

Confirm order

Notes:

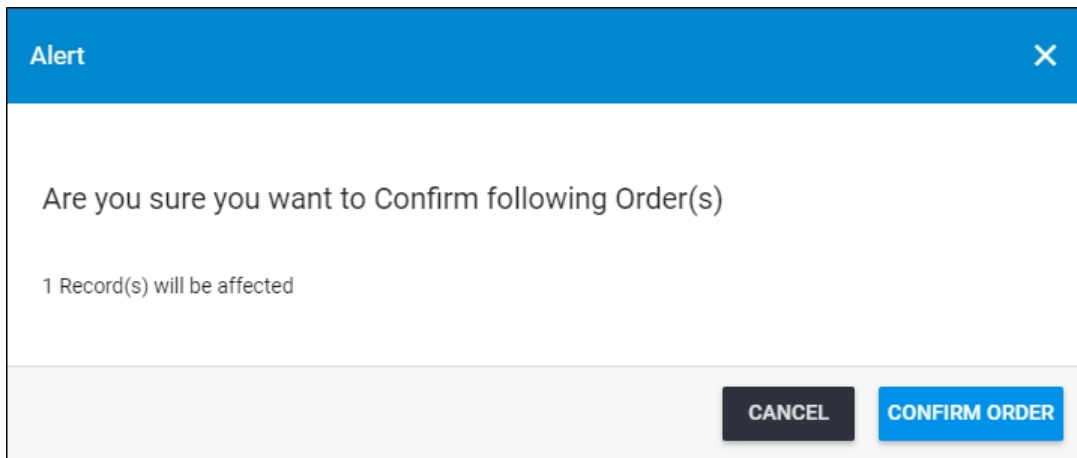
- Only orders with status “Approved” can be confirmed.
- The status “Confirmed” is only available if the Seller has “Enable Confirm Order” option enabled.

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		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
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".