

How to manage and import multiple Cnova Marketplace customer orders?

After setting up the Cnova Marketplace in the Control Panel >> Settings >> Cnova

01) Access the Control Panel

02) After login click on Catalog >> Cnova

03) After connecting the application to the Cnova Marketplace, click on:

Manage and import multiple Cnova Marketplace customer orders

04) After accessing the page, in Status you can filter the orders

Next to the order number select the checkbox

Scroll to the bottom of the page and select the option:

Import selected orders or Set update to selected (1 order at a time)

Import selected orders

Used to import order data for internal control only. Do not send e-mails to the customer, Cnova Marketplace communicates the customer automatically according to the progress of the order.

Post update to selected (1 request at a time)

Used to manage order progress
After clicking the Confirm button

* Management can also be performed at the shopkeeper control panel provided by the Cnova Marketplace.

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