

Creating Order in SellerCloud Connector

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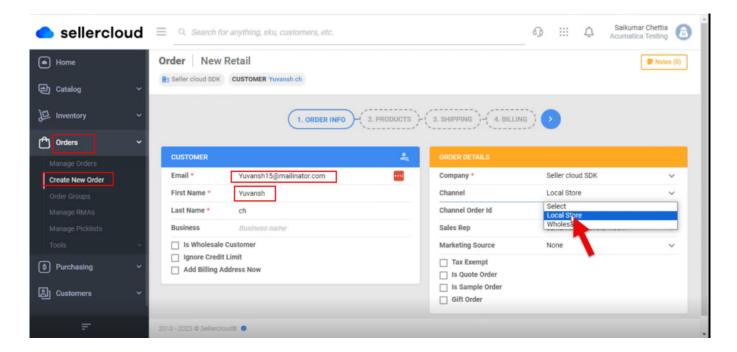
In the SellerCloud Connector instance click on [Orders] and select [Create New Order].

In the **[CUSTOMER COLUMN]** Provide the below details

- Email
- First Name
- Last Name

In the [ORDER DETAILS]

- Select the Channel
- Select Channel Order id from drop-down.

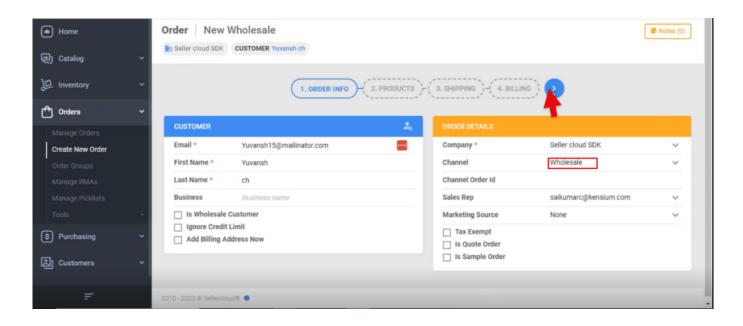


Create New Order

• Upon selecting all the details click on [>] icon.

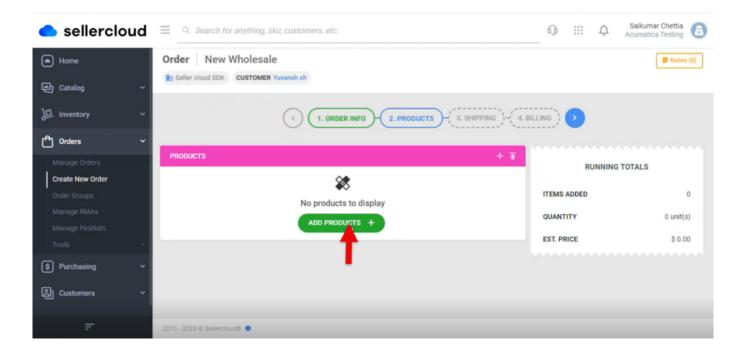






Click on

- You will be redirected to a new screen.
- Click on [ADD PRODUCTS].

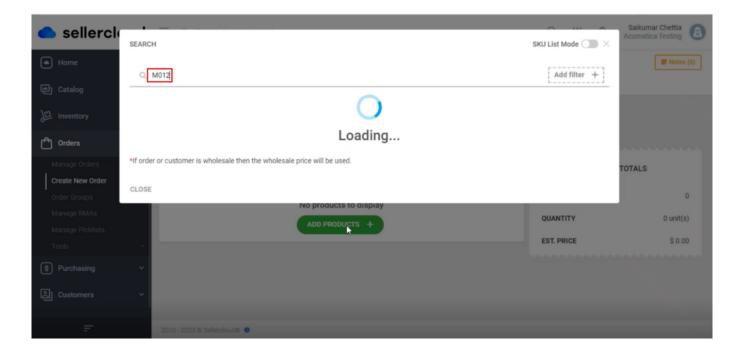






Order Screen

Search for the Product.

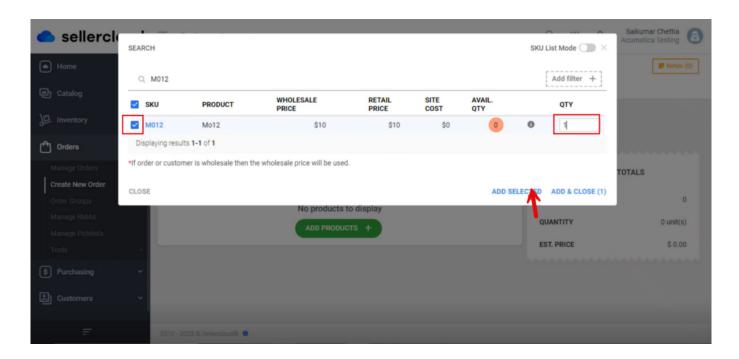


Seach for the product

- You can see a new screen with SKU, PRODUCT, RETAIL PRICE, SITE COST, AVAIL QTY, QTY.
- Enter the [QTY].
- Click on [ADD SELECTED].

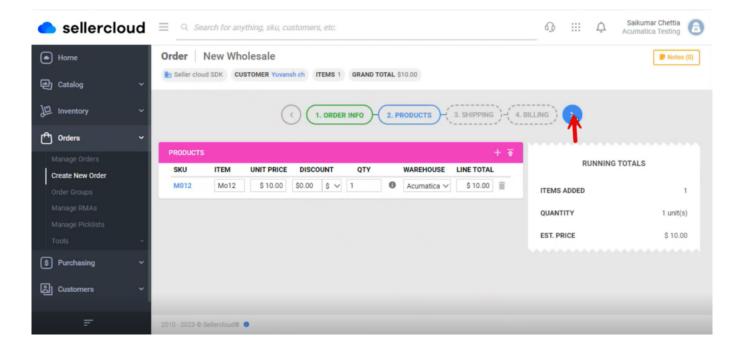






Add Qty

• You will be redirected to the new screen with [Running Totals] click on [>].





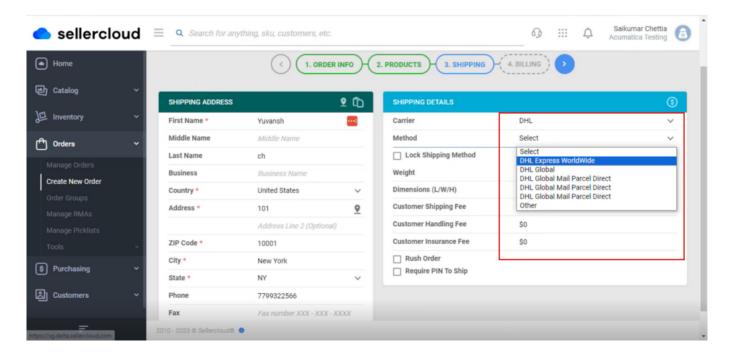


Running Totals



- You will be redirected to the new screen add the [Shipping Details].
- Carrier from the drop-down menu
- Method from the drop-down menu

The shipping details must sync with **[Export Shipment Carrier Mapping]** to sync the shipment.

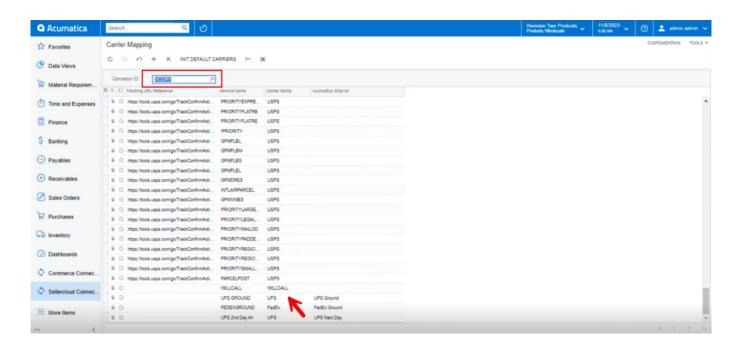


Shipping Details

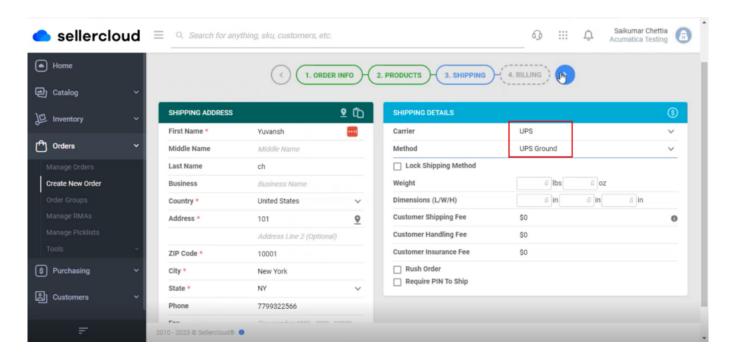
• To sync the selected Carrier and Method details must be same as the carrier mapping details in Acumatica.







Carrier Mapping Screen in Acumatica

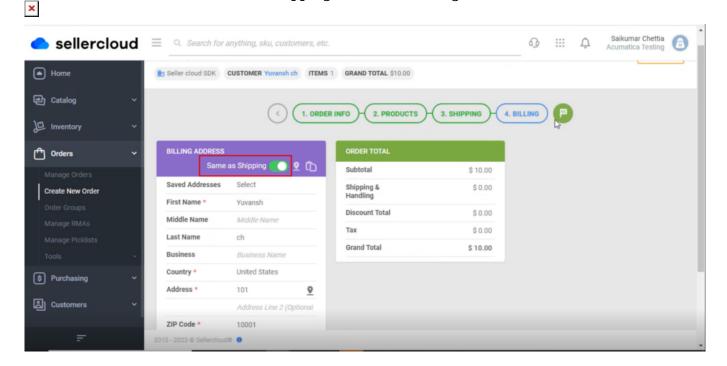


Shipping Details





- Upon adding the details click on [>], and you will be redirected to the next screen.
- You must enable the [Same as Shipping] and click on [Flag].

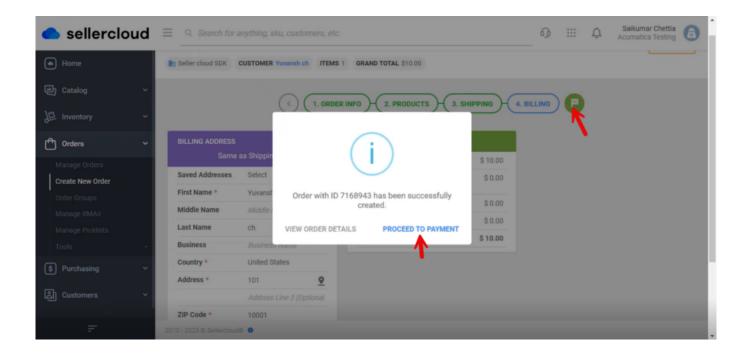


Shipping Details

• You will be in the screen click on [PROCEED TO PAYMENT].

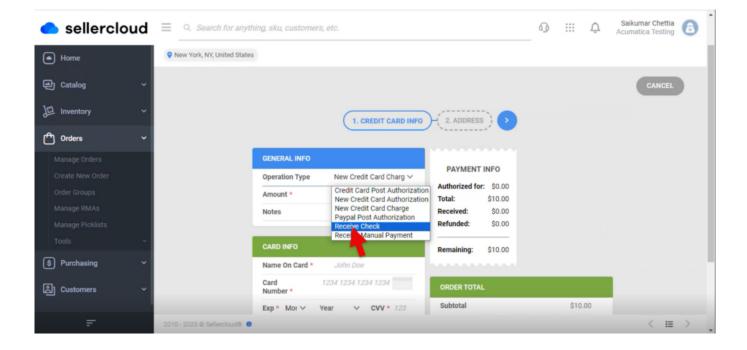






Proceed Payment

• You need to select the **[Operation Type]** from the drop-down menu.

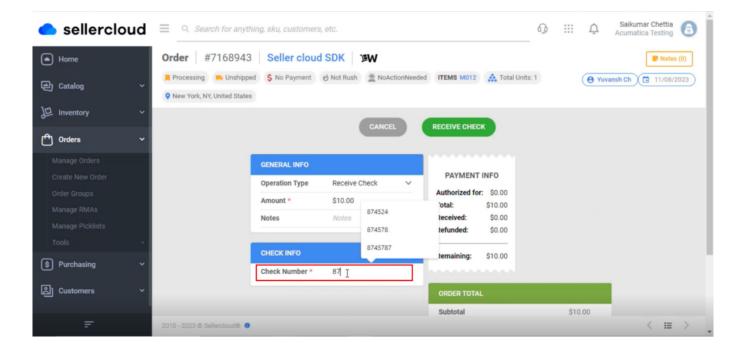






Payment Details

• Enter the [Cheque Number] under [CHECK INFO].

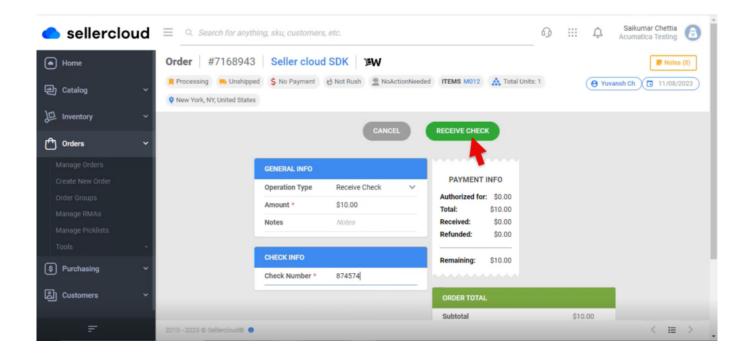


Payment Details

• Click on [RECEIVE CHECK].





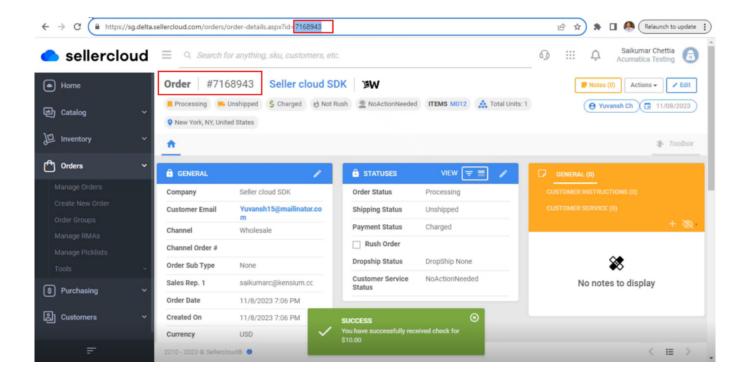


Payment Details

• Upon receiving the payment, the **[Order Number]** will get generated #7168943.







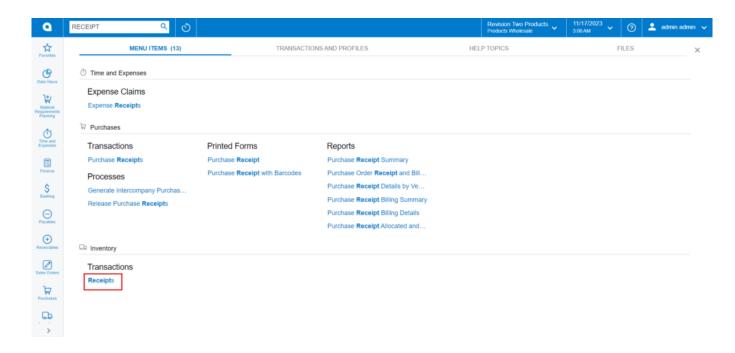
Order No Generated

Receipts

You need to navigate to [SellerCloud Connector] in Acumatica and click on [Receipts] under [Transactions] and you will land in a new screen.





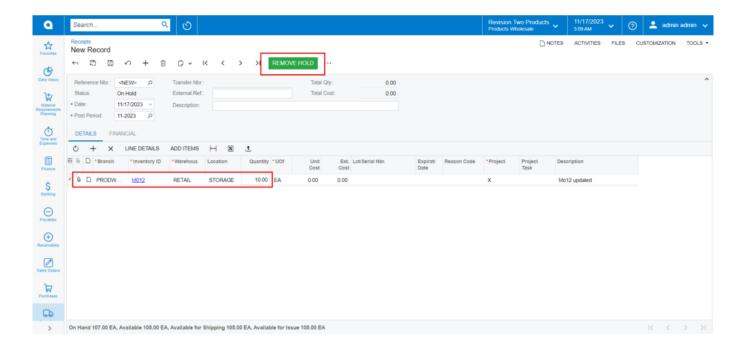


Receipts

- Click on [+] icon.
- Select [Inventory ID].
- Enter the [Quantity].
- Click on [Save] and then click on [Remove].

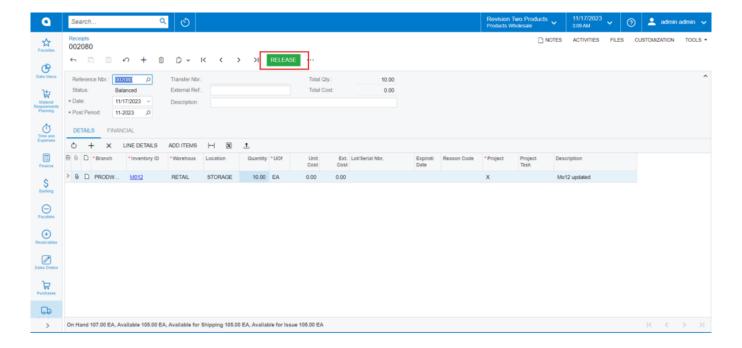






Remove Hold

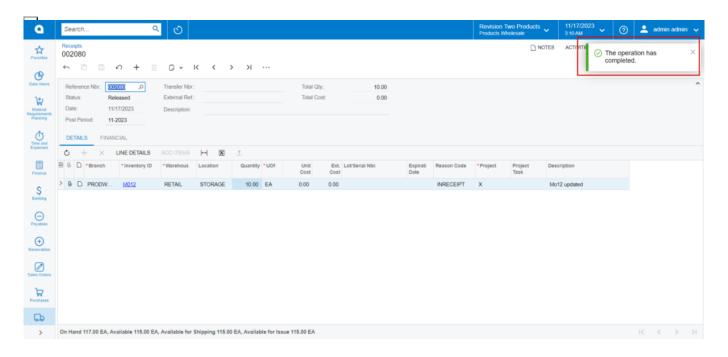
• Click on [Release] it will release the [Reference Nbr.]







Release



The operation has Completed

