

# **Creating Order in SellerCloud Connector**

×

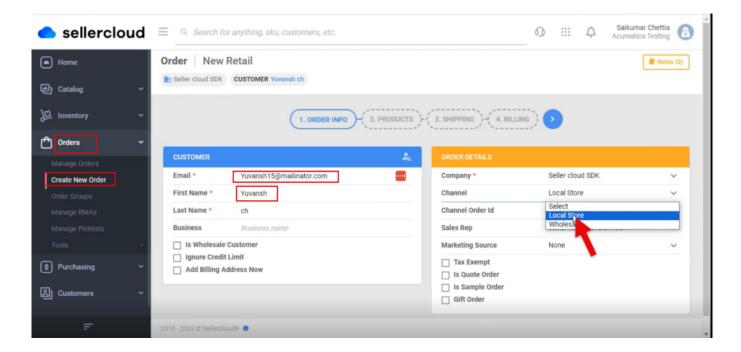
In the SellerCloud Connector instance click on [Orders] and select [Create New Order].

In the  ${\hbox{[CUSTOMER COLUMN]}}$  Provide the below details

- Email
- First Name
- Last Name

#### In the [ORDER DETAILS]

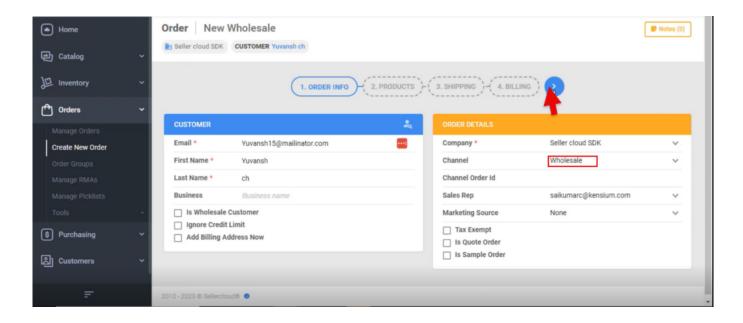
- Select the Channel
- Select Channel Order id from drop-down.



Create New Order

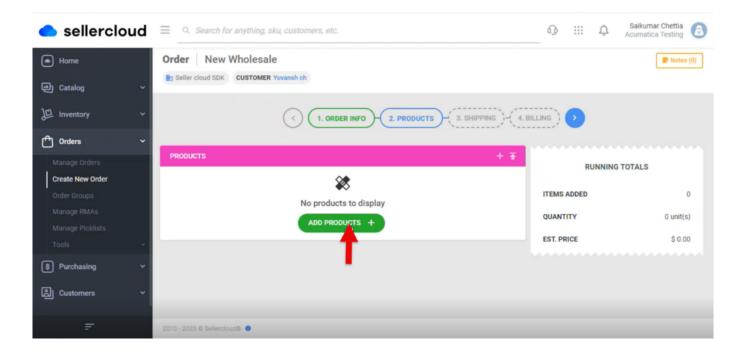
• Upon selecting all the details click on [>] icon.





Click on

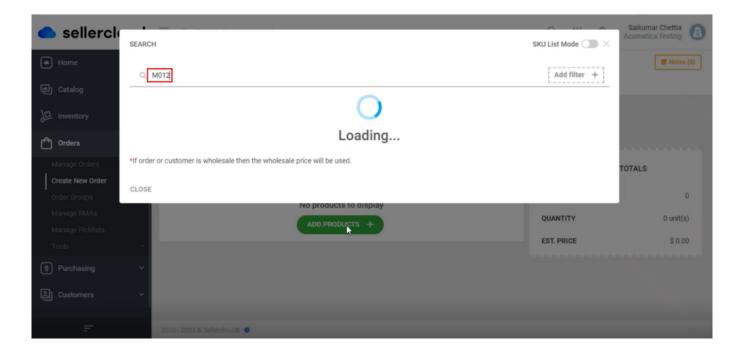
- You will be redirected to a new screen.
- Click on [ADD PRODUCTS].





#### Order Screen

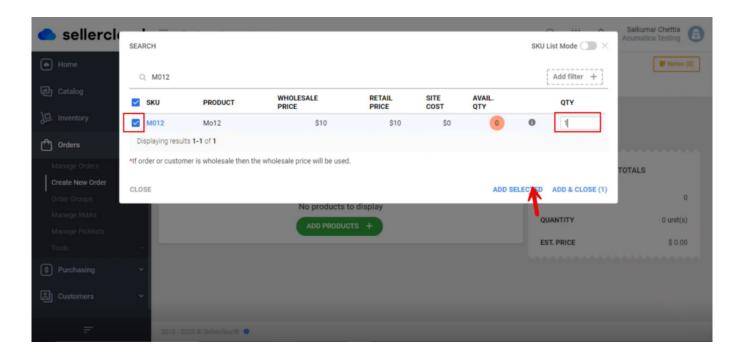
• Search for the Product.



# Seach for the product

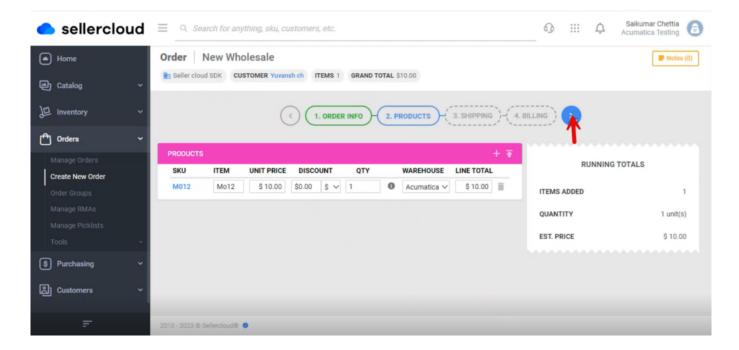
- You can see a new screen with SKU, PRODUCT, RETAIL PRICE, SITE COST, AVAIL QTY, QTY.
- Enter the [QTY].
- Click on [ADD SELECTED].





Add Qty

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

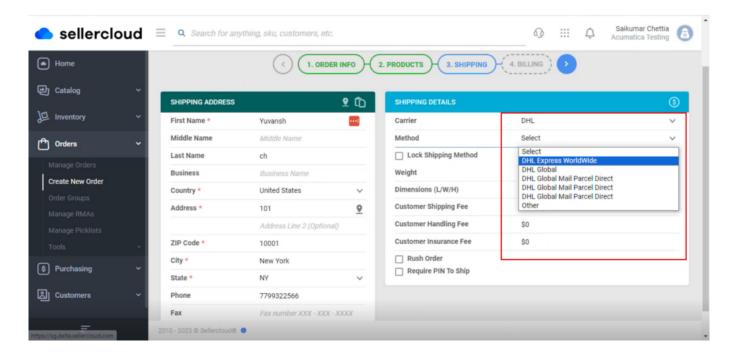




## **Running Totals**

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

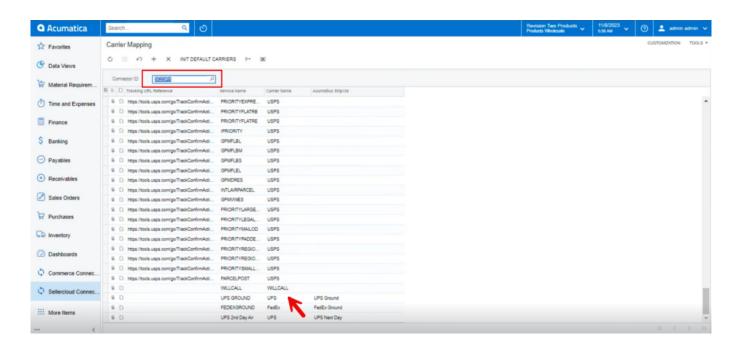
The shipping details must sync with **[Export Shipment Carrier Mapping]** to sync the shipment.



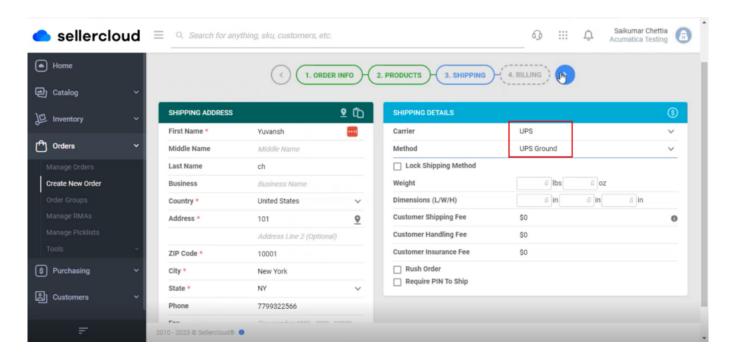
#### **Shipping Details**

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





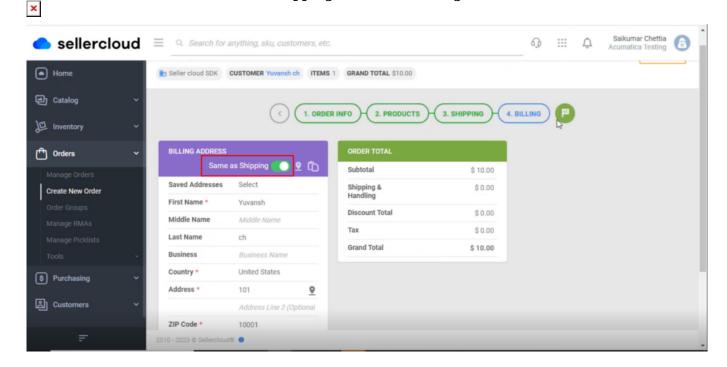
#### Carrier Mapping Screen in Acumatica



**Shipping Details** 



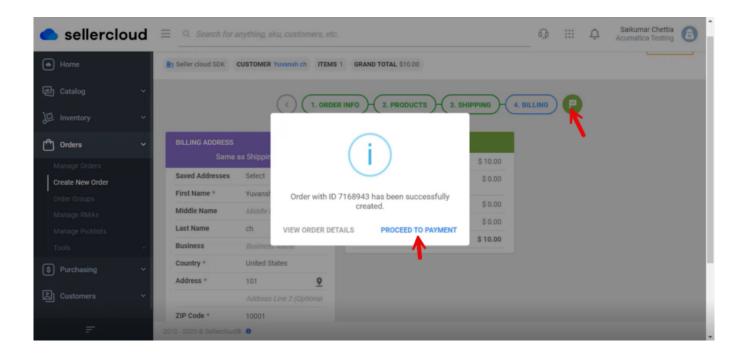
- Upon adding the details click on [>], and you will be redirected to the next screen.
- You must enable the [Same as Shipping] and click on [Flag].



**Shipping Details** 

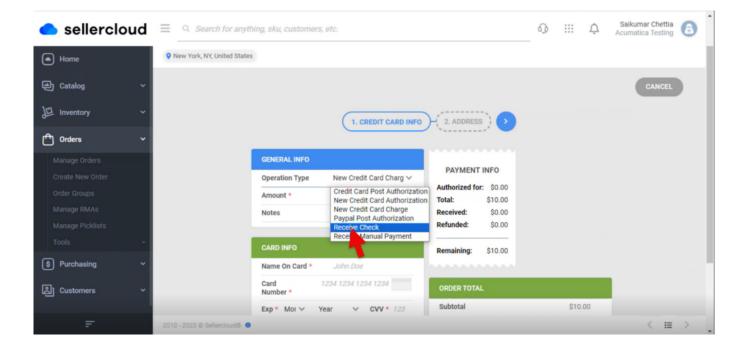
• You will be in the screen click on [PROCEED TO PAYMENT].





**Proceed Payment** 

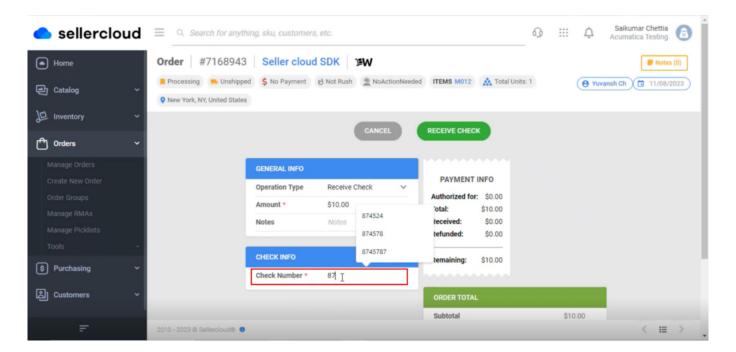
• You need to select the **[Operation Type]** from the drop-down menu.





#### Payment Details

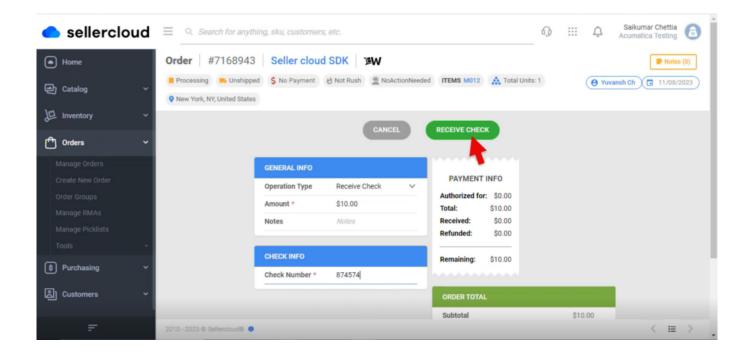
• Enter the [Cheque Number] under [CHECK INFO].



Payment Details

• Click on [RECEIVE CHECK].

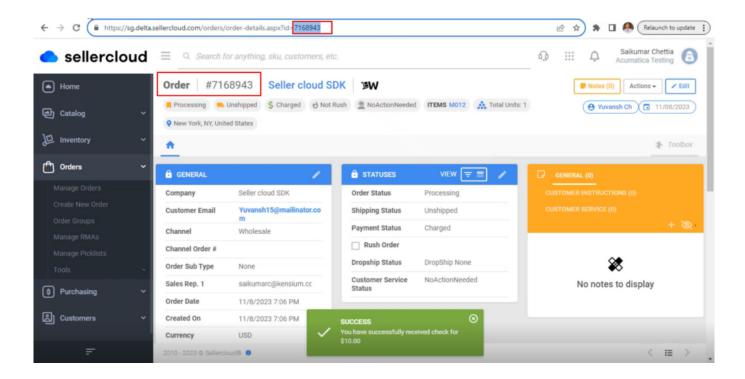




Payment Details

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



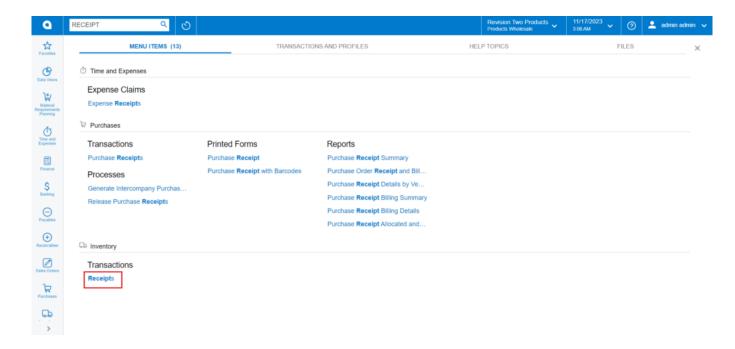


Order No Generated

#### **Receipts**

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

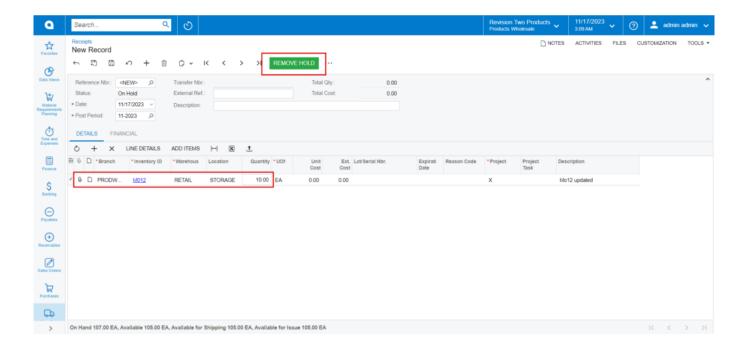




# Receipts

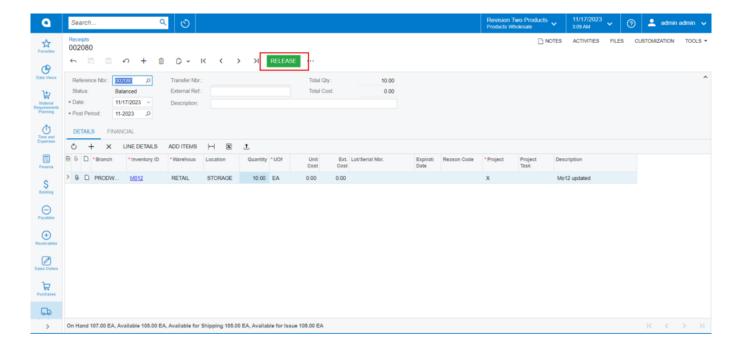
- Click on [+] icon.
- Select [Inventory ID].
- Enter the [Quantity].
- Click on [Save] and then click on [Remove].





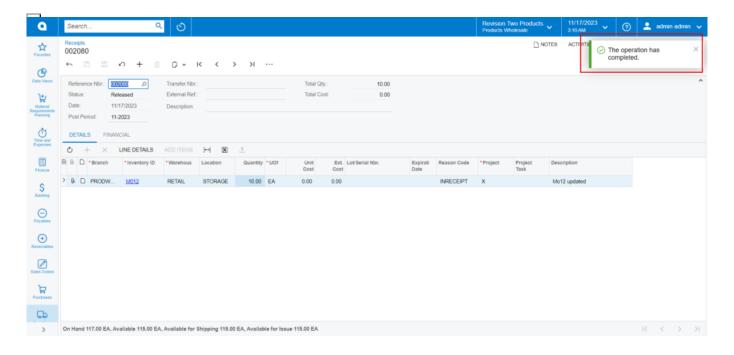
## Remove Hold

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





#### Release



The operation has Completed