Run Pending Wholesale Orders Report

Description

Use this task to run the *Pending wholesale orders* report. This report displays wholesale orders in Open Status. It does not show invoiced or cancelled orders. Information including order number, customer, item name, quantity and amounts are displayed.
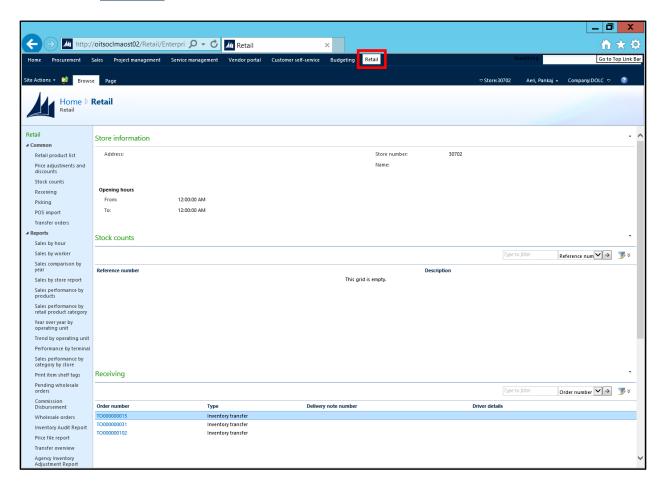
Trigger

Perform this task when there is a need to view pending wholesale orders.

Prerequisites

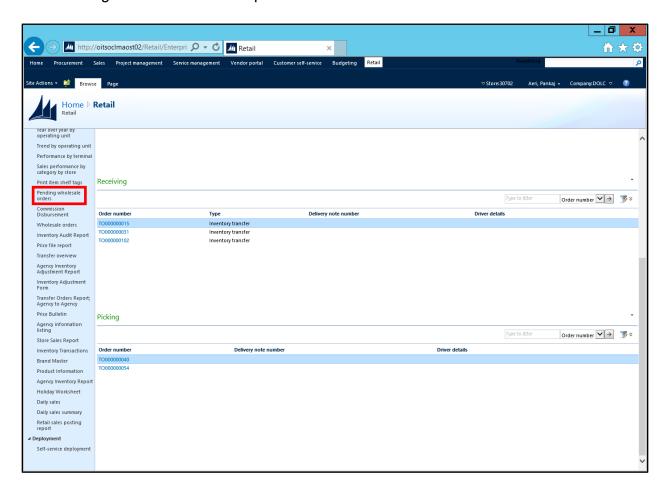Pending wholesale orders exist in the system.

Procedure

1. Begin this task by logging into the Enterprise portal.

2. Click   Retail   on the toolbar.

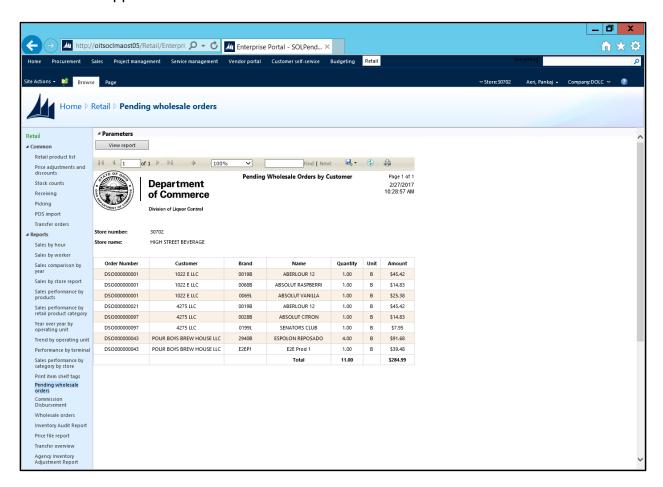3. Scroll down as needed and click Pending wholesale orders in the Retail panel to run the *Pending wholesale orders* report.

4. Review the displayed information.

    💡 The report displays line items. Therefore, if an order has 2 items, it will appear twice.

5. Click any link on the Retail panel to perform another task.

Results

You have run the *Pending wholesale orders* report.