

# Confirm order

## Notes:

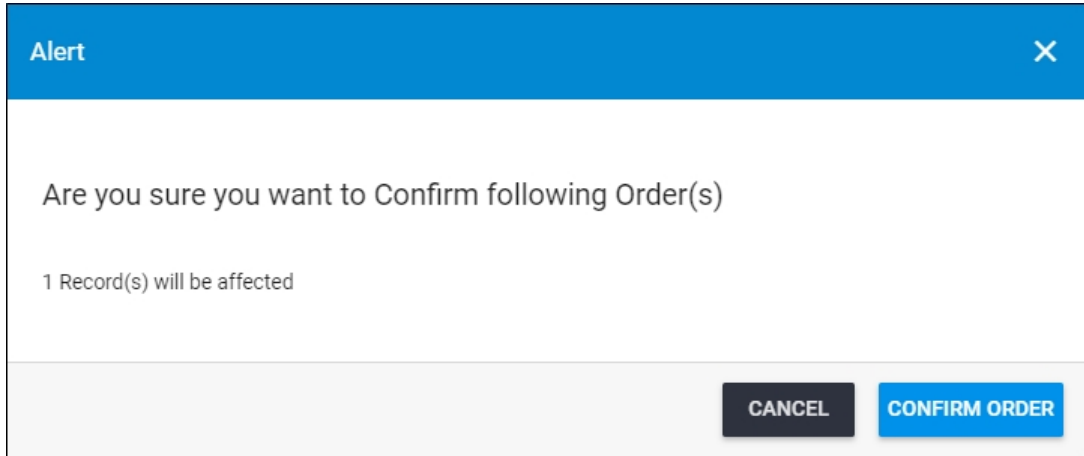
- Only orders with status “Approved” can be confirmed.
- The status “Confirmed” is only available if the Seller has “Enable Confirm Order” option enabled.

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".