How to manage and import multiple orders from Buscape Marketplace customers?

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

01) Access the Control Panel

02) After login click on Catalog >> Buscapé Marketplace

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

Manage and import multiple requests from Buscapé 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, Buscapé 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 in the shopkeeper control panel provided by Buscapé Marketplace.

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