

# Confirm order

## Notes:

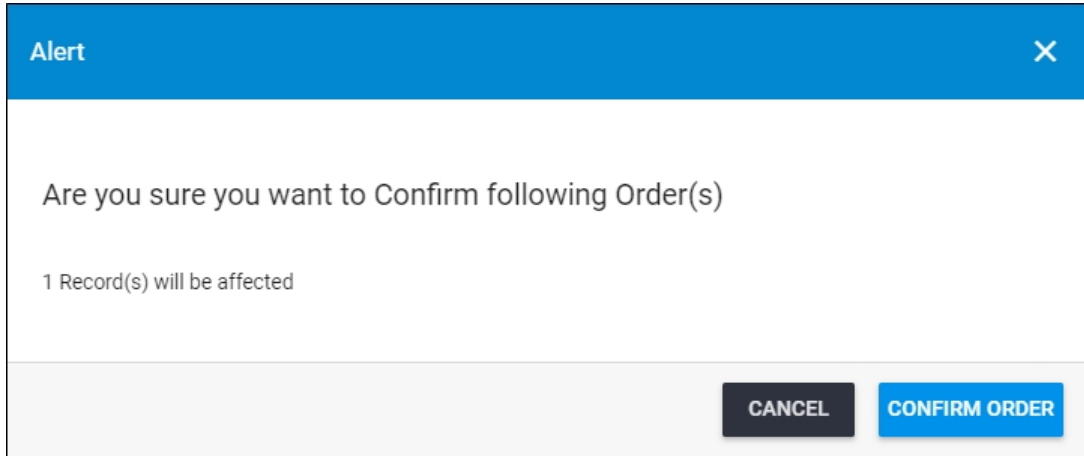
- Only orders with status “Approved” can be confirmed.
- The status “Confirmed” is only available if the Seller has “Enable Confirm Order” option enabled.

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             | 5           | Order Reference      | Winter Order 2  |               |
| Order Type Id  |             | Order Type           | (blank)         |               |
| Seller Id      | 10          | Customer Reference   | Ref1            |               |
| 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 “Confirm Order” from the Actions menu next to the order you want, the following message appears:



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