

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

After setting up the SKYHUB / B2W Marketplace in the Control Panel >> Settings  
>> SKYHUB

01) Access the Control Panel

02) After login click on Catalog >> SKYHUB

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

Manage and import multiple SKYHUB 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, SKYHUB 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

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Author: MFORMULA FAQ

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