Orders must be approved on the NuOrder site

Any orders taken on the NuOrder site, must be approved before they can be downloaded into AIMS360.

1. Launch NuOrder and navigate to the Wholesale section



1.1 Select the Orders Tab



1.2 Goto Pending Orders

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1.3 Select and Approve the orders

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2. Launch the Import Orders module under Third Party > NuOrder



2.1 Select Download to download new orders

All new Web orders should appear in AIMS360

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2.2 Select the new Web Orders and click Next

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The system will review and validate the orders.

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2.3 Import the New Orders

If there are no errors or validation issue, you can easily import the new orders by selecting them and clicking Import Orders

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The system will auto process the New Orders and add them to AIMS360.

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3. Review the New Orders in Customer Orders

The orders will appear in AIMS360 like any other Customer Order for processing based on regular procedure.

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What happens to the orders on the NuOrder Site?

Once you have downloaded and imported the orders into AIMS360, the orders on the Nuorder site will be moved to the "Processed" Tab in the Orders section.

1. Click the Download Processed Orders link



2. Review the orders as needed.

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ALL PRODUCTS	RECOMMEND	CONTACTS	ORDERS		2					🎁 WORK	ING ORDER	0
EZ EZ ORDERS	FILTER: CURR	ENCY (USD) COMPANY	REP DAT	E	CLEAR FILTERS				Q	Search	× = MOVE	то
		R DATE 🔻 ORI	DER #	COMPANY	BUYER	SHIP START	SHIP END	TOTAL	REP			
DRAFT	SEP 3,:	2015 103	226	5 SEAS INC.	LEIA ORGANA	SEP 03, 2015	OCT 15, 2015	\$4,830.00	SCOTTALLEN		0	▶ ≪
🕺 IN REVIEW	SEP 2, 2	2015 103	225	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN		0	▶ ≪
PENDING	SEP 2, 2	2015 103	223	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN		0	▶ ≪
✓ APPROVED	SEP 2, 2	2015 103	1088	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN		0	▶ ≪
💉 EDITED	AUG 2	1, 2015 103	087	5 SEAS INC.	LEIA ORGANA	AUG 21, 2015	SEP 30, 2015	\$1,242.00	SCOTT ALLEN		0	▶ ≪
	AUG 2	1,2015 102	931	ABIGAIL'S PLACE	ABIGAIL	AUG 21, 2015	SEP 30, 2015	\$1,664.00	SCOTT ALLEN		0	▶ <<
	AUG 3,	,2015 102	346	ABIGAIL'S PLACE	ABIGAIL	AUG 03, 2015	SEP 30, 2015	\$1,197.00	SCOTT ALLEN		0	▶ ≪
🛼 SHIPPED												
CANCELLED												

Mark as 'Shipped" (optional)

After shipping orders in AIMS360, you can manually return to NuOrder and mark the orders as Shipped.

The integration does not update the NuOrder system to confirm when the invoice and shipping are completed within AIMS360.

	NuORDER	С номе			AIMS TRAIN	ING				PHELP T LOO	GOUT
	ALL PRODUCTS RE	COMMEND	ORDERS						[🎁 WORKING ORDEF	2
	EZ ez orders	FILTER: CURRENCY (USD) COM	MPANY REP	DATE	CLEAR FILTERS				Q Search	× =	NOVETO
	- DRAFT	ORDER DATE 🔻	ORDER #	COMPANY	BUYER	SHIP START	SHIP END	TOTAL	REP Ship		
		SEP 3. 2015	103226	5 SEAS INC.	LEIA ORGANA	SEP 03, 2015	OCT 15. 2015	\$4,830.00	SC 🗻 📲 🖬		• »
	🖳 IN REVIEW	SEP 2, 2015	103225	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTTALLEN		• «
	+ PENDING	SEP 2, 2015	103223	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN		• «
	✓ APPROVED	SEP 2, 2015	103088	TRAINING BOUTIQUE	ABIGAIL	SEP 02, 2015	SEP 30, 2015	\$708.00	SCOTT ALLEN		• «
	💉 EDITED	AUG 21, 2015	103087	5 SEAS INC.	LEIA ORGANA	AUG 21, 2015	SEP 30, 2015	\$1,242.00	SCOTT ALLEN		• «
		AUG 21, 2015	102931	ABIGAIL'S PLACE	ABIGAIL	AUG 21, 2015	SEP 30, 2015	\$1,664.00	SCOTT ALLEN		
	¢) PROCESSED	AUG 3, 2015	102346	ABIGAIL'S PLACE	ABIGAIL	AUG 03, 2015	SEP 30, 2015	\$1,197.00	SCOTT ALLEN		
	🛼 SHIPPED										
	CANCELLED										
		Now showing 7 of 7 orders in	USD						EXPORT Total	\$11,057.00	
https://whole	sale.sandbox1.nuorder.com/nuor	der#									