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 1, or view the order details then click the button as shown in the below example:

Order	Order Lines	Rejected Order Lines	Files	Notifications				
Bulk Orde	er 3 Active				IB QI	Î	5	G
Id				Order Reference				
3				Bulk Order 3				
Order Type	ld			Order Type				
Seller Id				Customer Reference				
10				Ref1				
Customer	Name			Customer Code				
Customer A				11111				
Location Id	1			Location Name				
2,005				Shop 1				
Location C	ode			Price Group Name				
SHOP01				Wholesale Price				-
Currency C	ode			Order Process Status				0

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		
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".