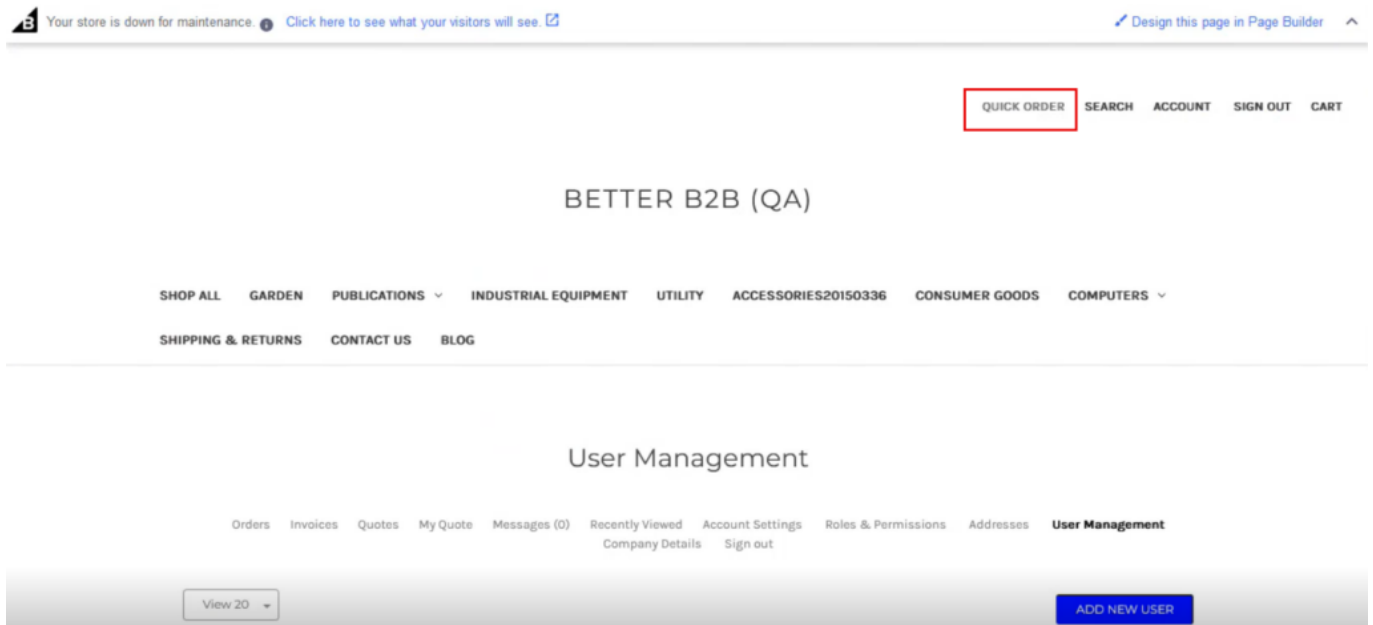


Managing Sales Order Sync

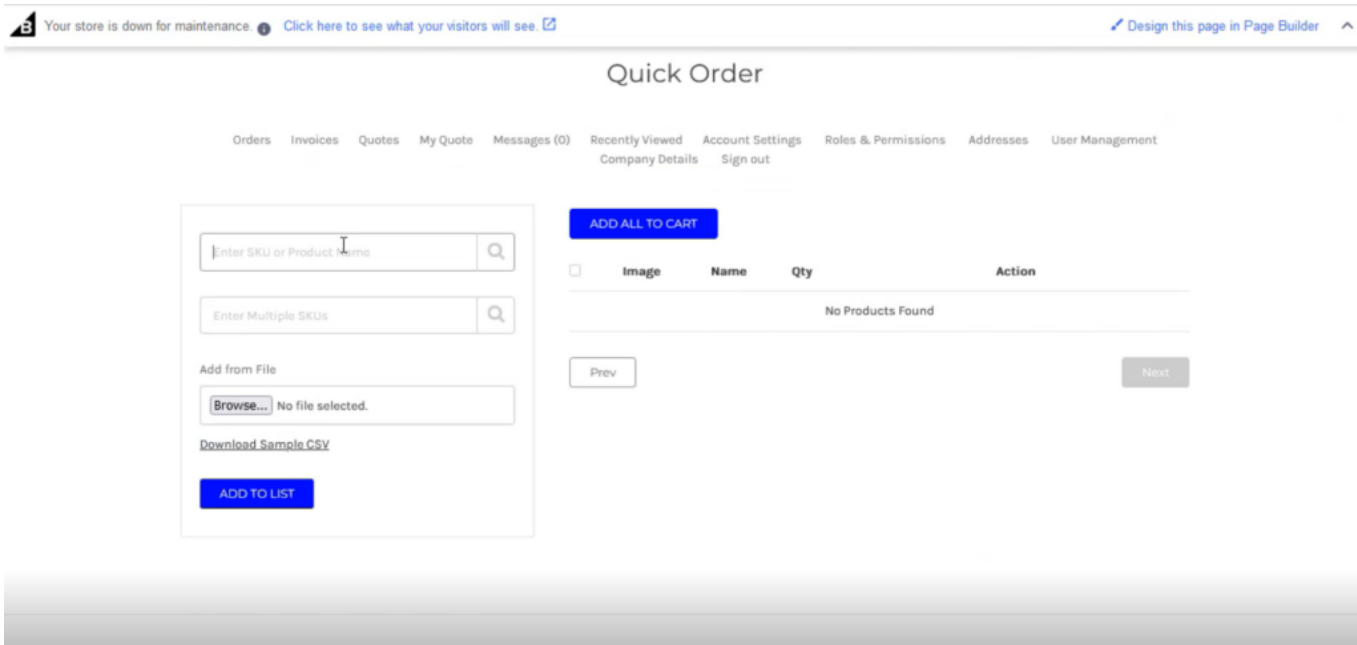


After signing up for Better B2B front end as a Business you will get an option for the **[Quick Order]**.



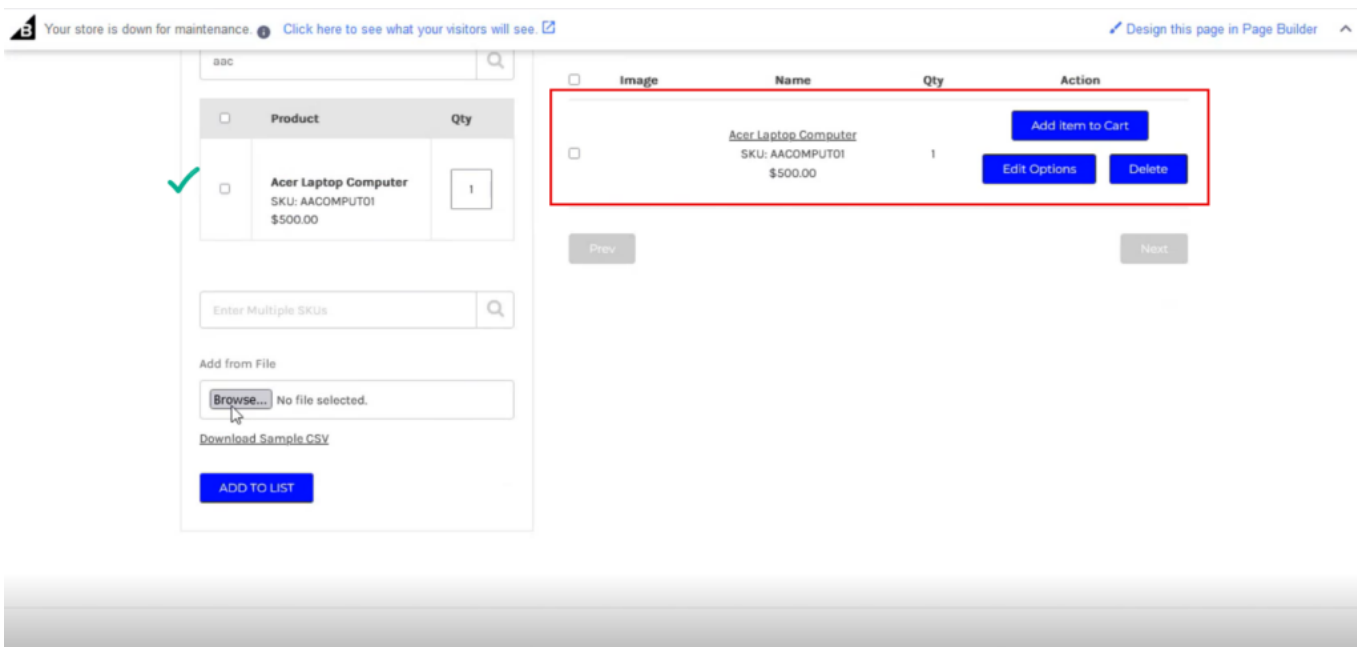
Quick Order in Better B2B Front End

Upon clicking on the **[Quick Order]** you will be redirected to the following screen.




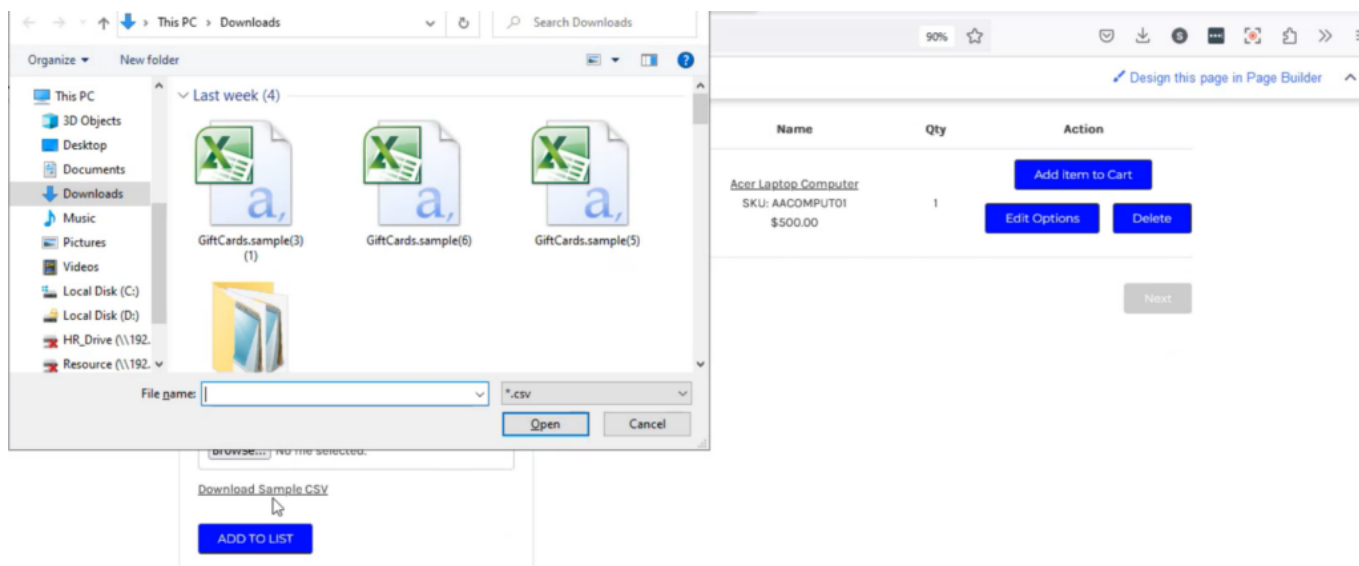
Quick Order detail screen

From the search box of the SKU, you can select the product.



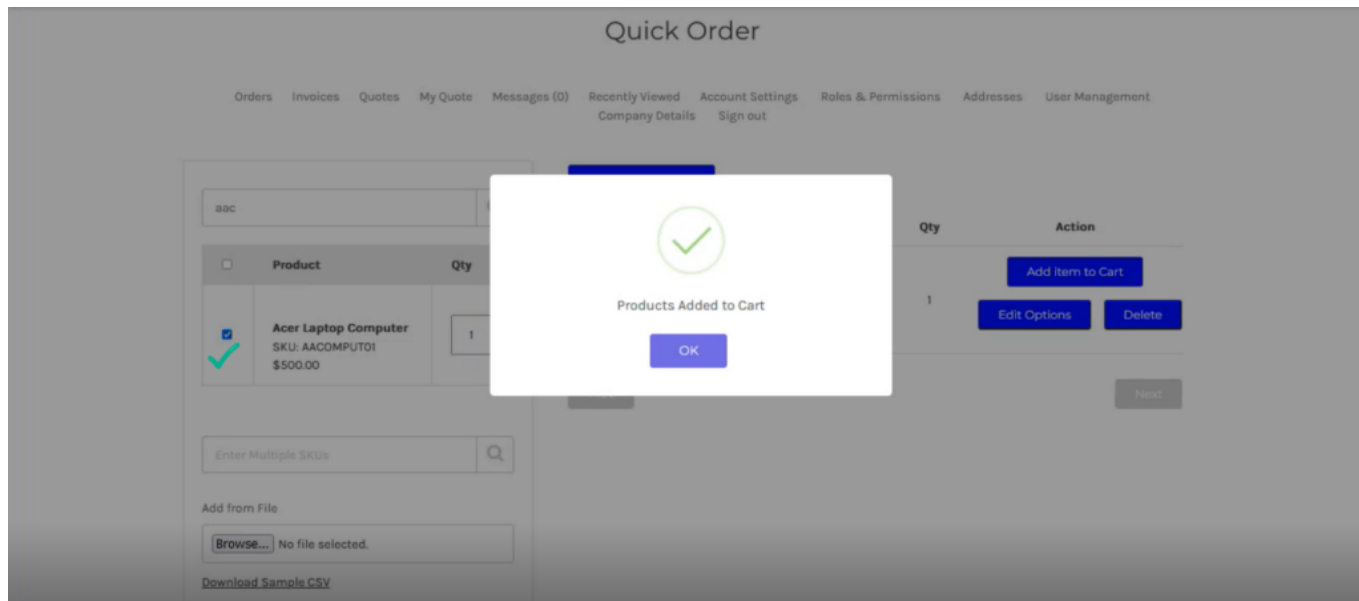
Select the Product in Better B2B

 If you have a product list in your local system, you can upload the products in bulk by using the [Browse] Option.



Option to download and add bulk products

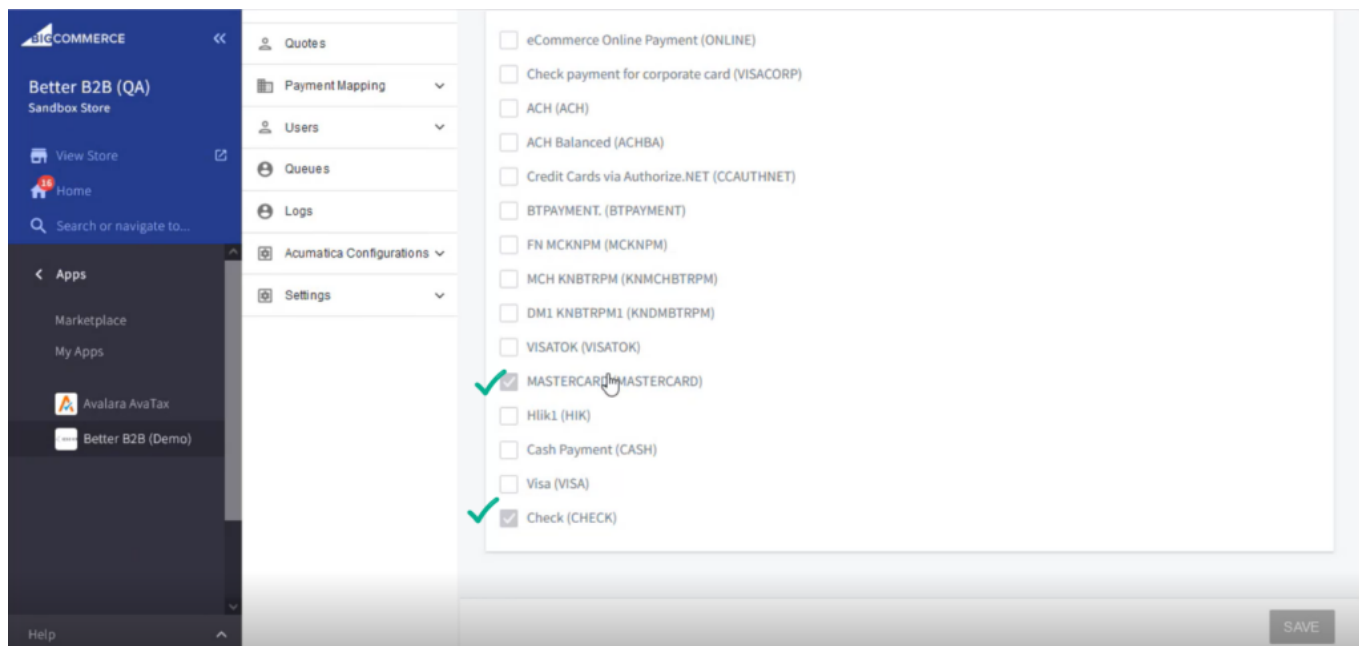
To add the product to the cart, check the box.



Adding the product to the Cart

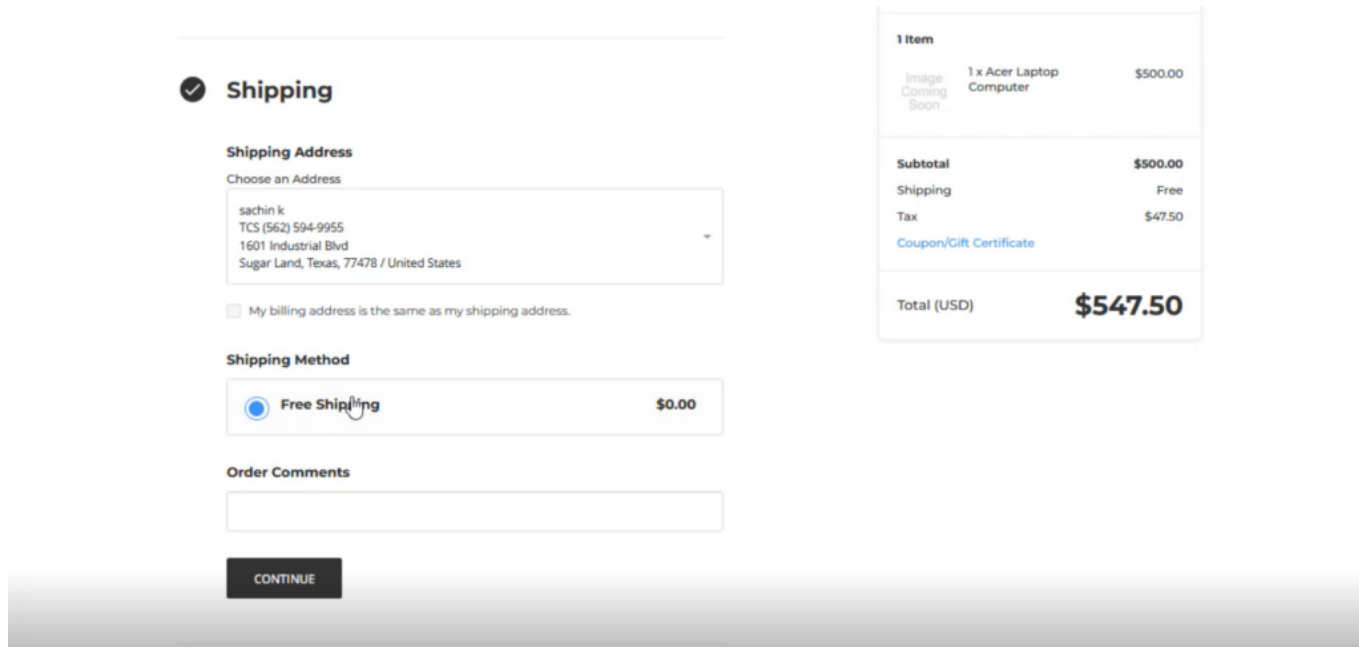
To place the order, you need the [Payment Methods]. The payment method should be set in Acumatica.

Go to the [Companies] in Better B2B. Under the specific company, you will be able to view that the payment method is synced.



Payment method got synced

It will be reflected on the front end as shown in the following figures.



✓

Shipping

sachin k
TCS (562) 594-9955
1601 Industrial Blvd
Sugar Land, Texas, 77478 / United States

Edit

✓

Billing

sachin k
TCS (562) 594-9955
1601 Industrial Blvd
Sugar Land, Texas, 77478 / United States

Edit

4

Payment

☐ Cash on Delivery

PLACE ORDER

1 Item

Image
Coming
Soon

1 x Acer Laptop
Computer

\$500.00

Subtotal

\$500.00

Shipping

Free

Tax

\$47.50

Coupon/Gift Certificate

Total (USD)

\$547.50

Payment method

Better B2B (QA)

Thank you sachin!

Your order number is **423**

Your order was sent to us but is currently awaiting payment. Once we receive the payment for your order, it will be completed. If you've already provided payment details then we will process your order manually and send you an email when it's completed.

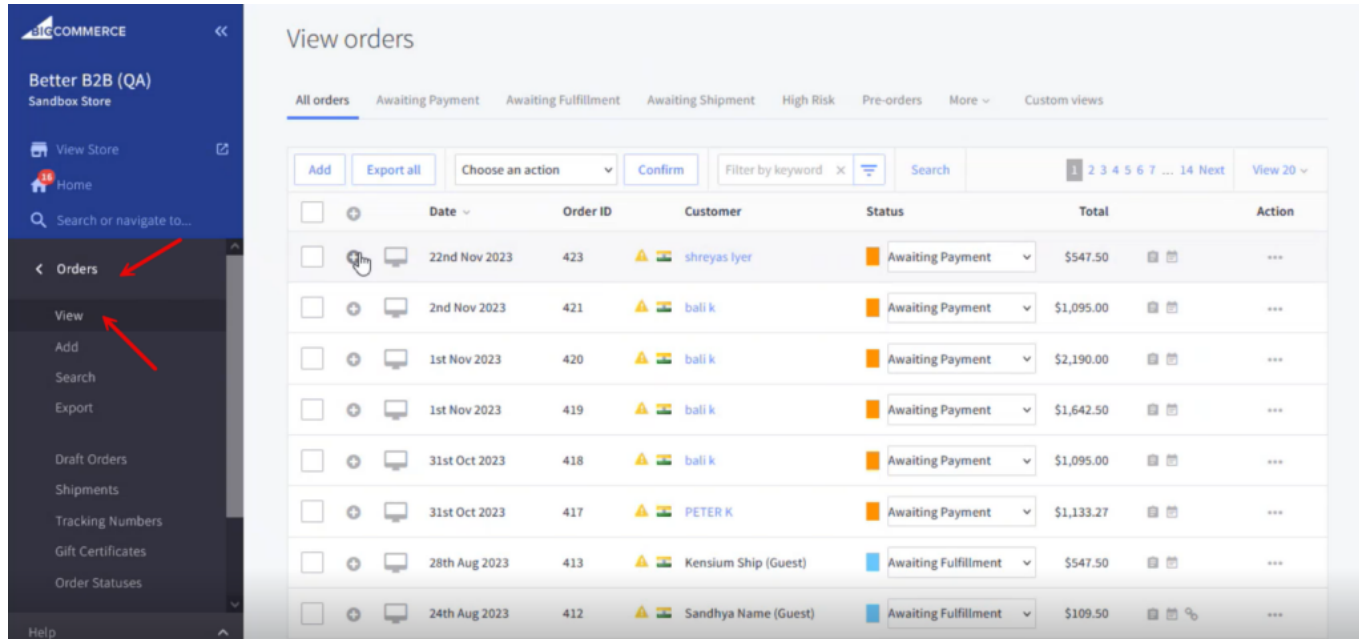
Type your cash on delivery instructions in here.

CONTINUE SHOPPING »

Order Summary		Print
1 Item		
<div>Image Coming Soon</div>	1 x Acer Laptop Computer	\$500.00
Subtotal		\$500.00
Shipping		Free
Tax		\$47.50
Total (USD)		\$547.50

Payment method

The order will be displayed in BigCommerce, not in the B2B app. Go to the Order section at the left panel of the BigCommerce and click as shown below.



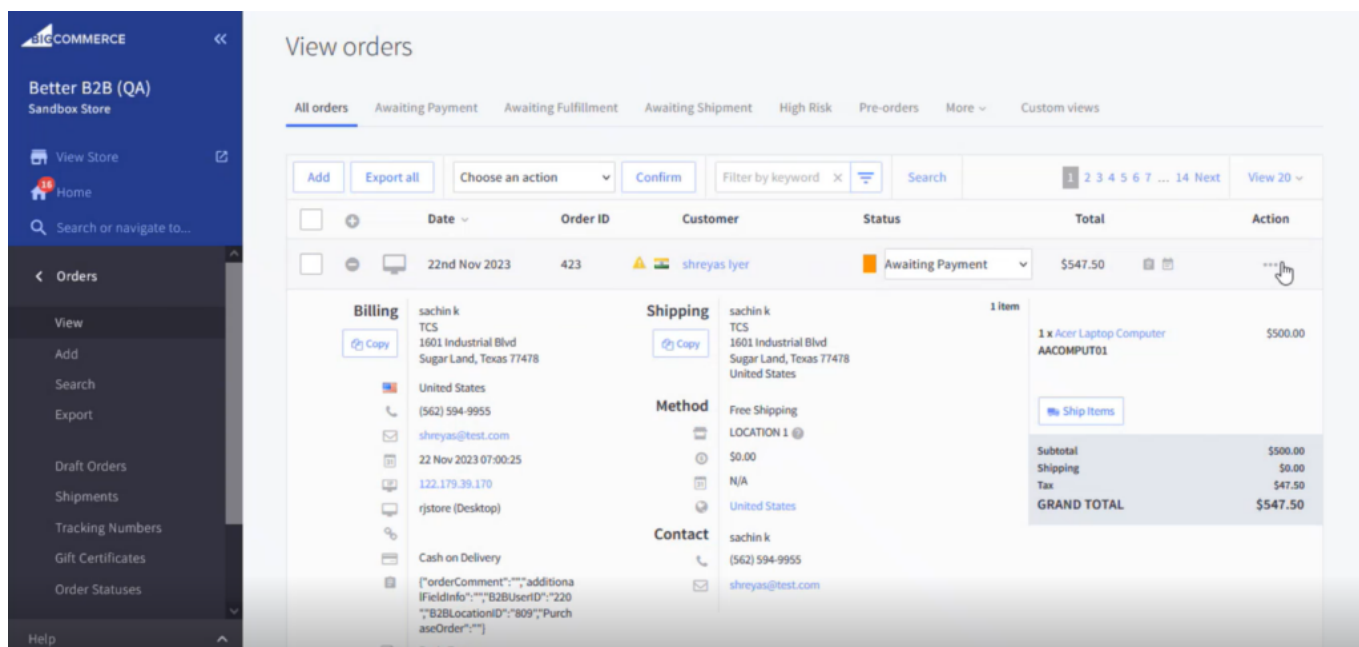
View orders

All orders | Awaiting Payment | Awaiting Fulfillment | Awaiting Shipment | High Risk | Pre-orders | More | Custom views

Buttons: Add, Export all, Choose an action, Confirm, Filter by keyword, Search, 1 2 3 4 5 6 7 ... 14 Next, View 20

	Date	Order ID	Customer	Status	Total	Action
<input type="checkbox"/>	22nd Nov 2023	423	shreyas lyer	Awaiting Payment	\$547.50	...
<input type="checkbox"/>	2nd Nov 2023	421	bali k	Awaiting Payment	\$1,095.00	...
<input type="checkbox"/>	1st Nov 2023	420	bali k	Awaiting Payment	\$2,190.00	...
<input type="checkbox"/>	1st Nov 2023	419	bali k	Awaiting Payment	\$1,642.50	...
<input type="checkbox"/>	31st Oct 2023	418	bali k	Awaiting Payment	\$1,095.00	...
<input type="checkbox"/>	31st Oct 2023	417	PETER K	Awaiting Payment	\$1,133.27	...
<input type="checkbox"/>	28th Aug 2023	413	Kensium Ship (Guest)	Awaiting Fulfillment	\$547.50	...
<input type="checkbox"/>	24th Aug 2023	412	Sandhya Name (Guest)	Awaiting Fulfillment	\$109.50	...

Orders in Big Commerce



View orders

All orders | Awaiting Payment | Awaiting Fulfillment | Awaiting Shipment | High Risk | Pre-orders | More | Custom views

Buttons: Add, Export all, Choose an action, Confirm, Filter by keyword, Search, 1 2 3 4 5 6 7 ... 14 Next, View 20

	Date	Order ID	Customer	Status	Total	Action
<input type="checkbox"/>	22nd Nov 2023	423	shreyas lyer	Awaiting Payment	\$547.50	...

Billing

sachin k
TCS
1601 Industrial Blvd
Sugar Land, Texas 77478
United States
(562) 594-9955
shreyas@test.com
22 Nov 2023 07:00:25
122.179.39.170
rjstore (Desktop)
Cash on Delivery
["orderComment":"","additionalFieldInfo":"","B2BUserID":"220","B2BLocationID":"809","PurchaseOrder":"",""]
Basic Tax

Shipping

sachin k
TCS
1601 Industrial Blvd
Sugar Land, Texas 77478
United States
Method
Free Shipping
LOCATION 1 @
\$0.00
N/A
United States
Contact
sachin k
(562) 594-9955
shreyas@test.com

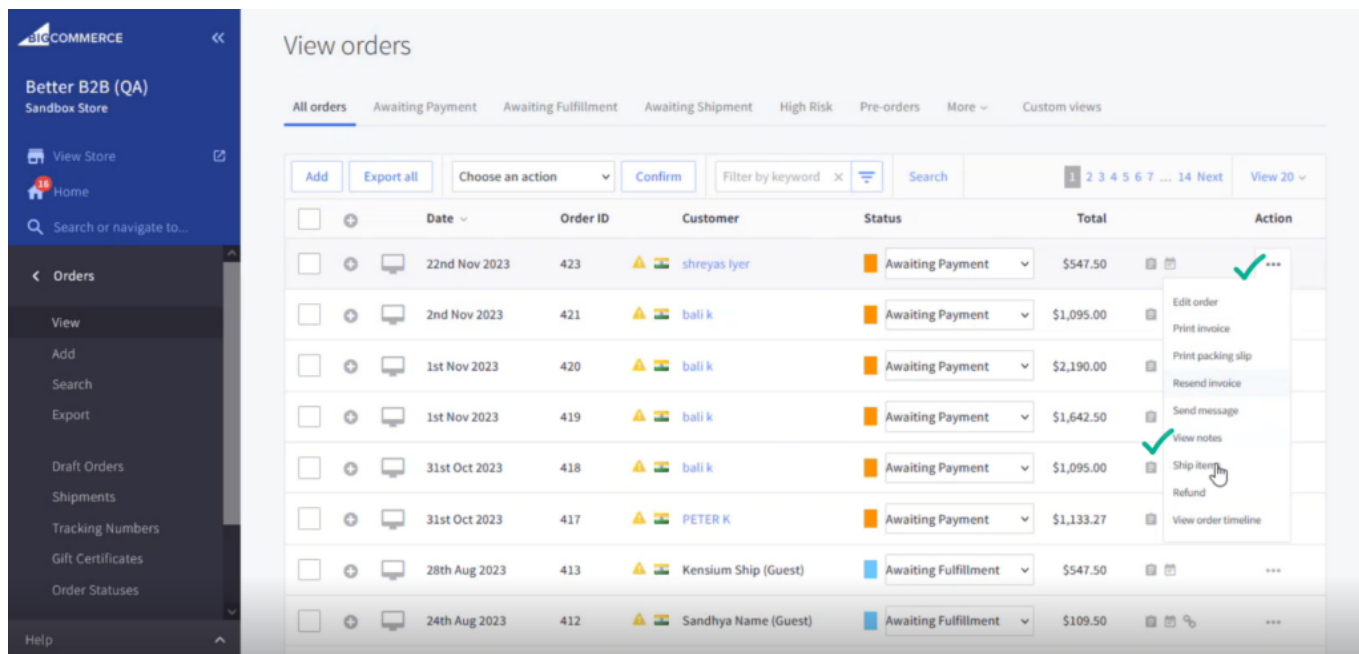
1 item

1 x Acer Laptop Computer
AACOMPUT01
\$500.00
Ship Items

Subtotal \$500.00
Shipping \$0.00
Tax \$47.50
GRAND TOTAL \$547.50

View your order

From the Action [...] button you can view Notes from the list of options.



View orders

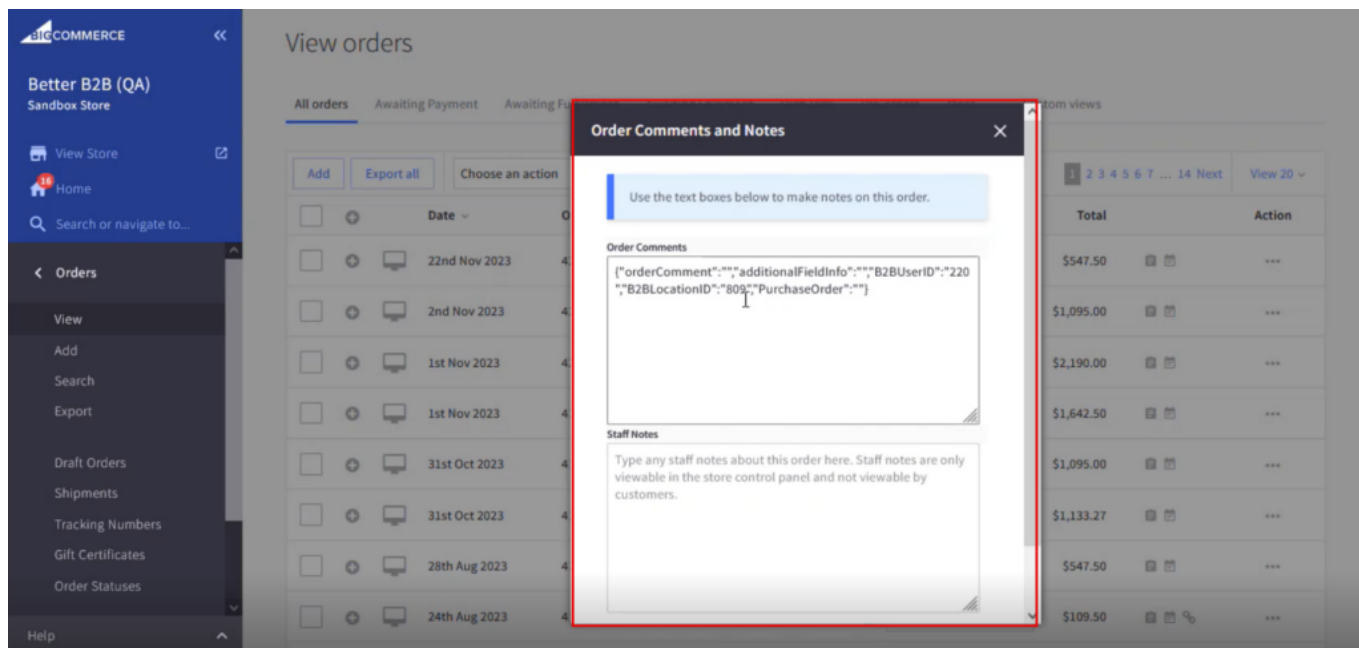
All orders Awaiting Payment Awaiting Fulfillment Awaiting Shipment High Risk Pre-orders More Custom views

Add Export all Choose an action Confirm Filter by keyword Search 1 2 3 4 5 6 7 ... 14 Next View 20

	Date	Order ID	Customer	Status	Total	Action
<input type="checkbox"/>	22nd Nov 2023	423	shreyas lyer	Awaiting Payment	\$547.50	...
<input type="checkbox"/>	2nd Nov 2023	421	bali k	Awaiting Payment	\$1,095.00	<ul style="list-style-type: none"> Edit order Print invoice Print packing slip Resend invoice Send message View notes Ship item Refund View order timeline
<input type="checkbox"/>	1st Nov 2023	420	bali k	Awaiting Payment	\$2,190.00	
<input type="checkbox"/>	1st Nov 2023	419	bali k	Awaiting Payment	\$1,642.50	
<input type="checkbox"/>	31st Oct 2023	418	bali k	Awaiting Payment	\$1,095.00	
<input type="checkbox"/>	31st Oct 2023	417	PETER K	Awaiting Payment	\$1,133.27	
<input type="checkbox"/>	28th Aug 2023	413	Kensium Ship (Guest)	Awaiting Fulfillment	\$547.50	...
<input type="checkbox"/>	24th Aug 2023	412	Sandhya Name (Guest)	Awaiting Fulfillment	\$109.50	...

Click on [View Notes]

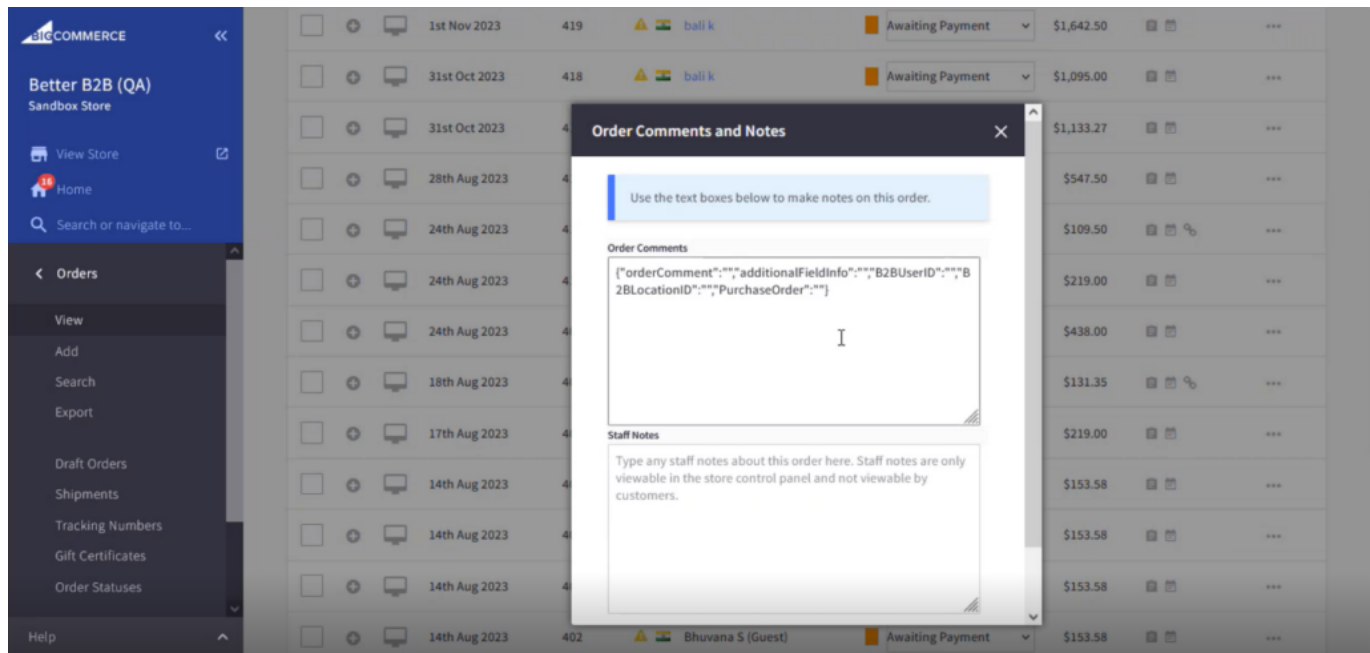
Upon clicking the View Notes a popup will appear where the Order Comments will be displayed. You can use the text boxes to make notes on this particular order.



Order Comments and Notes section

In the above figure, you can view the B2B User ID and the Location ID.

Note that, for a normal Big Commerce order you won't be able to view the B2B User ID.



Normal Big Commerce Order Comments and Notes box.