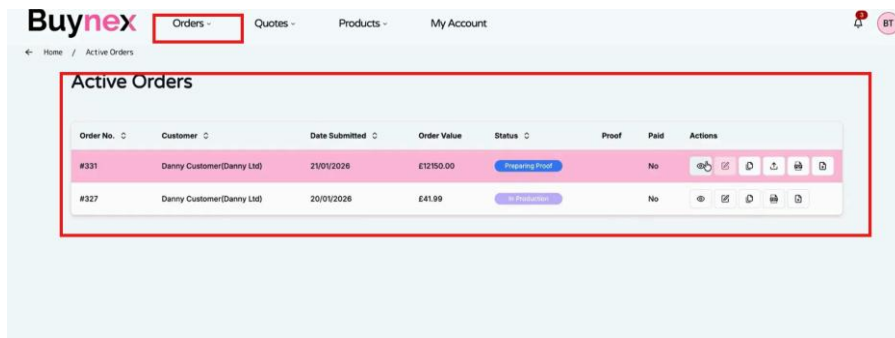


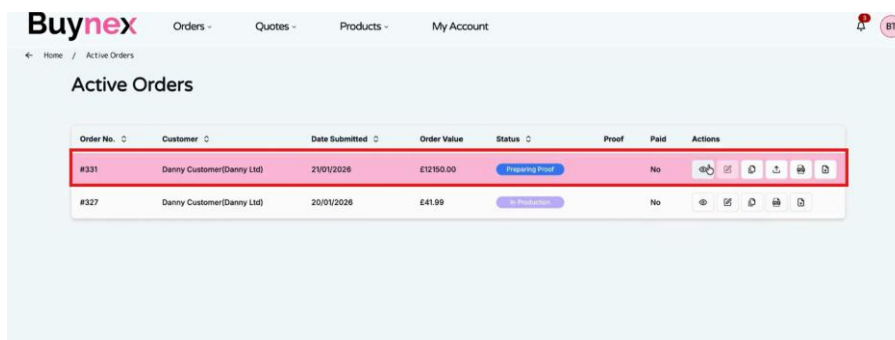
Custom Request Orders

Step 1: Customer Checkout & Email Notification

Once a customer checks out from a Custom Request Quote, you will automatically receive an email notification. At the same time, the order will appear in your Active Orders list.

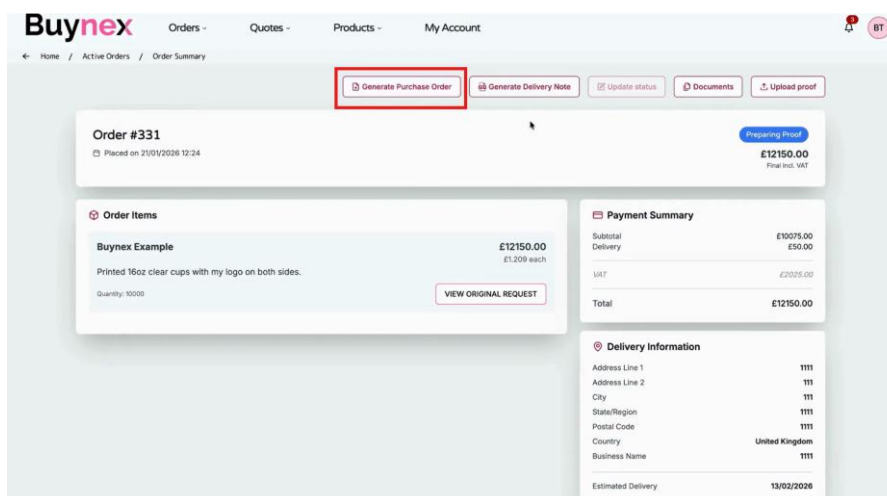


Step 2: Open the order to view the order details and the original custom request



Step 3: Generate a purchase order and a delivery note, just like a standard order.

Generate Purchase Order



Generate Delivery Note

The screenshot shows the Buynex 'Order Summary' page for Order #331. The page includes a navigation bar with 'Orders', 'Quotes', 'Products', and 'My Account'. Below the navigation bar, there are buttons for 'Generate Purchase Order', 'Generate Delivery Note' (highlighted with a red box), 'Update status', 'Documents', and 'Upload proof'. The main content area displays order details: Order #331, placed on 21/01/2026 12:24, with a total of £12150.00. It includes sections for 'Order Items' (Buynex Example, Printed 16oz clear cups with my logo on both sides, Quantity: 10000, £12150.00), 'Payment Summary' (Subtotal: £10075.00, Delivery: £50.00, VAT: £2025.00, Total: £12150.00), and 'Delivery Information' (Address Line 1: 1111, Address Line 2: 111, City: 111, State/Region: 1111, Postal Code: 1111, Country: United Kingdom, Business Name: 1111).

Step 4: Upload a proof for the customer to review and sign off

This screenshot shows the same Buynex 'Order Summary' page as the previous one, but with the 'Upload proof' button highlighted by a red box. The page layout and content are identical, showing Order #331 with its details, payment summary, and delivery information.

This screenshot shows the Buynex 'Order Summary' page with an 'Upload printing proof' modal open in the center. The modal has a title bar with a close button (X). Inside the modal, there is a dashed box with a file icon and the text 'Drag and Drop or Click to Upload File'. Below the dashed box are two buttons: 'CANCEL' and 'UPLOAD DOCUMENT'. The background page is dimmed, showing the same order details as the previous screenshots.

Receive an email notification when the proof is approved or if changes are requested