

# NETSHOES Marketplace

## How to Manage and import multiple orders from NETSHOES Marketplace customers?

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

01) Access the Control Panel

02) After login click on Catalog >> NETSHOES

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

Manage and import multiple orders from NETSHOES Marketplace customers

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, NETSHOES Marketplace automatically communicates the customer 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 on the shopkeeper's control panel provided by the NETSHOES Marketplace.

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