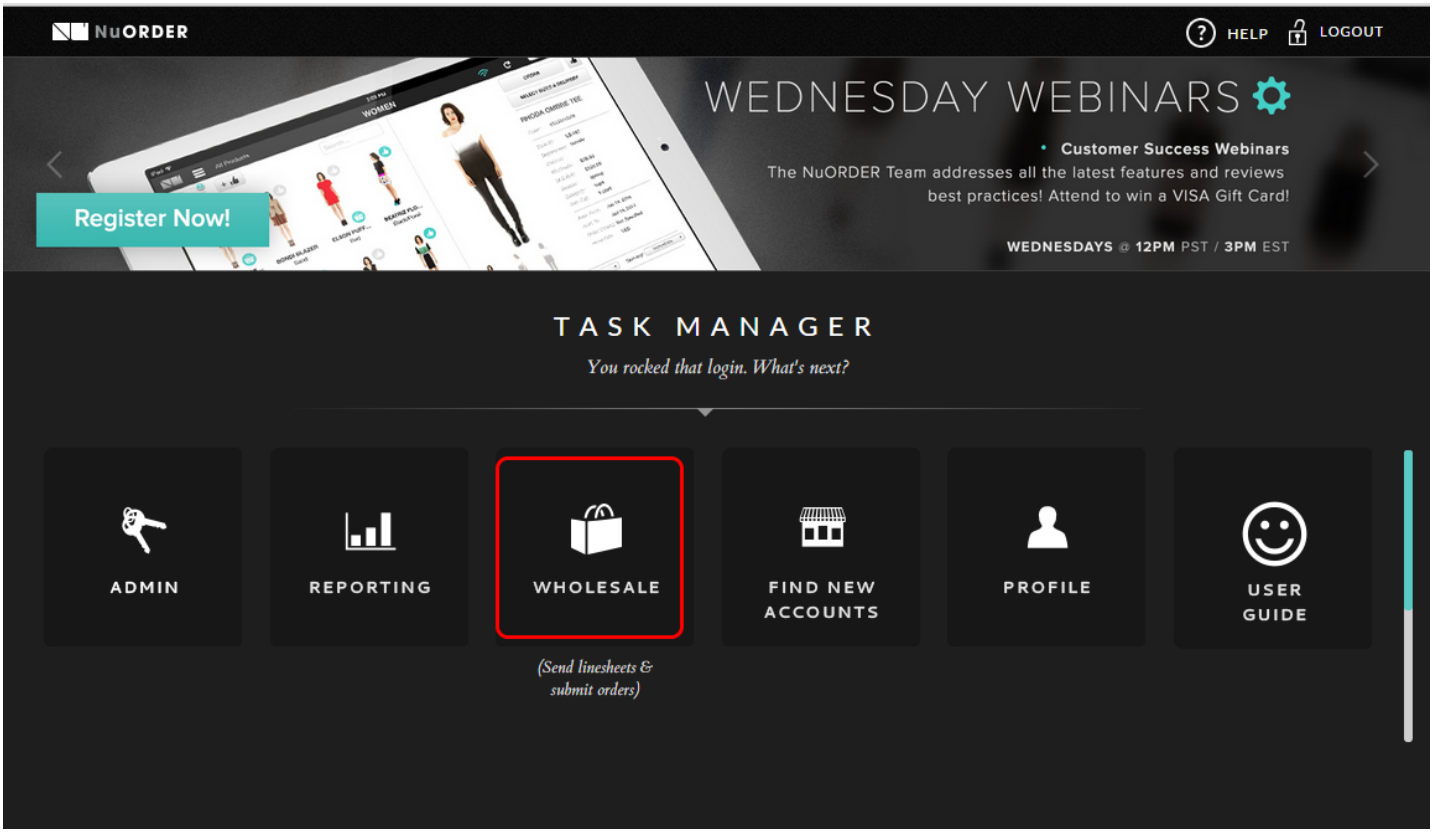
NuOrder: Import Orders

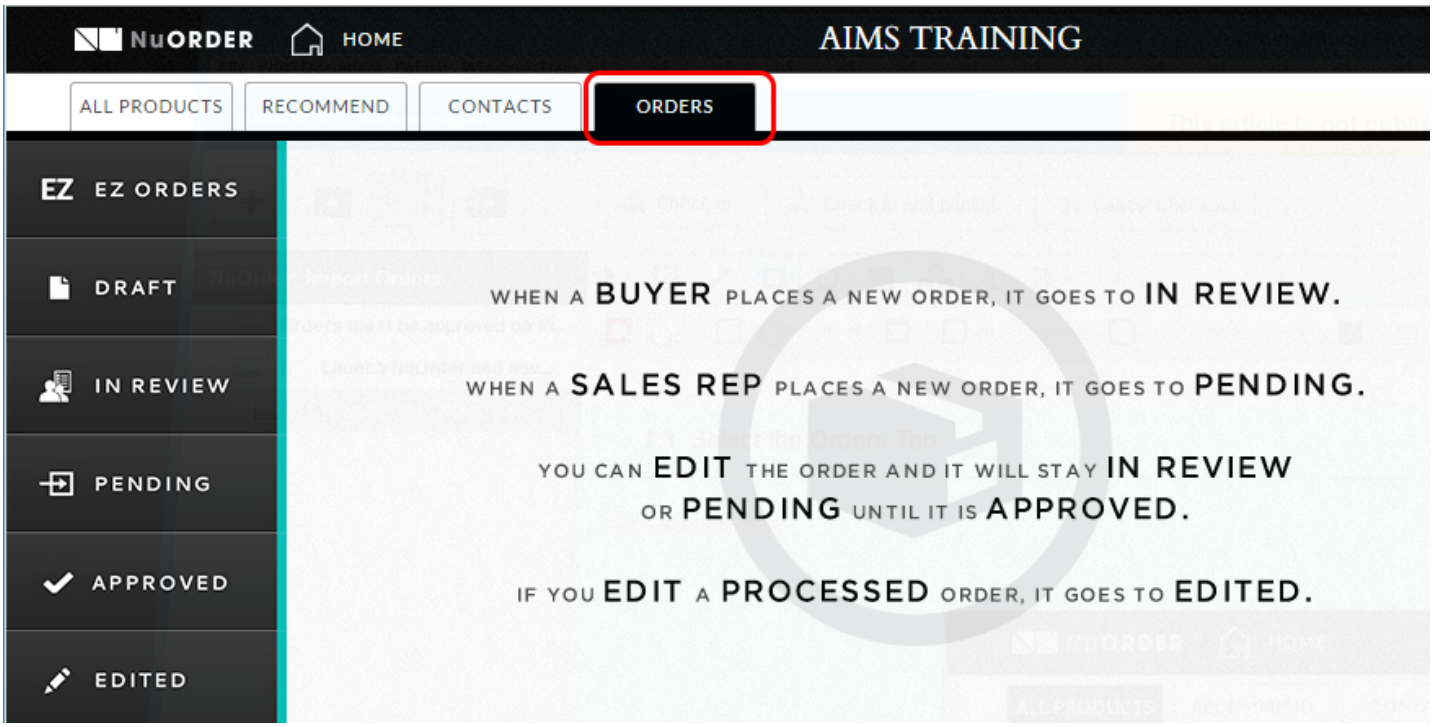
Orders must be approved on the NuOrder site

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

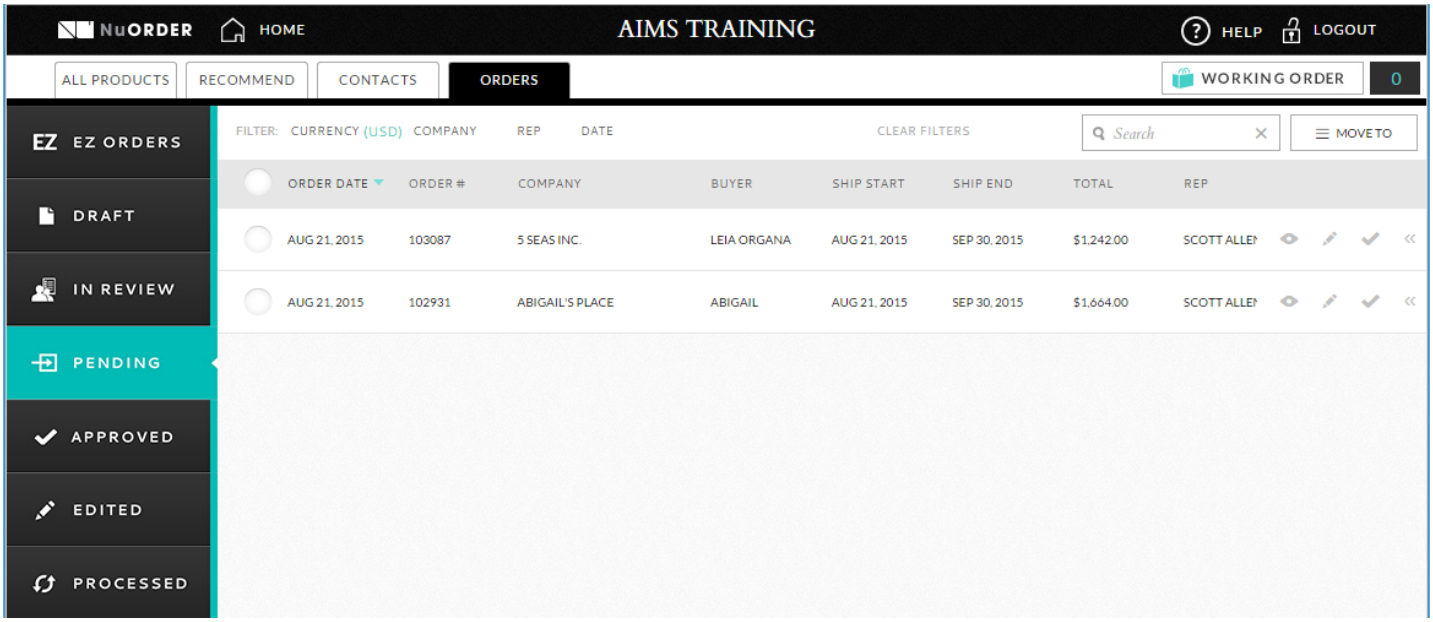
1. Launch NuOrder and navigate to the Wholesale section



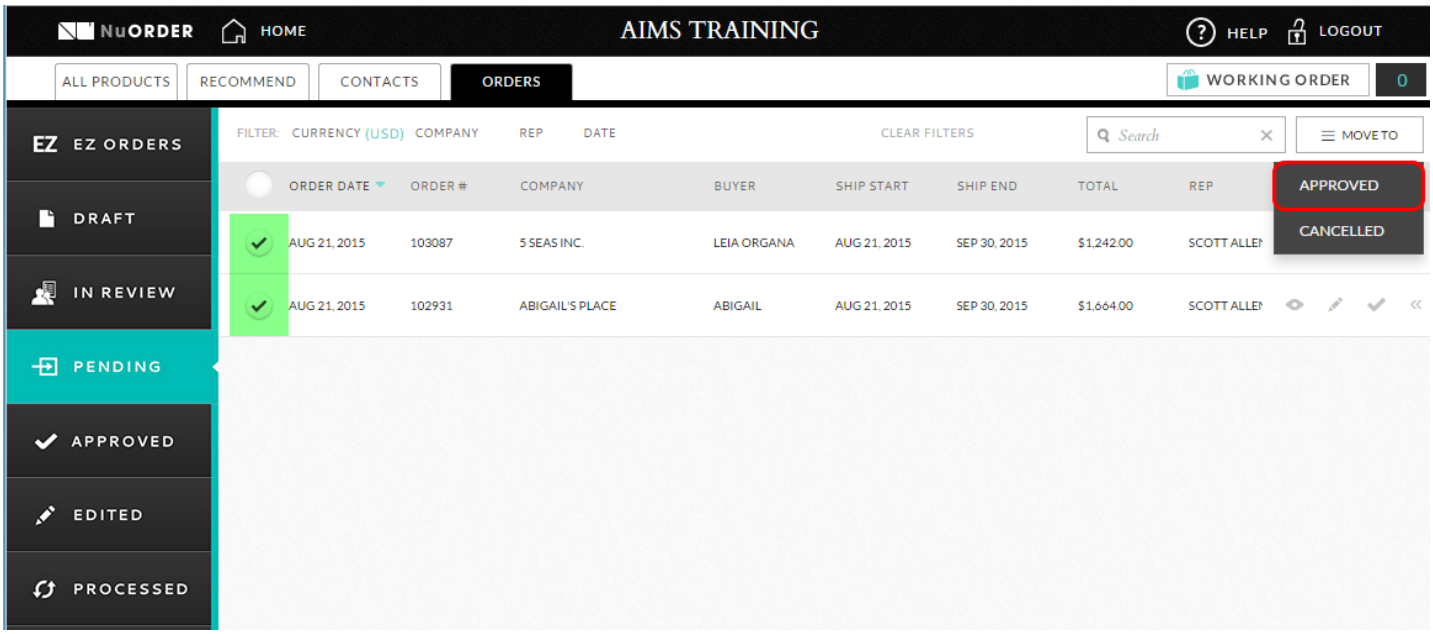
1.1 Select the Orders Tab



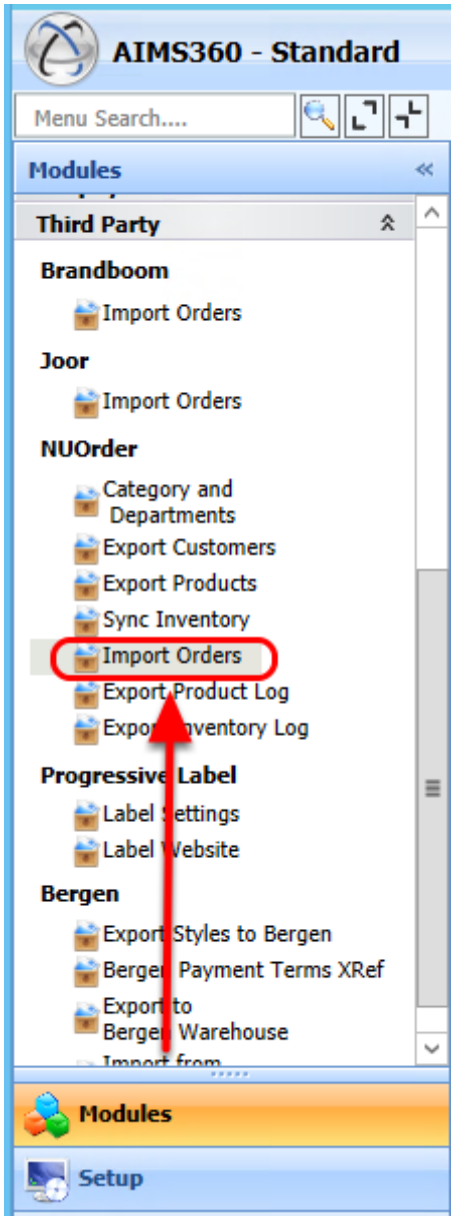
1.2 Goto Pending Orders



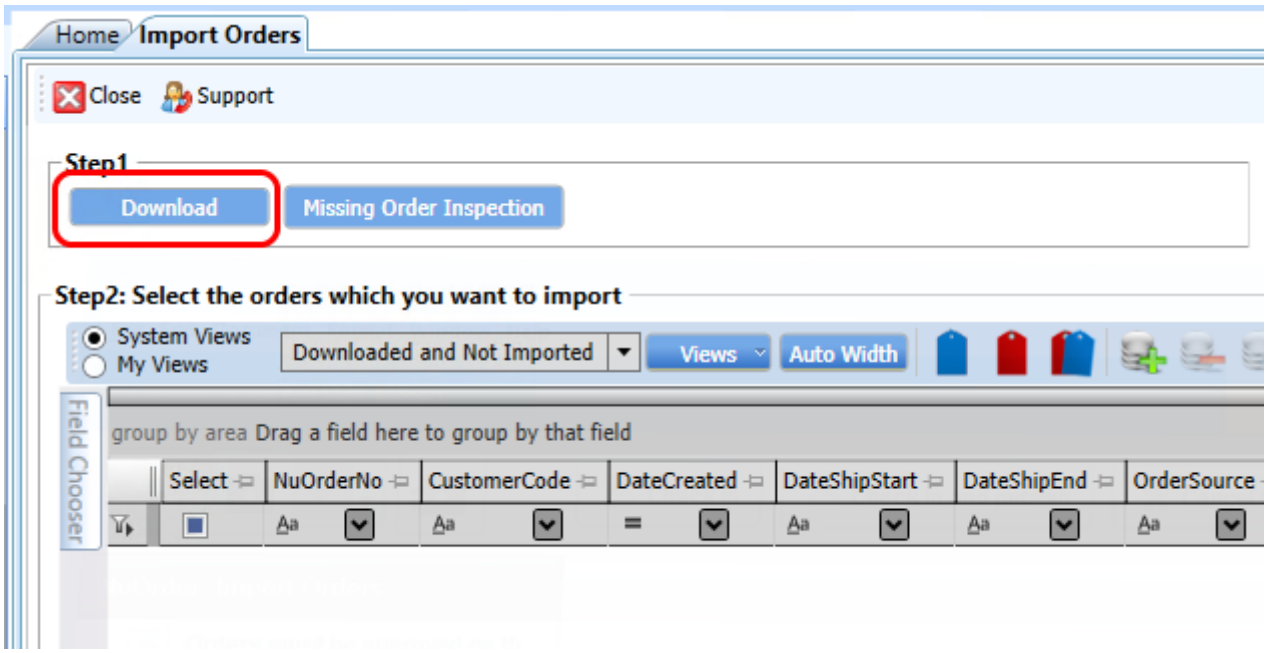
1.3 Select and Approve the orders



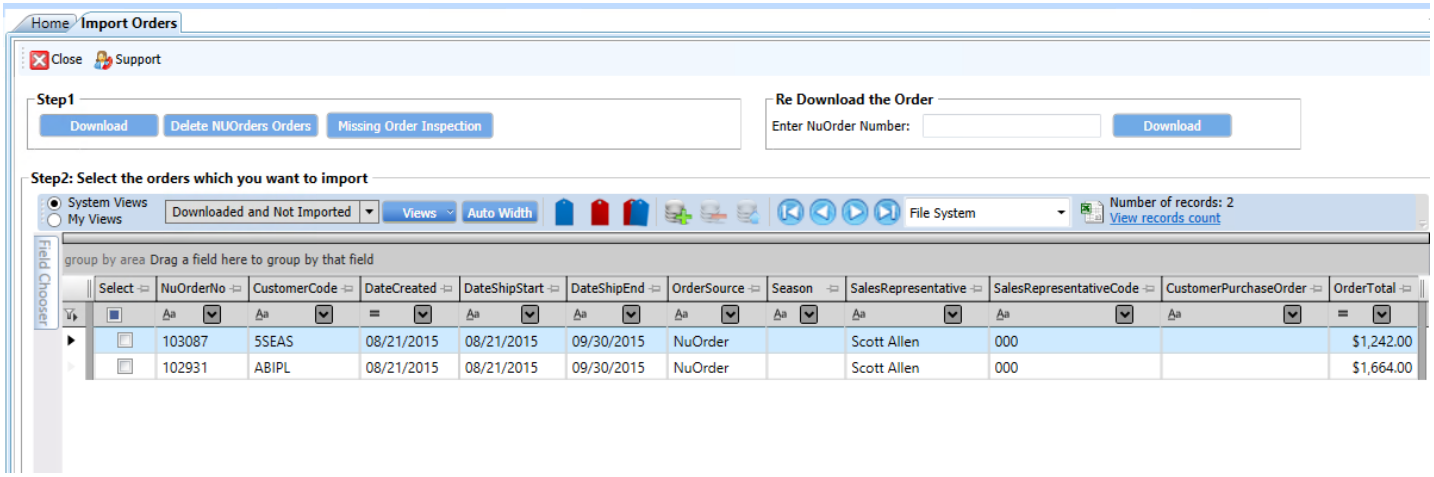
2. Launch the Import Orders module under Third Party > NuOrder



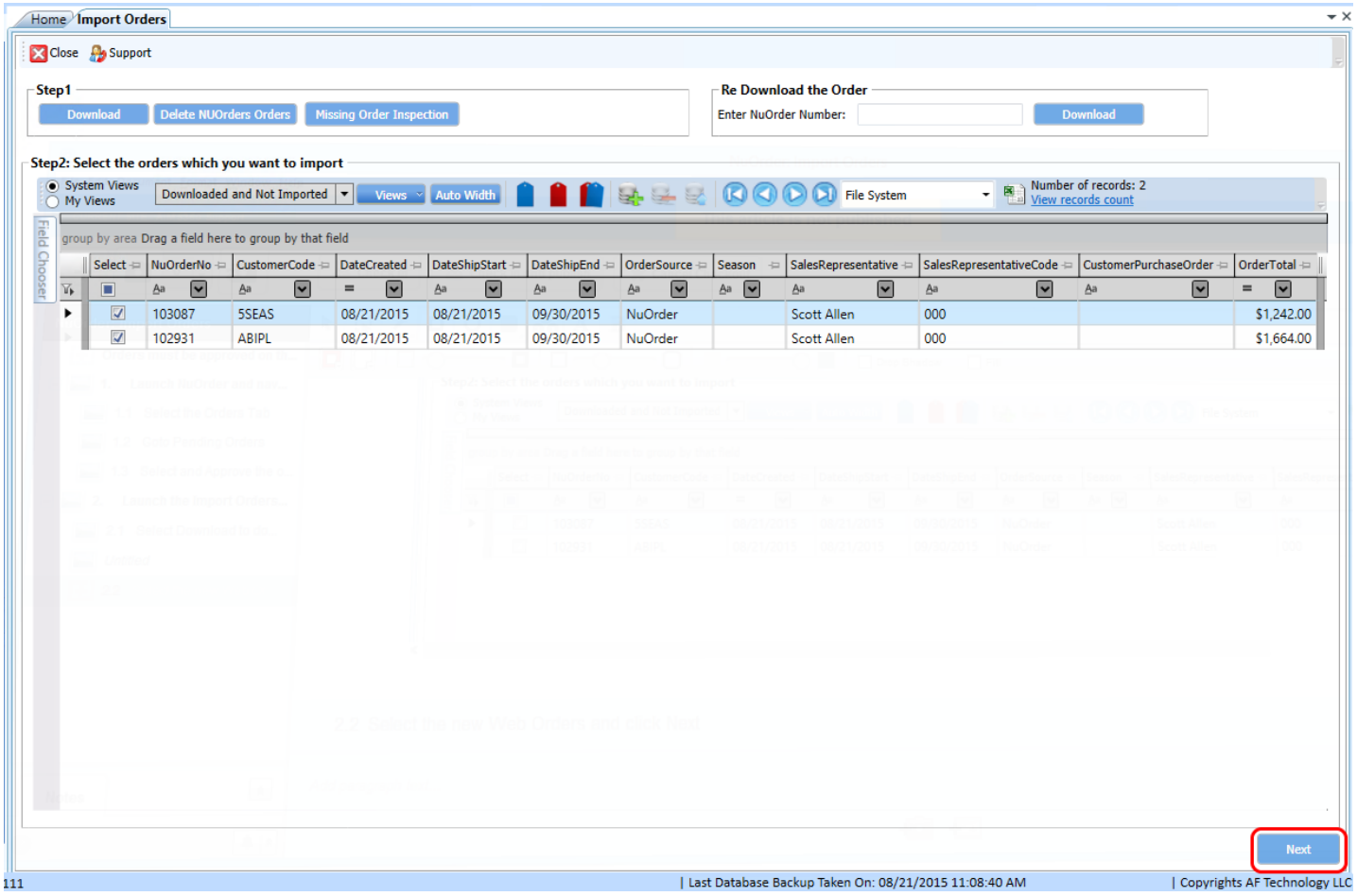
2.1 Select Download to download new orders



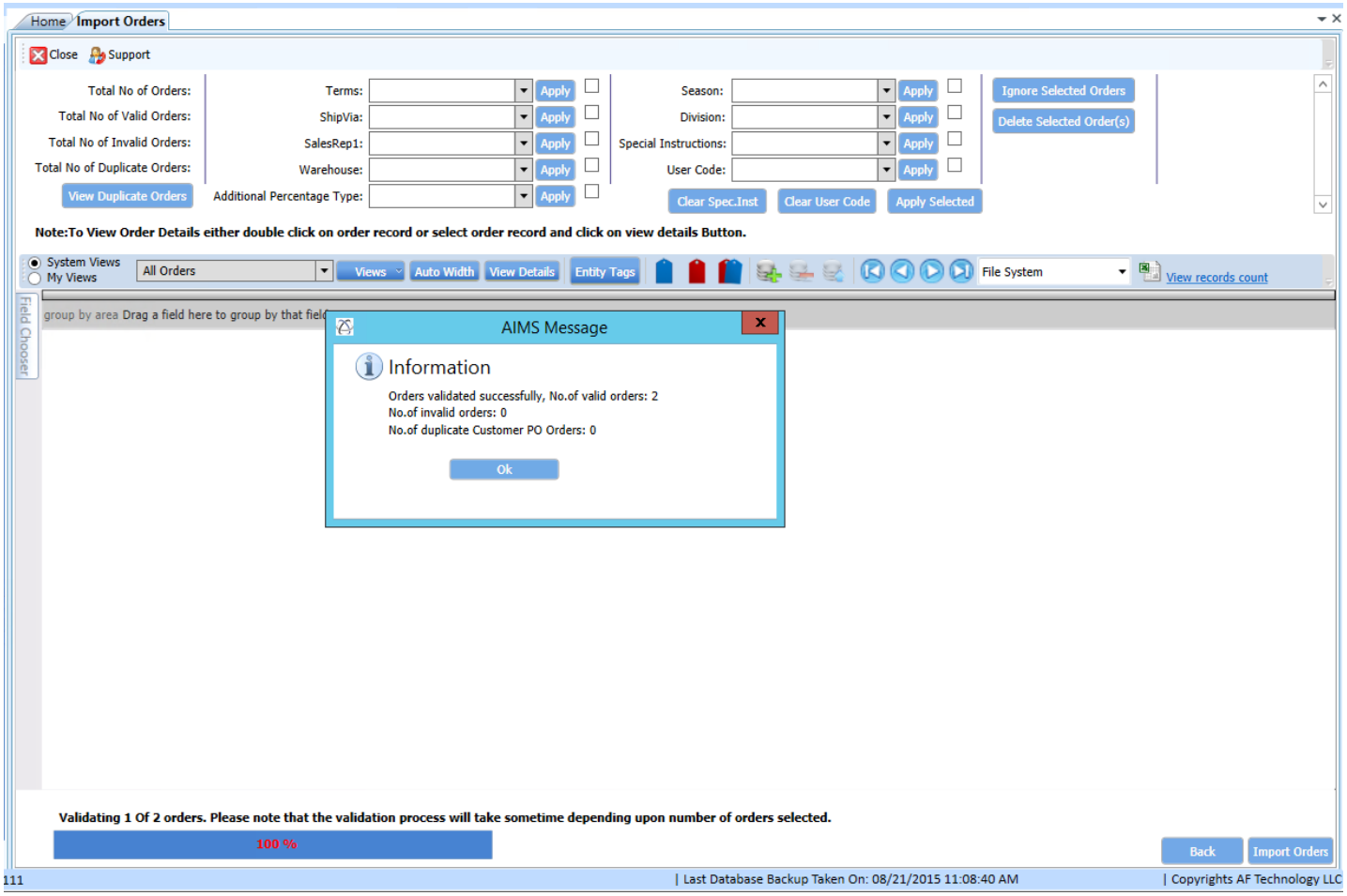
All new Web orders should appear in AIMS360



2.2 Select the new Web Orders and click Next

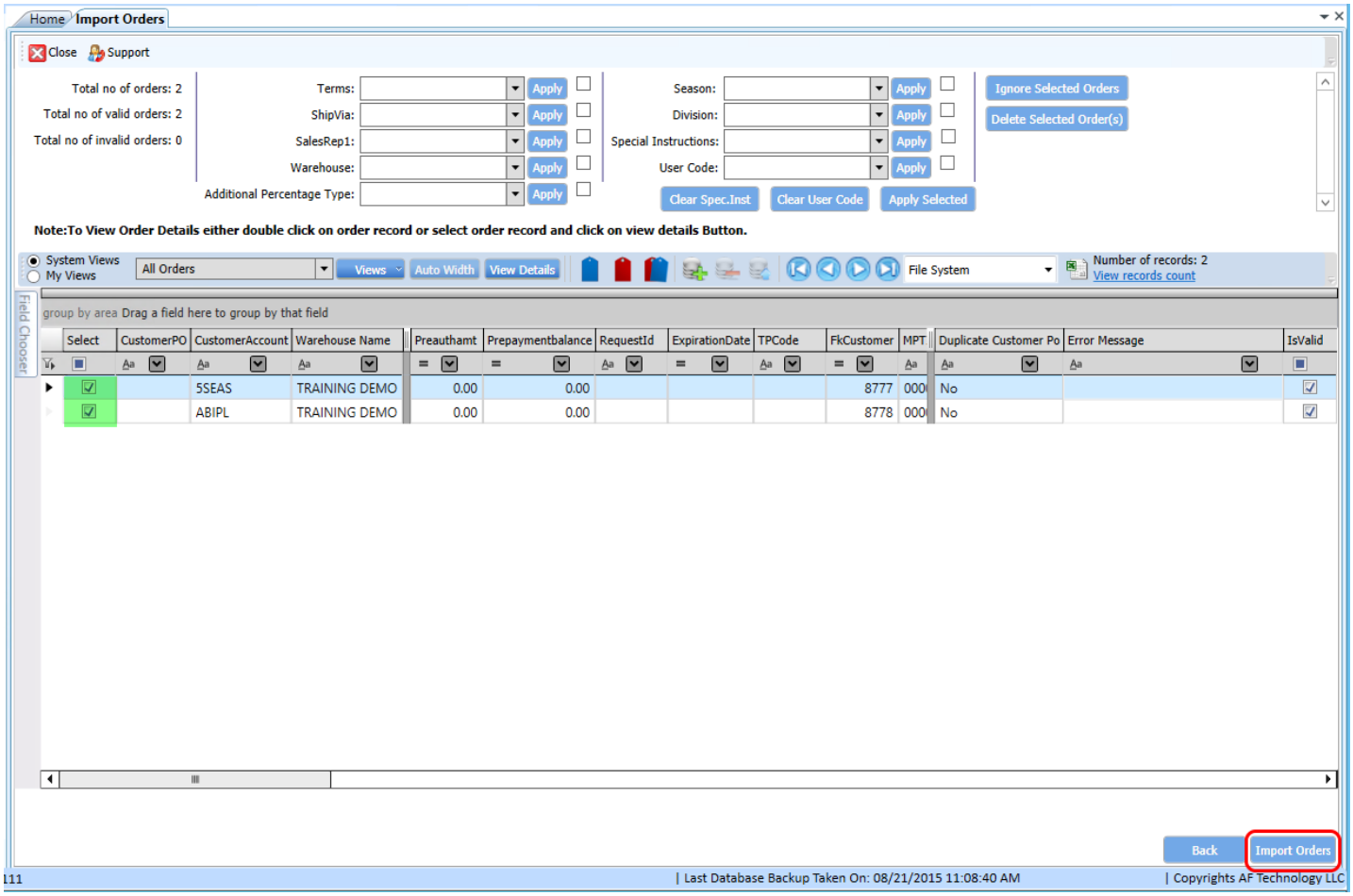


The system will review and validate the orders.

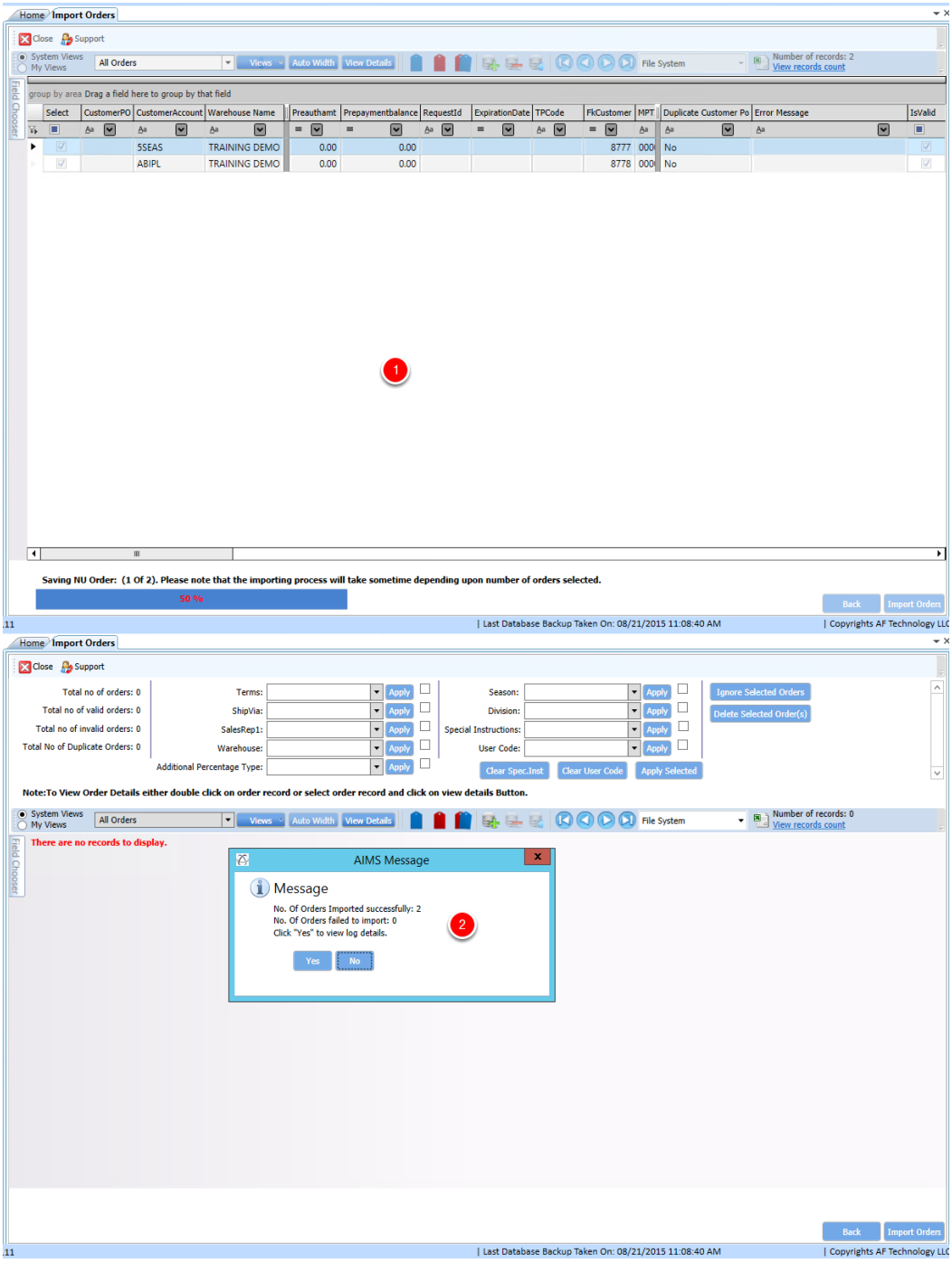


2.3 Import the New Orders

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

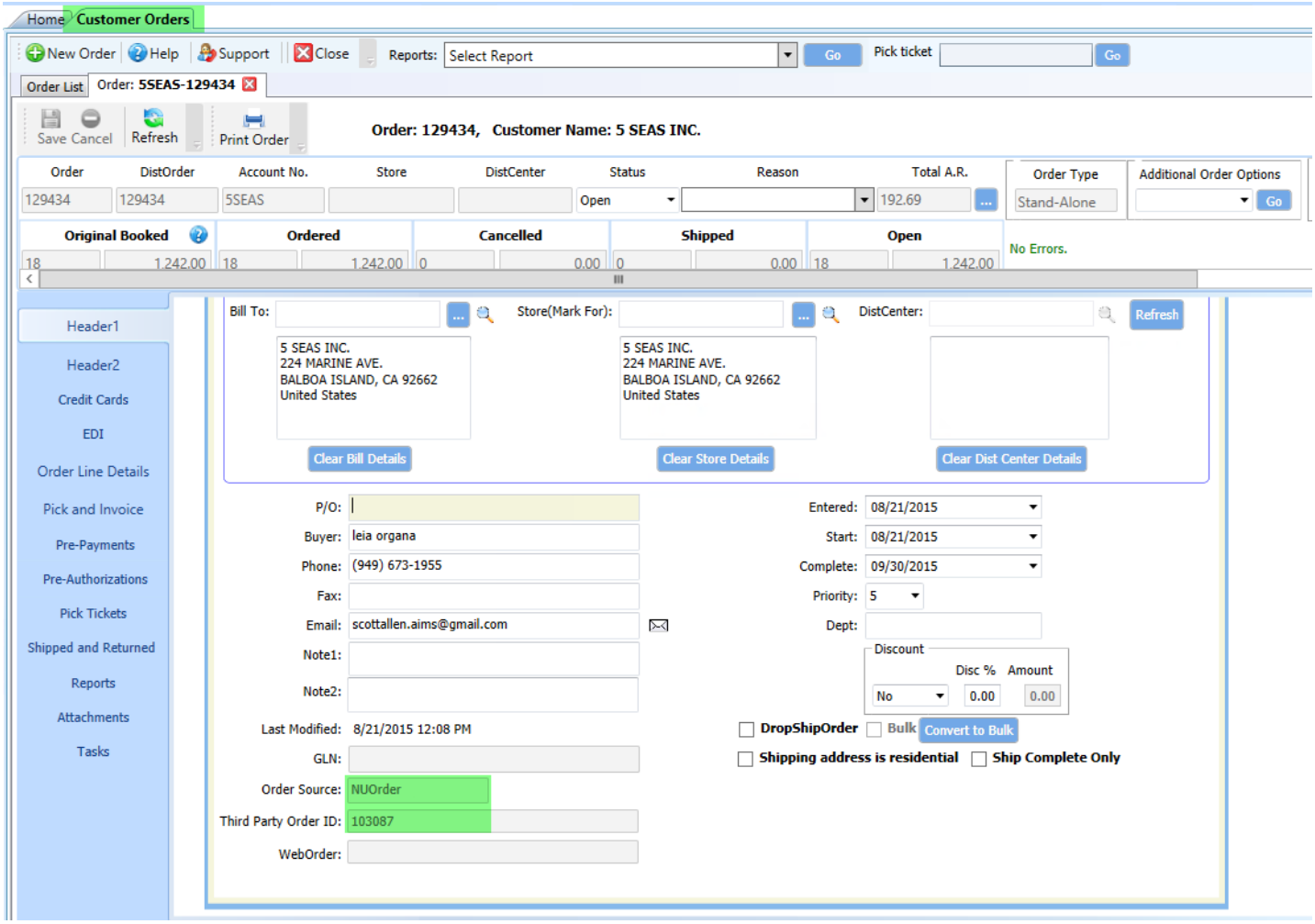


The system will auto process the New Orders and add them to AIMS360.



3. Review the New Orders in Customer Orders

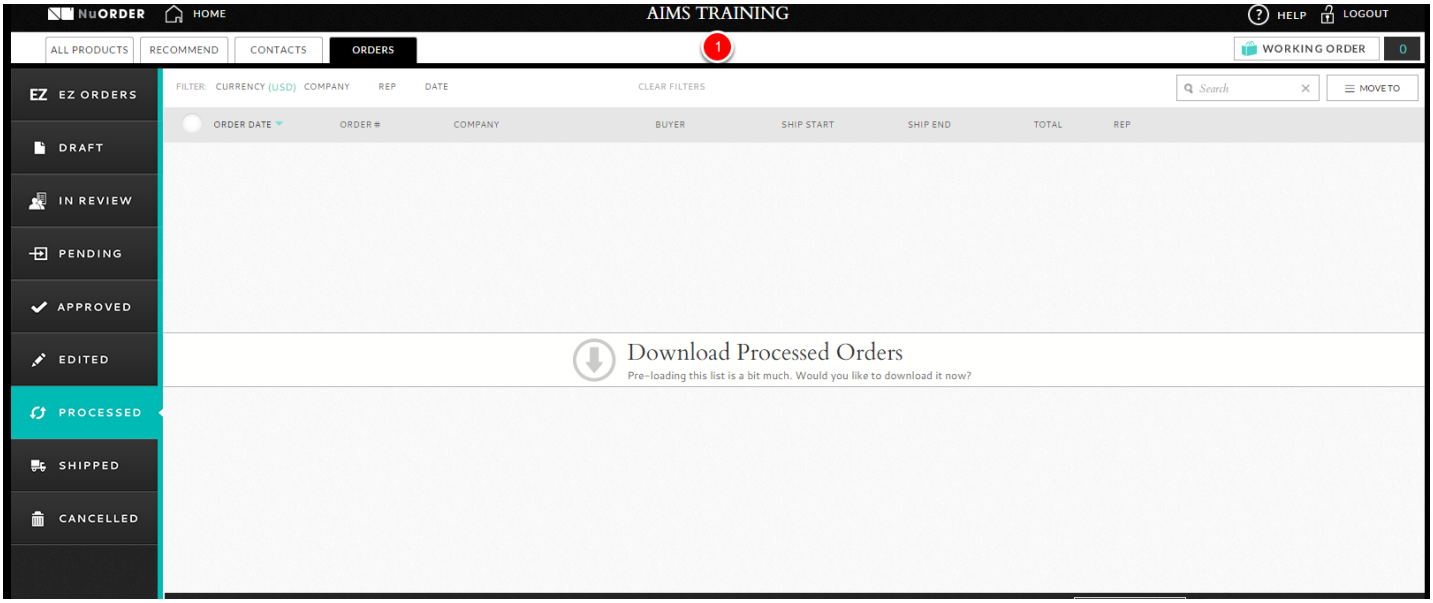
The orders will appear in AIMS360 like any other Customer Order for processing based on regular procedure.



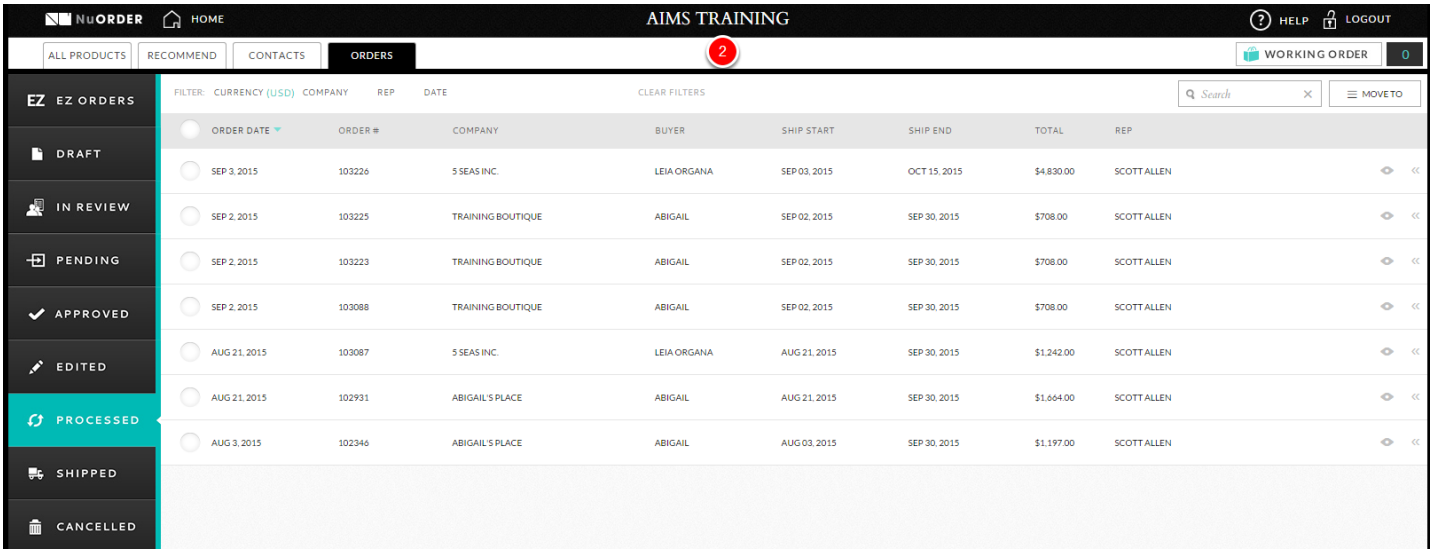
What happens to the orders on the NuOrder Site?

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.

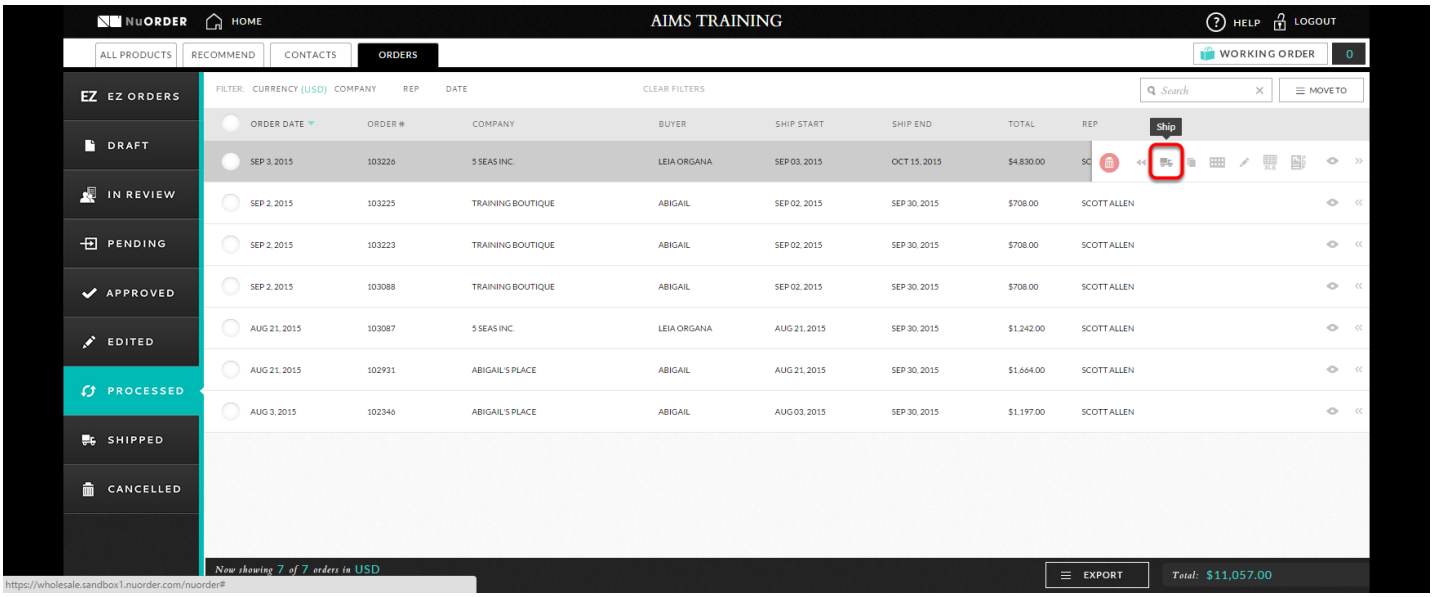
1. Click the Download Processed Orders link



2. Review the orders as needed.



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.