


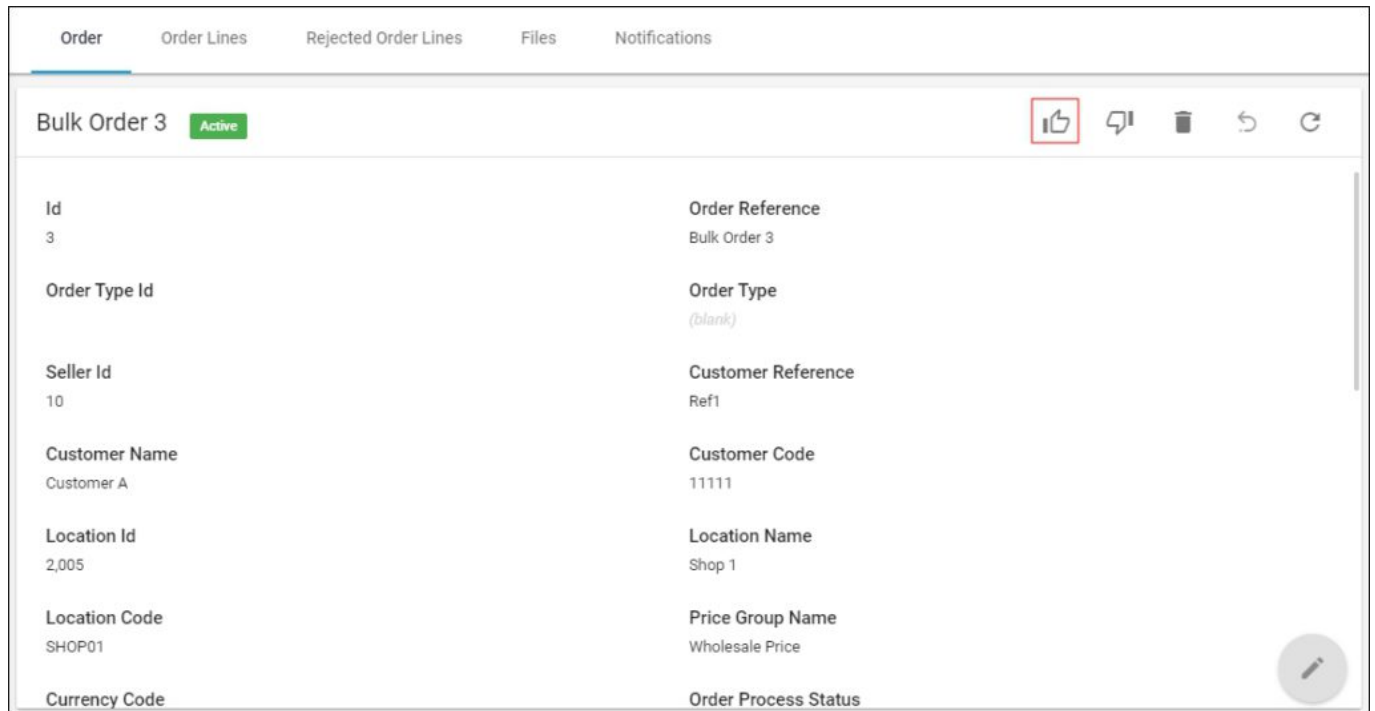
Approve order

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



The screenshot shows the details for 'Bulk Order 3', which is in an 'Active' state. The details are organized into two columns:

Field	Value
Id	3
Order Reference	Bulk Order 3
Order Type Id	Order Type (blank)
Seller Id	10
Customer Reference	Ref1
Customer Name	Customer A
Customer Code	11111
Location Id	2,005
Location Name	Shop 1
Location Code	SHOP01
Price Group Name	Wholesale Price
Currency Code	Order Process Status

The thumbs up icon in the top right corner of the details area is highlighted with a red box.

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

Please select an Order Type

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".