

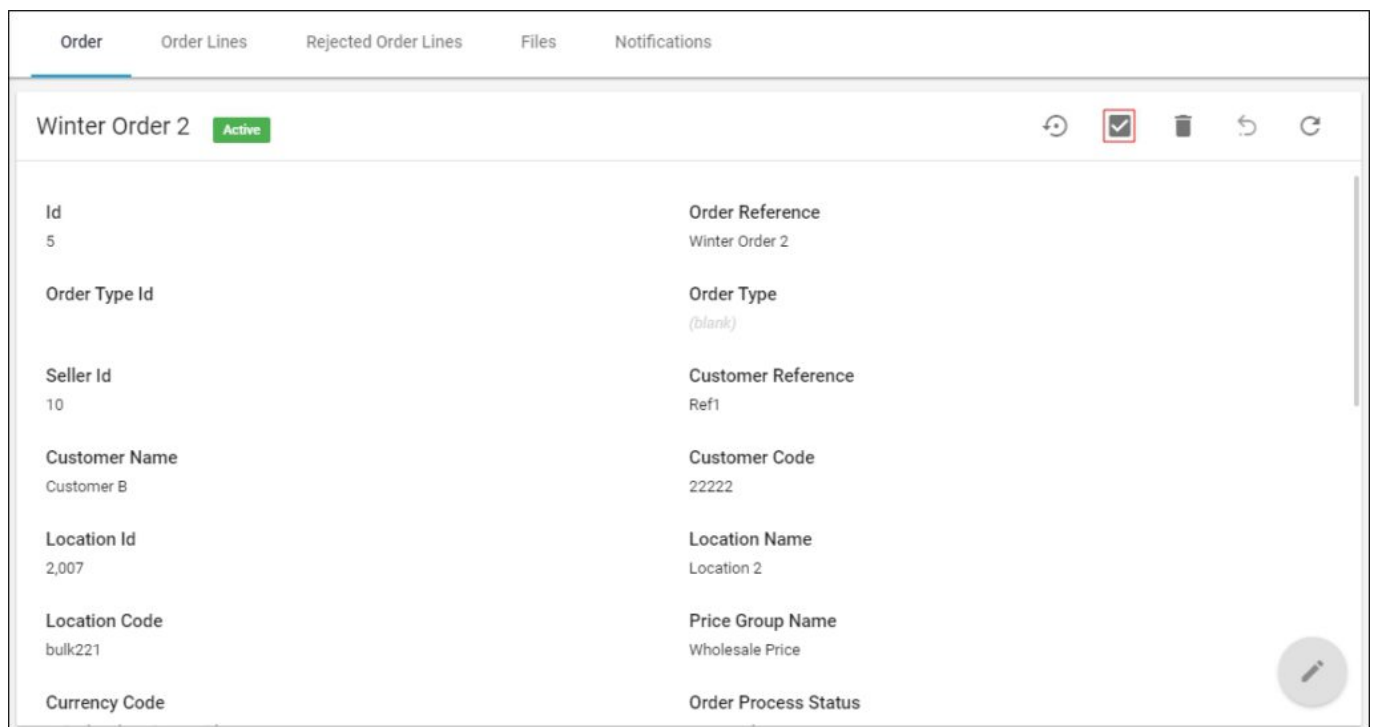
Confirm order

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:

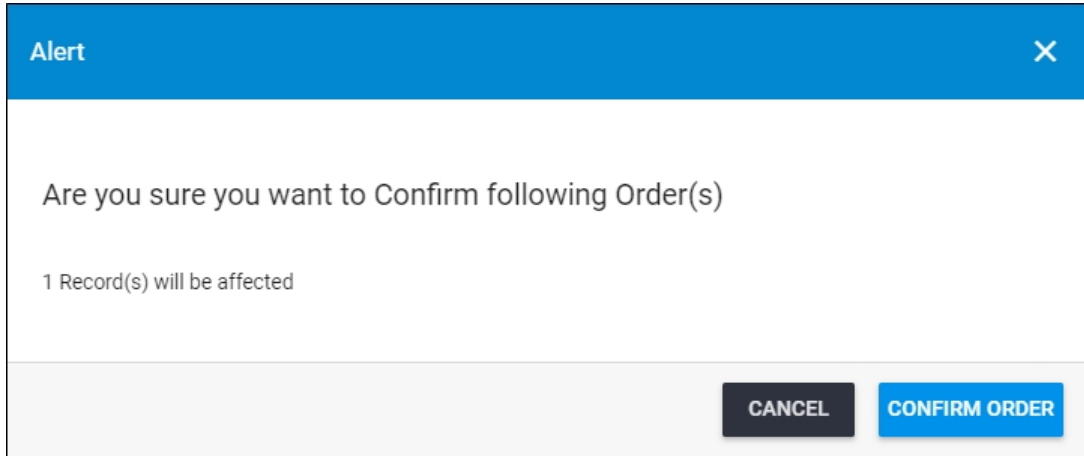


The screenshot shows a web interface for an order. At the top, there are tabs: "Order", "Order Lines", "Rejected Order Lines", "Files", and "Notifications". The "Order" tab is selected. Below the tabs, the order title "Winter Order 2" is displayed with a green "Active" status indicator. To the right of the title are several icons: a refresh icon, a checked checkbox (highlighted with a red box), a trash icon, a back icon, and a refresh icon. Below the title and icons is a table of order details:

| | |
|------------------------------------|--|
| 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 |

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

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".