


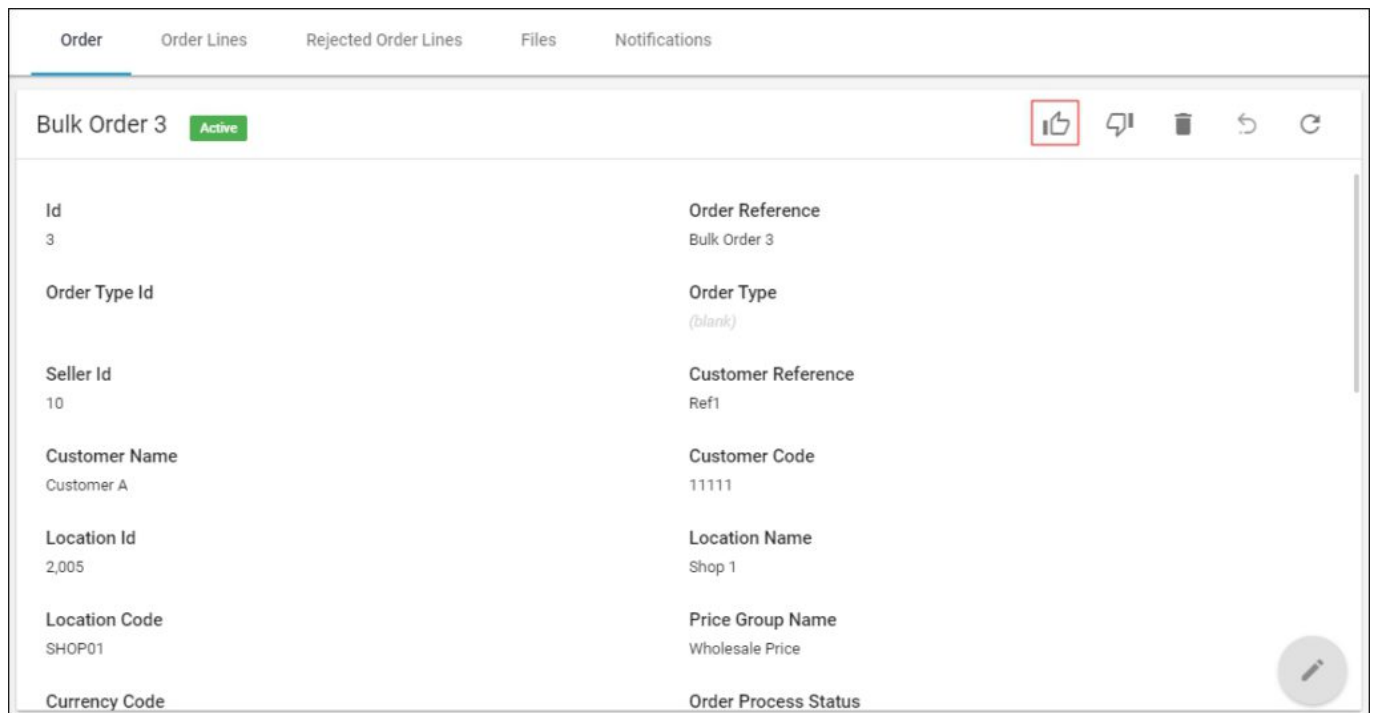
Approve order

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 a web interface for viewing order details. At the top, there are navigation tabs: "Order", "Order Lines", "Rejected Order Lines", "Files", and "Notifications". The "Order" tab is selected. Below the tabs, the order is identified as "Bulk Order 3" with a green "Active" status tag. To the right of the order name is a toolbar containing several icons: a thumbs-up icon (highlighted with a red box), a speech bubble icon, a trash can icon, a refresh icon, and a circular arrow icon. Below the toolbar, the order details are displayed in a two-column layout:

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

In the bottom right corner of the details area, there is a circular button with a pencil icon, indicating an edit function.

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".