


Unlock order

Note:

- Only orders with status “Locked” can be unlocked.

To unlock an order, click the checkbox(es) next to the order you want then click , or view the order details then click as shown in the below example:

Order

Order Lines

Rejected Order Lines

Files

Notifications

1-1-152061

Active

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Id	Order Reference
4	1-1-152061
Order Type Id	Order Type
1	QA Order type 1 updated
Seller Id	Customer Reference
2	(blank)
Customer Name	Customer Code
Customer A	11111
Location Id	Location Name
1	Bulk Shop 01
Location Code	Price Group Name
SHOP01	WSP AED
Currency Code	Order Process Status

You can also select “Unlock Order” from the Actions menu next to the order you want, the order processing status changes to “Approved”. If you want to update the order, you need to reopen it as mentioned in “[Reopen order](#)” then submit it again.