

Submit order

Notes:

- Only orders with status “Draft” or “Reopened” can be submitted.
- Order lines with zero quantity will be excluded when the order is submitted.
- If the catalog is configured to skip validating quantities against MoQ (Minimum order quantity), a warning message is displayed listing the articles that are not valid and you can either continue or cancel submitting the order.
- Catalog can be configured to have an attribute value that identifies the article as Must Land Model (MLM). When the order is submitted, it is validated against the configured attribute value to make sure that it is included in the order, otherwise, a warning is displayed listing the articles and you can either continue or cancel submitting the order.

As mentioned before, you can reopen orders to modify them and submit them again for approval. To submit a reopened 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 “Submit Order” from the Actions menu next to the order you want, the order processing status changes to “Submitted”.