Copying an Order

PURPOSE:
Copying an order is used when an order has been cancelled in the platform by a customer or a location and needs to be copied to be reopened. Locate the cancelled order and copy order. This will create a new order to dispatch normally.
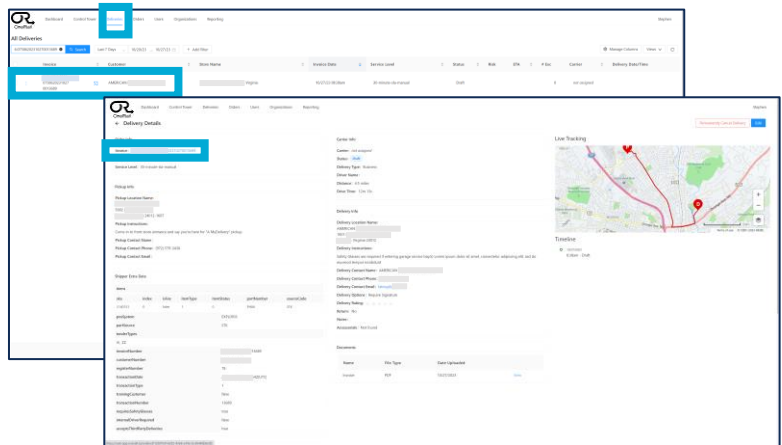
COPY ORDER

LOCATE ORDER
From the Deliveries page:
1. Locate order in list.
   • See 'Using Filters' material for additional help searching for orders.

Order must say cancelled in the Status to copy.

2. Select Invoice number to open Delivery Details page.
3. Select Invoice number to open Order Details page.

COPY ORDER
From the Order Details page:
1. Select **Copy Delivery**.
2. Confirm **Copy Delivery**.

The copied delivery will appear on the appropriate pages as a new order line with an open Status.

Dispatch normally as needed.