


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:

Order

Order Lines






Rejected Order Lines

Files


Notifications

Winter Order 2

Active



Id	Order Reference
5	Winter Order 2
Order Type Id	Order Type
	(blank)
Seller Id	Customer Reference
10	Ref1
Customer Name	Customer Code
Customer B	22222
Location Id	Location Name
2,007	Location 2
Location Code	Price Group Name
bulk221	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:

Alert

×

Are you sure you want to Confirm following Order(s)

1 Record(s) will be affected

CANCEL

CONFIRM ORDER

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