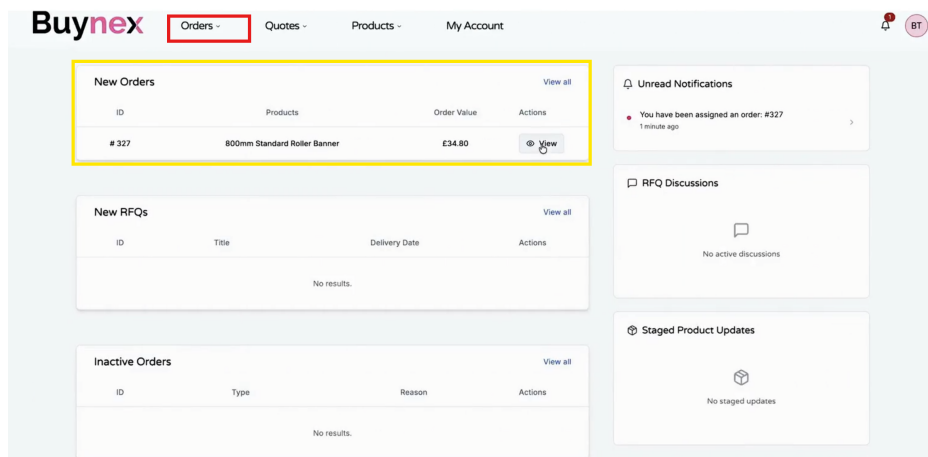


Training Guide SUS013: Order Processing

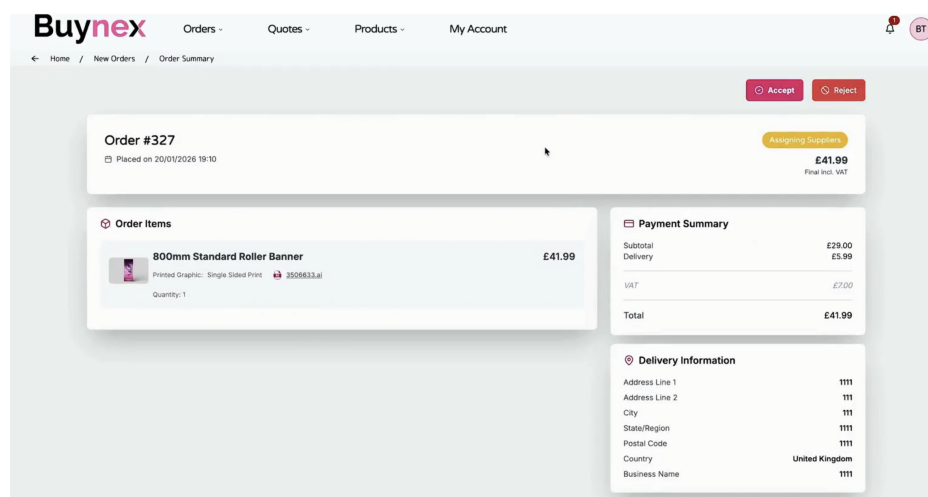
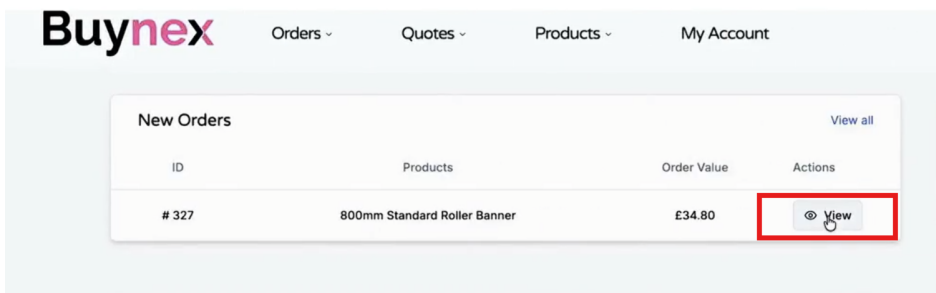
Learn how to view, accept, and manage orders through to completion.

Buynex

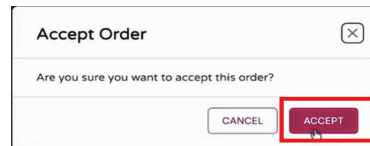
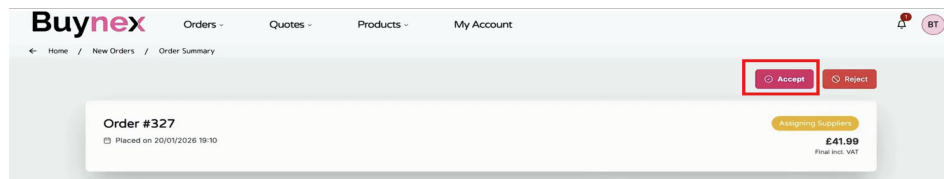
Step 1: From the homepage, view New Orders assigned to you



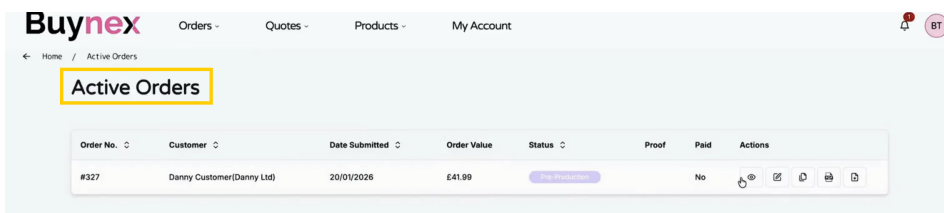
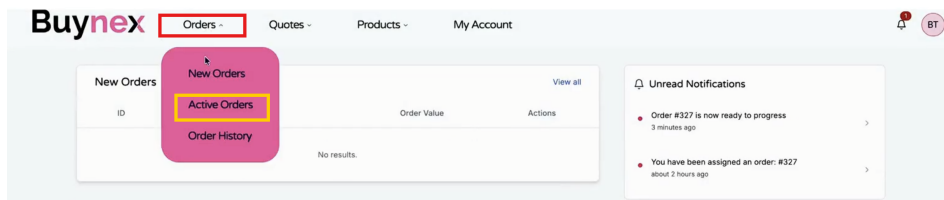
Step 2: Click View to open the order and review the details.



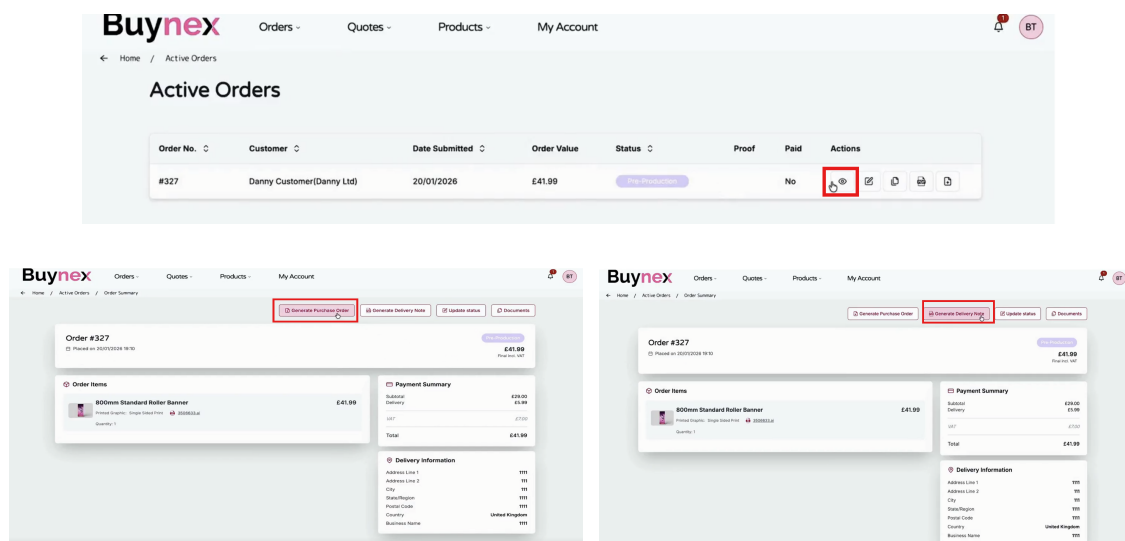
Step 3: Accept the order



Step 4: Go to Orders and click Active Orders to manage the order



Step 5: Open the order to download the Purchase Order and generate a Delivery Note



Step 6: Update the order status (e.g. In Production, Packing and Loading, Dispatched, Delivered) to notify the customer

The screenshot illustrates the process of updating an order status in the Buynex system. It is divided into three sequential panels:

- Panel 1:** Shows the 'Update Order Status' modal for Order #327. The current status is 'Pre-Production'. A dropdown menu for 'New status' is open, with 'In Production' highlighted. The modal includes buttons for 'Generate Purchase Order', 'Generate Delivery Note', 'Update status' (highlighted with a red box), and 'Documents'. The order total is £41.99.
- Panel 2:** Shows the 'Update Order Status' modal with the new status set to 'In Production'. The 'UPDATE' button is highlighted with a yellow box.
- Panel 3:** Shows the 'Update Order Status' modal with the 'CONFIRM' button highlighted with a yellow box. A confirmation message states: 'You are updating the status of this order from Pre-Production to In Production'.

The final screenshot shows the updated order summary for Order #327. The status is now 'In Production'. The order items section shows '800mm Standard Roller Banner' for £41.99. The payment summary shows a total of £41.99. The delivery information is also displayed. A green success message at the bottom right states: 'Success Status updated successfully.' (highlighted with a red box).

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