

# How To – Confirming an order

Overview Orders & Returns Catalog Inventory Levels Usage Settings Reports

**In-Progress & Pending Orders**

Customer Order Reference	Order Date	Order Number	Type	Status	Cost
15783	Today, 2:00 PM	15783	Order	Transmitted	€ 0.00

**Low Inventory Levels**

Inventory Area	Product Code	Description	On-Hand	Re-Order Point
Magazzino	T407/E2 EA	Envirobase H.P Jet Black	0	3 unit(s)
Magazzino	D8105/E1 EA	DELTRON GRS CERAMIC	3	4 unit(s)
Magazzino	A659/E1.85K EA	LIGHT POLYESTER BODYFIL	3	4 unit(s)
Magazzino	A242/E0.2K EA			

**Receiving: 15783**

Confirmed By:

Search for a product or scan a barcode

Backorder Enabled

Magazzino

Inventory Area	Product Code	Description	Quantity Ordered	Quantity Received	Differences
Magazzino	A242/E0.2K	PUTTY VBA BEIGE - ACf	1	1	0 EACH
Magazzino	A659/E1.85K	LIGHT POLYESTER BOD	1	1	0 EACH
Magazzino	D8105/E1	DELTRON GRS CERAMI	1	1	0 EACH
Magazzino	T407/E2	Envirobase H.P Jet Black	3	3	0 EACH

Cancel Close-Out this Order

Click below to go to each section



1. Click in the button next to order you want to confirm
2. Click in «confirm»
3. Enter the name of the person who is confirming
4. Click in select all if everything is correct
5. Adjust if necessary with the + & - buttons
6. Click in “Close-Out This Order”