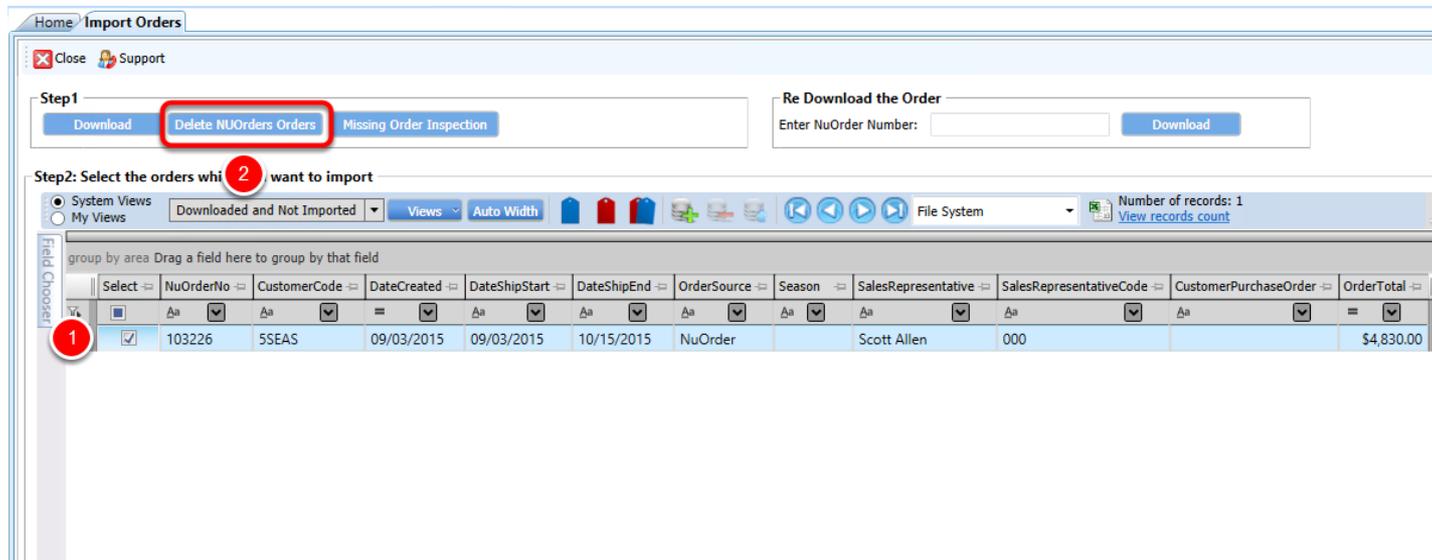


NuOrder - Delete and re-import orders

If you have imported orders into AIMS360 and for whatever reason find the you prefer to delete the orders and re-import them, the procedure below should allow you to do so.

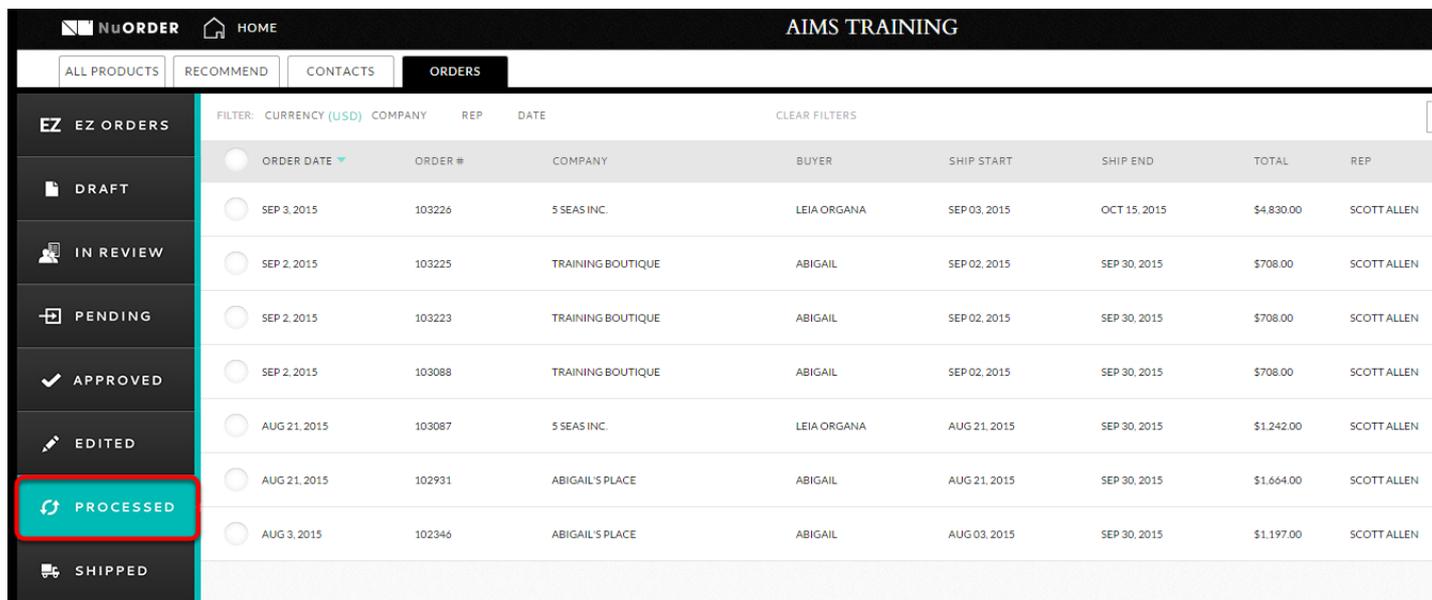
1. delete existing imported (not processed) orders

1. Select the order or orders from the Downloaded and Not Imported screen.
2. Then press the delete NuOrder Orders button



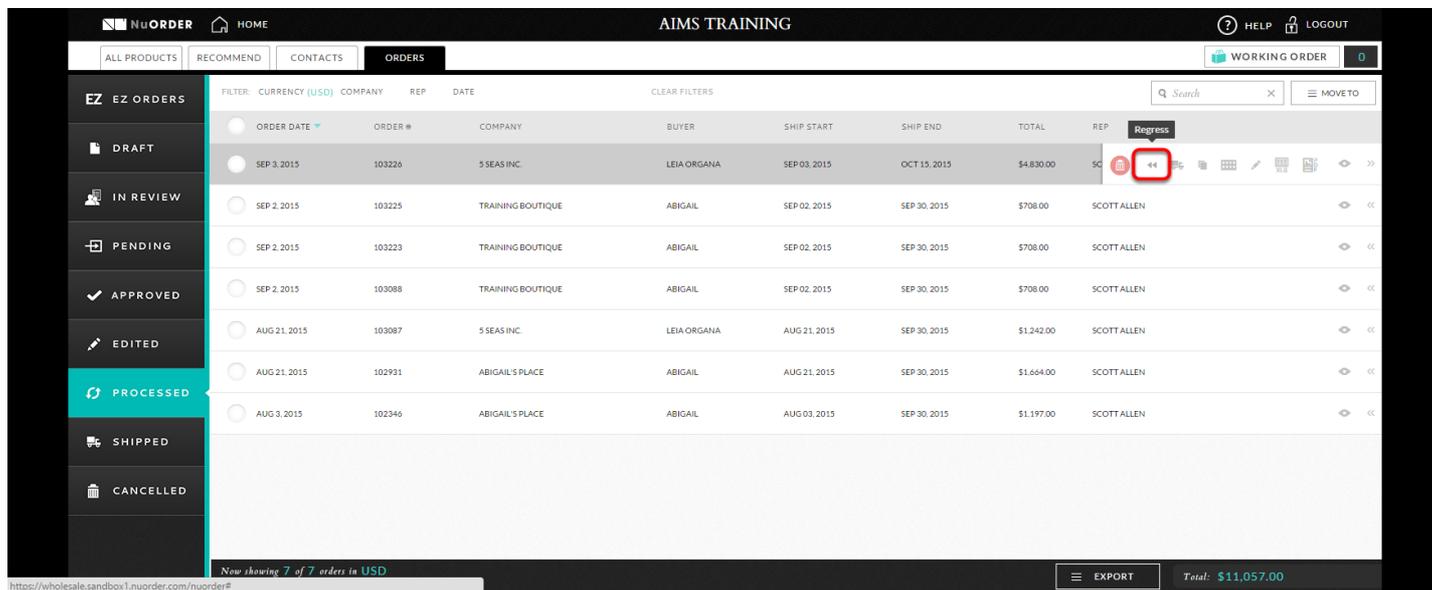
2. Goto NuOrder website

2.1 Goto Wholesale > Orders > Processed Orders

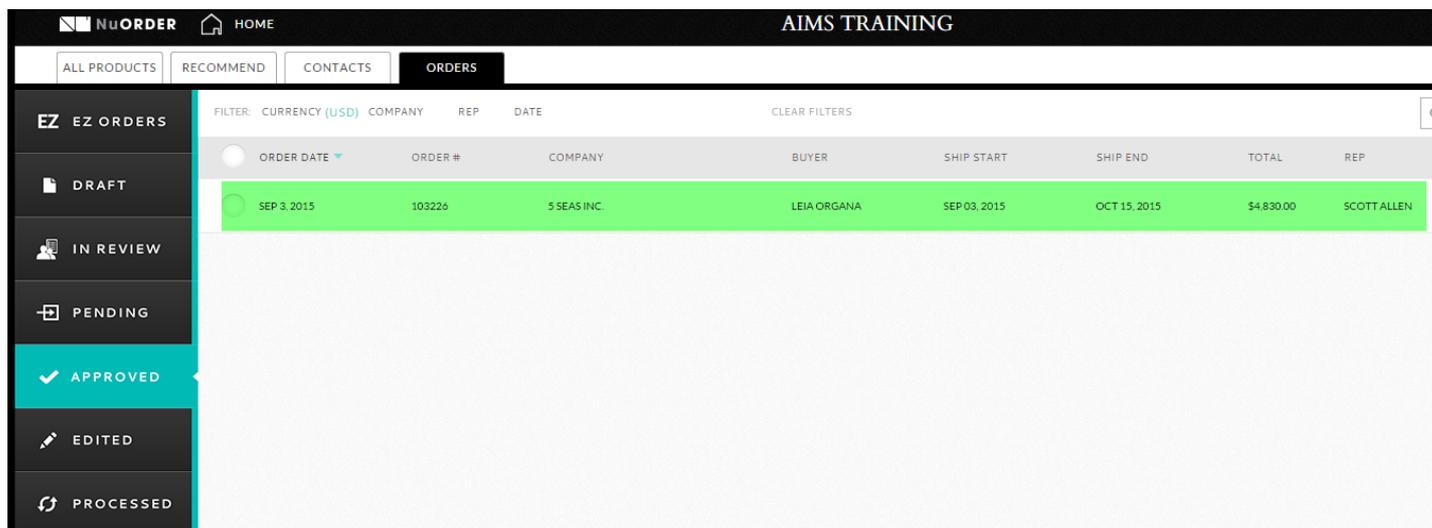


2.2 Locate the orders you need to re-import and select the option for 'regress'

This will move the order back to the Approved section.



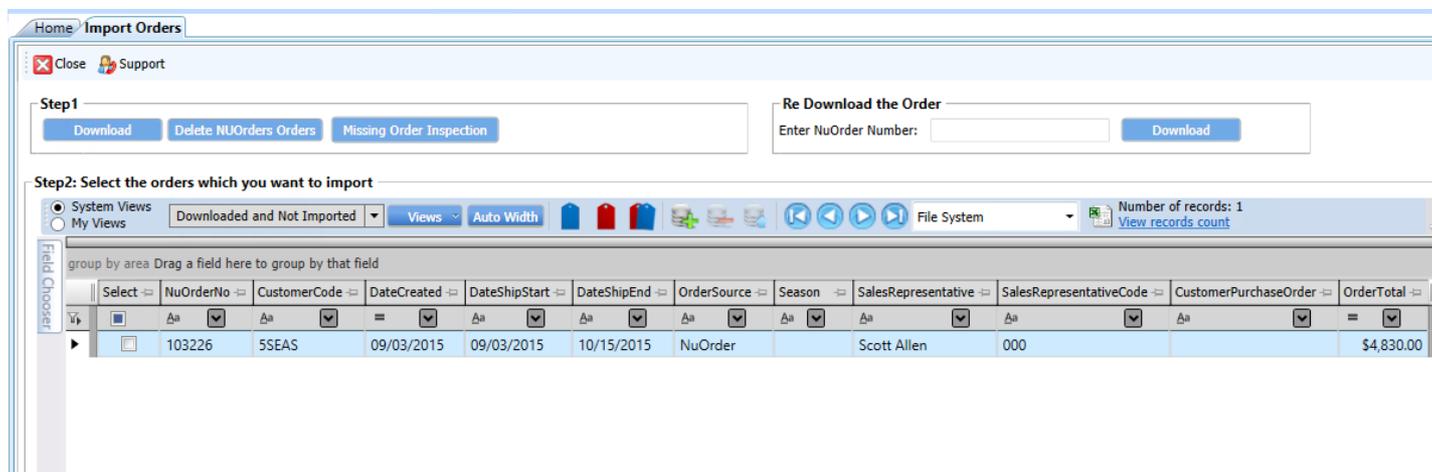
Order is now back in "Approved" and ready for download and import



3. Return to AIMS360 to re-download and import the order(s)



After Download



4. Complete the processing as normal

See NuOrder: Import Orders