

Managing Sales Order Sync

After signing up for Better B2B front end as a Business you will get an option for the **[Quick Order].**

B Your store is down for maintenance. Click here to see what your visitors will see.	Design this page in Page Builder
QUICK ORDER	SEARCH ACCOUNT SIGN OUT CART
BETTER B2B (QA)	
SHOP ALL GARDEN PUBLICATIONS ~ INDUSTRIAL EQUIPMENT UTILITY ACCESSORIES20150336 CONSUMER GOODS C Shipping & Returns contact us blog	omputers ~
User Management	
Orders Invoices Quotes My Quote Messages (0) Recently Viewed Account Settings Roles & Permissions Addresses User Company Details Sign out	r Management
View 20 👻	ADD NEW USER

Quick Order in Better B2B Front End

Upon clicking on the **[Quick Order]** you will be redirected to the following screen.





Your store is down for maintenance. Clic	k here to see what your visitors	will see. 🗹					🖌 Design this	page in Page Builder 🔥 🔨
			Quick	Order				
Orders In	voices Quotes My Quote	Messages (0)	Recently Viewed Company Detail		gs Roles & Permissions	Addresses Us	ier Management	
Enter SKU or Pro	oduct Nome	٩	ADD ALL TO CAR	Name	Qty	Action		
Enter Multiple S	ikus (Q,			No Products Found			
Add from File		1	Prev				Next	
Browse No fi	le selected.							
Download Sample	CSV							
ADD TO LIST								

Quick Order detail screen

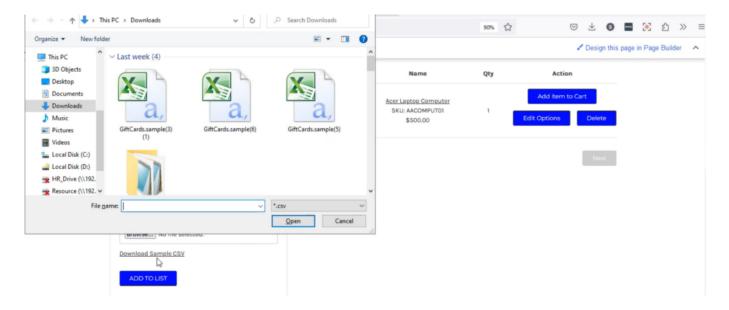
From the search box of the SKU, you can select the product.

Your store is down for main		Click here to see what y		e. 🗹				🖍 Design this p	page in Page Builder
	aac		Q,		Image	Name	Qty	Action	-
		Product	Qty			Acer Laptop Computer		Add item to Cart	
~	0	Acer Laptop Computer SKU: AACOMPUT01 \$500.00	1	•		SKU: AACOMPUT01 \$500.00	1	Edit Options Delete]
		\$300.00		Pre	w.			Next	
	Add from Brows	Multiple SKUs File e No file solected. d Sample CSV	Q						
	ADD								



Select the Product in Better B2B

If you have a product list in your local system, you can upload the products in bulk by using the [Browse] Option.



Option to download and add bulk products

To add the product to the cart, check the box.





	Quick Order		
Orders Invoices Quotes My Quot	e Messages (0) Recently Viewed Account Settings Company Details Sign out	Roles & Permissions Addresses User Management	
aac		Qty Action	
Product Qt		Add item to Cart	
Acer Laptop Computer SKU: AACOMPUTOI \$500.00	Products Added to Cart	Edit Options Delete	
	Q	Next	
Add from File			
Browse No file selected.			

Adding the product to the Cart

To place the order, you need the [Payment Methods]. The payment method should be set in Acumatica.

Go to the [Companies] in Better B2B. Under the specific company, you will be able to view that the payment method is synced.





	«	A guilta	eCommerce Online Payment (ONLINE)	
- Brocommence		Quotes		
Better B2B (QA)		Payment Mapping ~		
Sandbox Store		≗ Users ✓		
🔄 View Store		0	ACH Balanced (ACHBA)	
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🛕 Avalara AvaTax			Hlik1 (HiK)	
erre Better B2B (Demo)			Cash Payment (CASH)	
			Visa (VISA)	
	17		Check (CHECK)	
Help				SAVE

Payment method got synced

It will be reflected on the front end as shown in the following figures.

0	Shipping		Image Coming Soon	
	Shipping Address Choose an Address sachin k	s	iubtotal	\$500.00 Free
	Sachini k TCS (562) 594-9955 1601 Industrial Blvd Sugar Land, Texas, 77478 / United States	• c	ax Coupon/Gift Certifica	
	My billing address is the same as my shipping address.		otal (USD)	\$547.50
	Free Shipling \$0.00 Order Comments			
	CONTINUE			





	Cash on	Delivery			
4	Payment	ß			
	Billing	sachin k TCS (562) 594-9955 1601 Industrial Blvd Sugar Land, Texas, 77478 / United States	Edit	Total (USD)	\$547.50
		Sugar Land, texas, 7/4787 United States		Subtotal Shipping Tax Coupon/Gift Certificate	\$500.0 Fre \$47.5
0	Shipping	sachin k TCS (562) 594-9955 1601 Industrial Blvd Sugar Land, Texas, 77478 / United States	Edit	Image Corning Soon	op \$500.00

Payment method

Thank you sachin!	Order Summary 👼 Print
Your order number is 423 Your order was sent to us but is currently awaiting payment. Once we receive the payment for your order, it will be completed. If you've already provided payment details then we will process your order manually and send you an email when it's completed.	1 Item Image Coming Soon 1x Acer Laptop Computer \$500.00
Type your cash on delivery instructions in here.	Subtotal \$500.00 Shipping Free Tax \$47.50
CONTINUE SHOPPING *	Total (USD) \$547.50

Payment method



BigCommerce B2B Connector

The order will be displayed in BigCommerce, not in the B2B app. Go to the Order section at the left panel of the BigCommerce and click as shown below.

	**	View	ord	lers									
Better B2B (QA) andbox Store		All order	rs /	Awaiting	g Payment Awaiti	ng Fulfillment	Await	ting Shipment High Risk	Pre	-orders More - Cu	stom views		
📅 View Store	ß	Add	Ex	port all	Choose an act	ion v	Confirm	n Filter by keyword X	< -	Search	1 2 3 4 5	6 7 14 Next	View 20 ~
Q Search or navigate to			0		Date ~	Order ID		Customer	St	atus	Total		Action
< Orders	Â		Ð	Ţ	22nd Nov 2023	423	A =	shreyas lyer		Awaiting Payment 🗸 🗸	\$547.50		
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Shipments Tracking Numbers	н.		0	Ţ,	31st Oct 2023	417	<u>A</u> =	PETER K		Awaiting Payment v	\$1,133.27	i	
Gift Certificates Order Statuses			0	Ģ	28th Aug 2023	413	A =	Kensium Ship (Guest)		Awaiting Fulfillment 🗸 🗸	\$547.50		
	~		0		24th Aug 2023	412		Sandhya Name (Guest)		Awaiting Fulfillment v	\$109.50	■ ■ %	

Orders in Big Commerce

All orders Awa	aiting Payment Awaiting Fulfillment	t Awaiting Shi	oment High Risk Pre-ord	ers More - C	ustom views	
Add Expo	rt all Choose an action 🗸	Confirm	Filter by keyword X \Xi	Search	1 2 3 4 5 6 7 14 Next	View 20 ~
•	Date ~ Order ID	Custo	mer Status		Total	Action
	22nd Nov 2023 423	🔺 🎞 shreya	as lyer	aiting Payment 🗸 🗸	\$547.50	E
Billing	sachin k TCS	Shipping	sachin k TCS	1 item	1 a familiartas Comostas	\$500.00
(2) Copy	1601 Industrial Blvd Sugar Land, Texas 77478	(2) Copy	1601 Industrial Blvd Sugar Land, Texas 77478		AACOMPUT01	\$500.00
	United States		United States			
	(562) 594-9955	Method	Free Shipping		🐜 Ship Items	
5	shreyas@test.com		LOCATION 1 (
	22 Nov 2023 07:00:25	0	\$0.00			\$500.00
9	122.179.39.170	21	N/A		Tax	\$47.50
C	rjstore (Desktop)	0	United States		GRAND TOTAL	\$547.50
9	, · · · · · · · · · · · · · · · · · · ·	Contact	sachin k			
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View your order

« View orders Better B2B (QA) More - Custom views All orders Awaiting Payment Awaiting Fulfillment Awaiting Shipment High Risk Pre-orders Ibox Store Tiew Store ✓ Confirm Filter by keyword × = Search 1 2 3 4 5 6 7 ... 14 Next View 20 -Add Export all Choose an action -Date Order ID Total Action 0 Custo Status 0 22nd Nov 2023 423 🔺 🍱 shreyas Iyer Awaiting Payment \$547.50 8 1 < Orders Edit order O 2nd Nov 2023 421 🔺 🎞 🛛 bali k Awaiting Payment × \$1,095.00 ۵ Print invoice Print packing slip O _ 1st Nov 2023 v 420 🔺 🎞 🛛 bali k Awaiting Payment \$2,190.00 Ē. List Nov 2023 0 🔺 🎞 🛛 bali k 419 Awaiting Payment ✓ \$1,642.50 白 Ship it 31st Oct 2023 🔺 🎞 🛛 bali k 418 \$1,095.00 Awaiting Payment Refund 31st Oct 2023 417 🔺 🔳 PETER K Awaiting Payment × \$1,133.27 D View order tin O 28th Aug 2023 🔺 🎞 Kensium Ship (Guest) Awaiting Fulfillment 8 413 ~ \$547.50 24th Aug 2023 412 🔺 🍱 Sandhya Name (Guest) Awaiting Fulfillment 🗸 \$109.50 00%

From the Action [...] button you can view Notes from the list of options.

Click on [View Notes]

Upon clicking the View Notes a popup will appear where the Order Comments will be displayed. You can use the text boxes to make notes on this particular order.





	«	View orders			
Better B2B (QA) Sandbox Store		All orders Awaiting Payment Awaiting Fu	Order Comments and Notes X	tom views	
🖬 View Store	ø	Add Export all Choose an action	Order Comments and Notes X Use the text boxes below to make notes on this order.	1 2 3 4 5 6 Total	7 14 Next View 20 ~
Q Search or navigate to Crders	Â	22nd Nov 2023 4	Order Comments {"orderComment":"","additionalFieldInfo":""","B2BUserID":"220 ""\$2BLocationID":"\$09;"PurchaseOrder":""}		a ti
View Add Search	1	O Q 2nd Nov 2023	1		
Export	I	1 0 1 3st Nov 2023 4	Staff Notes		a m
Draft Orders Shipments Tracking Numbers		31st Oct 2023	Type any staff notes about this order here. Staff notes are only viewable in the store control panel and not viewable by customers.		
Gift Certificates Order Statuses		28th Aug 2023 4			
Help	^	24th Aug 2023 4		\$109.50	

Order Comments and Notes section

In the above figure, you can view the B2B User ID and the Location ID.

Note that, for a normal Big Commerce order you won't be able to view the B2B User ID.





	«		1st Nov 2023 419	🛦 🎞 ball k 📕 Awaiting Payment 🗸	\$1,642.50		
Better B2B (QA)			31st Oct 2023 418	🔺 🎞 bali k 📕 Awaiting Payment 🗸	\$1,095.00		
Sandbox Store			31st Oct 2023 4	Order Comments and Notes X	\$1,133.27		***
📻 View Store 🥐 Home	Ø		28th Aug 2023 4	Use the text boxes below to make notes on this order.	\$547.50	88	
Q Search or navigate to			24th Aug 2023 4	Order Comments	\$109.50		
< Orders	Ê		24th Aug 2023 4	{"orderComment":"","additionalFieldInfo":"","B2BUserID":"","B 2BLocationID":"","PurchaseOrder":""}	\$219.00		***
View	_		24th Aug 2023 4	I	\$438.00		
		_ o _	18th Aug 2023 4		\$131.35		***
			17th Aug 2023 4	Staff Notes	\$219.00		
			14th Aug 2023 4	Type any staff notes about this order here. Staff notes are only viewable in the store control panel and not viewable by customers.	\$153.58		
Tracking Numbers Gift Certificates		🗆 o 🖵	14th Aug 2023 4		\$153.58		-
			14th Aug 2023 4	4	\$153.58		
	^		14th Aug 2023 402	A I Bhuvana S (Guest) Awaiting Payment	\$153.58		

Normal Big Commerce Order Comments and Notes box.

