

# How to manage and import multiple B2W Marketplace customer orders?

After configuring the B2W Marketplace in the Control Panel >> Settings >> B2W

01) Access the Control Panel

02) After login click on Catalog >> B2W

03) After connecting the application to the B2W Marketplace, click on:

Manage and import multiple B2W 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 Post update to selected (1 order at a time)

Import selected orders

Used to import order data for internal control only. Do not send emails to the customer, B2W Marketplace communicates the customer automatically according to the order progress.

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 B2W Marketplace.

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