

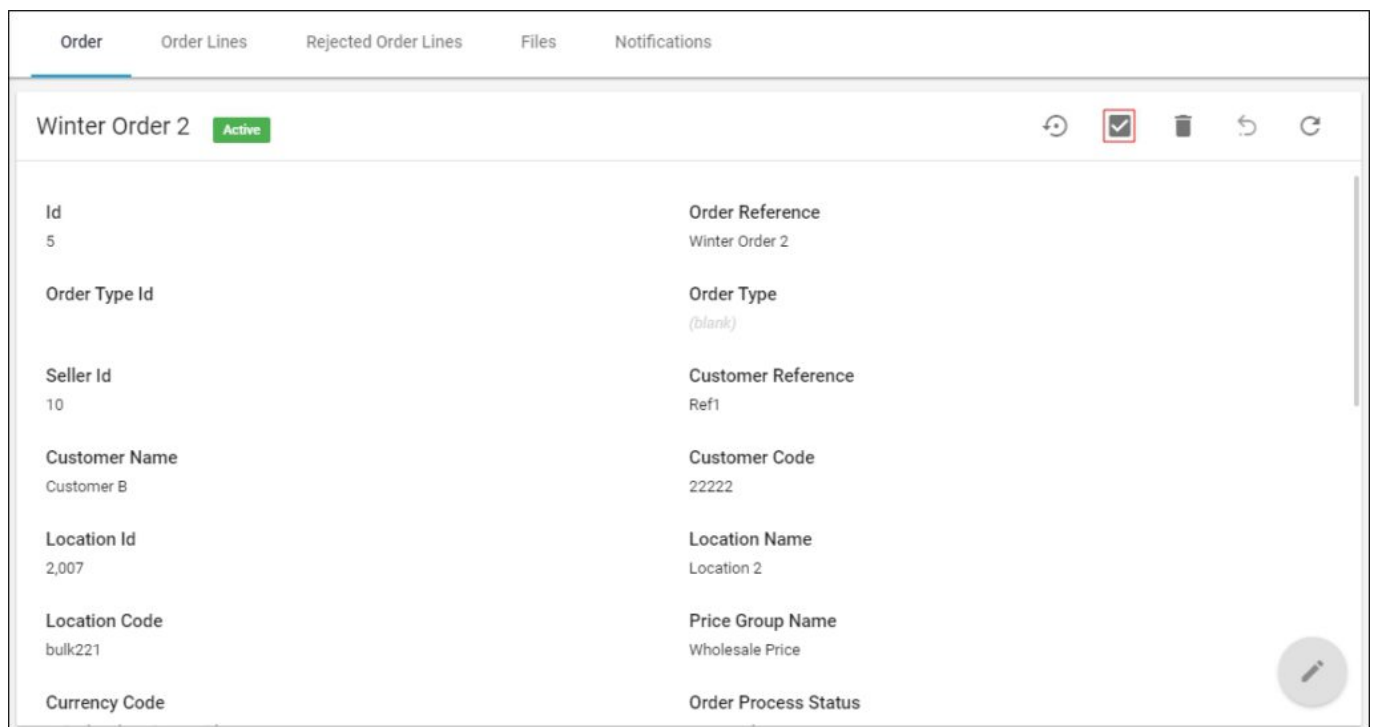
Confirm order

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:

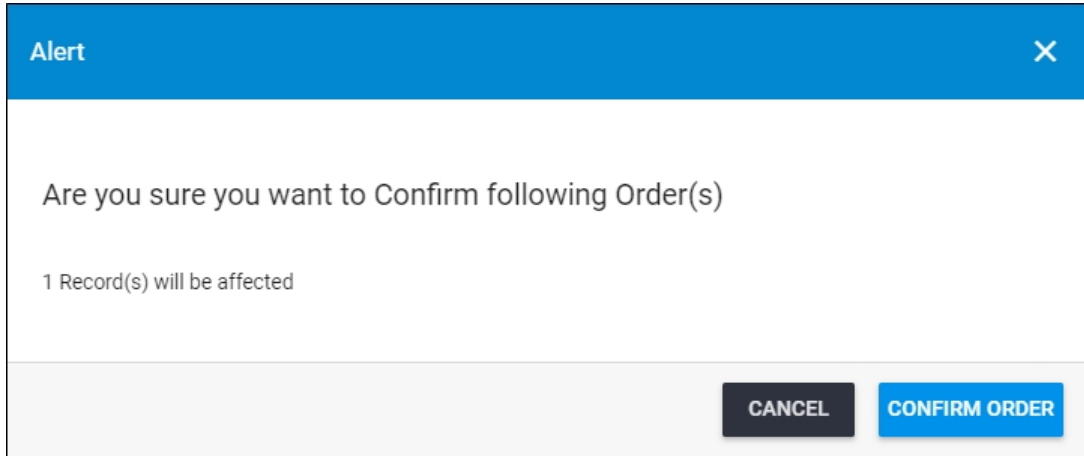


The screenshot displays the 'Winter Order 2' details page. At the top, there are navigation tabs: 'Order', 'Order Lines', 'Rejected Order Lines', 'Files', and 'Notifications'. The 'Order' tab is selected. Below the tabs, the order title 'Winter Order 2' is shown with a green 'Active' status indicator. To the right of the title are several action icons: a refresh icon, a checked checkbox (highlighted with a red box), a trash icon, a back icon, and a refresh icon. The main content area 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 details area, there is a circular button with a pencil icon, indicating an edit or confirmation action.

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".