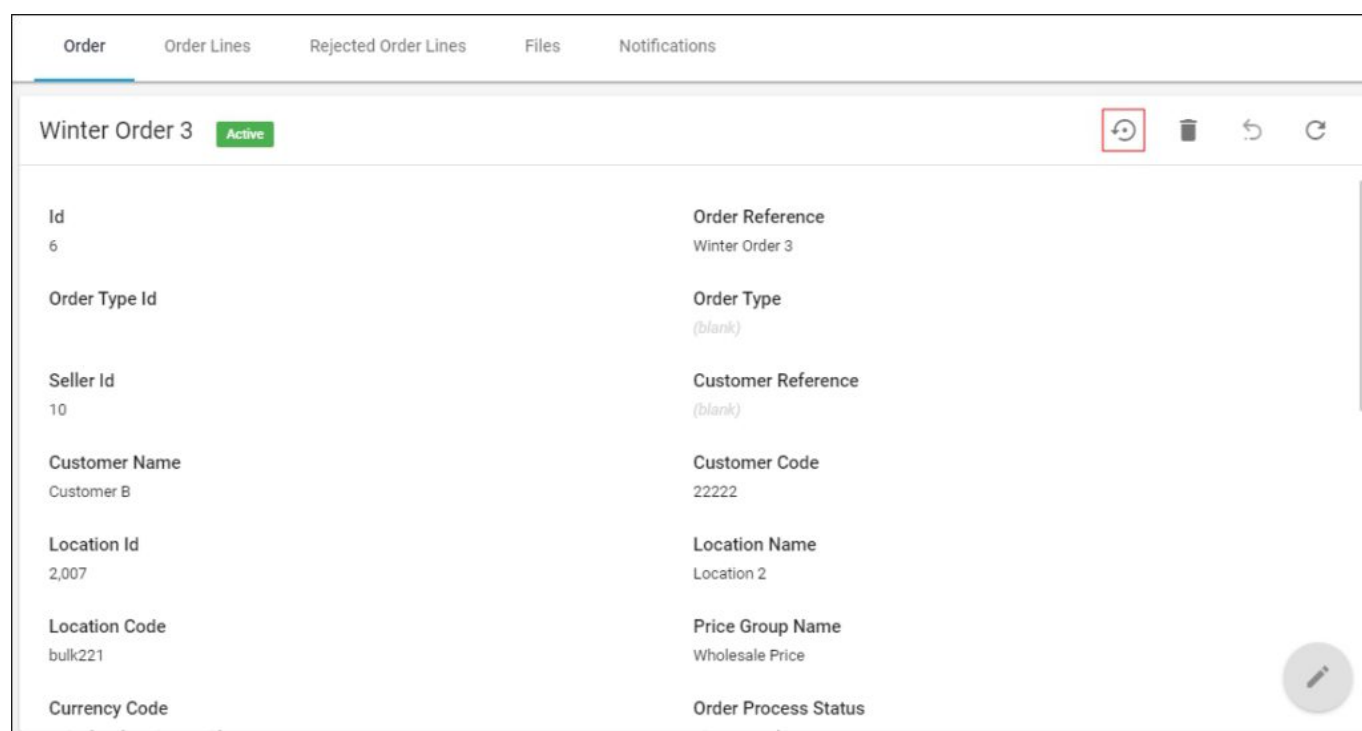






Reopen order

Notes:

- Only orders with statuses “Approved” or “Rejected”, can be reopened.
- If **Order Sync** option is activated for the catalog, you can reopen an order with status “Submitted”, “Approved”, or “Rejected”.

To reopen an order, 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
Winter Order 3 Active				
   				
Id 6	Order Reference Winter Order 3			
Order Type Id	Order Type (blank)			
Seller Id 10	Customer Reference (blank)			
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 “Reopen Order” from the Actions menu next to the order you want, the order processing status changes to “Reopened” and you can update it through importing a file with the same order reference and details then submit it again. To submit the order, follow steps mentioned in “[Submit order](#)”.