


Reopen order

Notes:

- Only orders with statuses “Approved” or “Rejected”, can be reopened.
- If **Order Sync** option is activated for the catalog, you can reopen an order with status “Submitted”, “Approved”, or “Rejected”.

To reopen an order, 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 3

Active



Id	Order Reference
6	Winter Order 3
Order Type Id	Order Type
	(blank)
Seller Id	Customer Reference
10	(blank)
Customer Name	Customer Code
Customer B	22222
Location Id	Location Name
2,007	Location 2
Location Code	Price Group Name
bulk221	Wholesale Price
Currency Code	Order Process Status



You can also select “Reopen Order” from the Actions menu next to the order you want, the order processing status changes to “Reopened” and you can update it through importing a file with the same order reference and details then submit it again. To submit the order, follow steps mentioned in “[Submit order](#)”.