



Introduction

This tutorial will cover how to process a dropship purchase order from start to finish through the RevCascade Vendor Portal. Because processing orders can get complex (with so many "what if" scenarios), this guide will assume we're trying to process a single order that is in stock. We're also going to assume that you have already loaded your item shipping requirements into RevCascade so that we can generate shipping labels automatically.

For more advanced order processing use cases like how to ship & invoice in bulk, cancel orders, export orders, and more, please consult our [help guides](#).

Step 1: Check for new orders

First, let's check and see if we even have any new orders.

Steps

1. Make sure you are signed in to the [RevCascade Vendor Portal](#).
2. Click on "Orders" link from the main navigation panel on the left side of the console.

ID	Age	Status	Retailer	PO #	Received	# Shipped	Ships Via	Shipping Method	Invoiced?
30620	0h	New	Souler	Marla-20000	Aug 8, 2017	0 of 1	Small Parcel	UPS Ground	No
30621	0h	New	Souler	Marla-21000	Aug 8, 2017	0 of 1	Small Parcel	UPS Ground	No

When the Orders page loads, it will show any "New" or "Open" orders by default. So if you see any orders in the list, great! That means you have at least one open order that needs to be fulfilled. Next, let's learn how to acknowledge an order.

Tip "New" orders are just orders that have not been acknowledged yet while "Open" orders have been acknowledged.



Step 2: Acknowledge Order

Next, you need to acknowledge the order. Acknowledging the order lets the retailer know that you have received the order and that you intend to ship the order within the agreed ship window. Before you acknowledge the order, you should review all items on the order to ensure they are in stock and that the item pricing is correct. Assuming all is well, let's go ahead and acknowledge the order now.

Steps

1. From the orders list page, select an order by clicking on the blue link in the ID column.
2. Wait for the order detail page to load.
3. At the top of the order detail page, locate the button labeled "Acknowledge Order."
4. In the popup, review the order and click "Acknowledge Order" at the bottom.

Order Details	
Retailer	Souler
Customer Order #	1858000
Purchase Order #	Marla-20000

Order Summary	
Revenue	\$75.00

Fulfillment Summary	
Total Items	1

After you click "Acknowledge Order", you'll see this popup:

Order Received Jul 25, 2017

Ship To Tom Jones
RevCascade, Inc.
1332 Hermosa Ave.
Suite 14
Hermosa Beach, CA 90254
US

Ships Via Small Parcel

Carrier UPS

Service Level Ground

Are you sure?

When you acknowledge this order, you are indicating to Souler that you intend to fulfill the order completely and that communications may be sent to the retailer. You may still cancel the order after acknowledgement.

Acknowledge Order

Go Back



After your order has been acknowledged, you'll see a green success message:

REVCASCADE Order #30620 [Back to Orders](#)

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Ship Items

This order has been acknowledged and can now be fulfilled.

Order Details		Order Summary	
Retailer	Souler	Revenue	\$75.00
Customer Order #	1858000		

Now that your order has been acknowledged, we can now generate shipping labels!

Step 3: Generate Shipping Labels

Next, we're ready to generate shipping labels for your packages. As we mentioned earlier, we're assuming that your box dimensions and weights for each item have been added during onboarding. We're also assuming that you will ship 1 item per box and that box consolidation is not necessary. If any of these conditions are not true for your use case, please consult the detailed [help guides](#) for more advanced shipping techniques.

Steps

1. On the order detail page, locate the blue button labeled "Ship Items" near the top.
2. Select the link for Advanced Label Generator
3. Confirm your Ship From location and shipping method and click
4. Click "Generate Shipping Labels".
5. Wait for the labels to generate.
6. Choose the appropriate printer settings and click "Print"
7. Use your browser to print the shipping labels.

Order #17285 [Back to Orders](#)

Ship Items

SMALL PARCEL SHIPPING LABELS
Express Label Generator
Advanced Label Generator
Register Tracking Numbers

New York, NY 10001
3108675309
Tom Jones
1332 Hermosa Ave.
Suite 14
Hermosa Beach, CA 90254
3108675309



After you click "Advanced Label Generator", you'll see this popup:

Customize Packages x

Summary Item Assignment Package Details

Ship From Location
Warehouse - 1234 Philadelphia Court, My Town, MD

Carrier & Service
FedEx - FedEx Ground

Order Summary QuickLinks: [Fill 100% of Order](#)

Item	# Outstanding	# Shipping
388981: Black Cartons: 24"x24"x4" (7 lbs)	8	<input type="text" value="8"/>

Required Packages	# Estimated	# Required
How many packages will you require to fulfill this shipment?	8	<input type="text" value="1"/>

Next Step: Item Assignment

Cancel

- You will need to apply a shipping method using the drop-down under **Carrier & Service**.

- Item - Apply the number of units shipping under the **# Shipping** column

- Required Packages - Apply the number of packages shipping under the **# Required** column

Once you have filled out the required fields in the popup, click "Next Step: Item Assignment" which will direct you to the next popup:

Customize Packages x

Summary **Item Assignment** Package Details

Item Assignment
Please assign each item to a package. The number of packages available is based on the number of labels required to fulfill this shipment.

Item	Assignment
388981: Black	Package #1 <input type="text" value="1"/> + Add Part
388981: Black	Package #1 <input type="text" value="1"/> + Add Part
388981: Black	Package #1 <input type="text" value="1"/> + Add Part
388981: Black	Package #1 <input type="text" value="1"/> + Add Part
388981: Black	Package #1 <input type="text" value="1"/> + Add Part
388981: Black	Package #1 <input type="text" value="1"/> + Add Part
388981: Black	Package #1 <input type="text" value="1"/> + Add Part
388981: Black	Package #1 <input type="text" value="1"/> + Add Part

Next Step: Package Details

Previous Step: Summary

- This is where you will be able to identify what items are shipping in each package. In this screen shot all 8 items are shipping in 1 package.



Once you have applied your package information in the popup, click “Next Step: Package Details” which will direct you to the next popup:

Customize Packages x

Summary Item Assignment **Package Details**

Package Details
Please provide the weight, dimensions, and optional reference for each required package.

Package #1

Items Included	use dimensions ▼	Qty
388981: Black		8

Dimensions * 24 4 24 (WxHxD in inches) **Weight** * 7 (in pounds)

Reference
Optional. If provided, this value will appear on the label. 30 char max.

Confirm Shipments

Previous Step: Item Assignment

[Start Over](#)

- This is where you will be able to apply the shipping weight and dimensions of your package(s)

Once you have applied your shipping information in the popup, click “Confirm Shipments”

And your labels are ready to print.

Step 4: Print Packing Slip

Most retailers require that you print custom packing slips that should be attached or inserted into the package. RevCascade automatically generates custom retailer-branded packing slips. All you need to do is print one for each order.

Steps

1. On the order detail page, scroll down below the order line items.
2. Locate the tab for "Tracking Numbers" and make sure it's selected.
3. Locate and click the button "Print Packing Slip".
4. In the new window, use your browser to print the packing slip.



Tracking Number	Carrier	Shipping Method	Documents	Registered	Picked Up At
- Not Yet Generated -	UPS	UPS Ground	Label • Slip	Aug 8	- Unknown -

Step 5: Add Invoice (sometimes optional)

Next, we need to add your unique invoice number to the purchase order so that the retailer can remit payment for your items.

Please Note: Not all retailers require that you invoice each purchase order. If you're not sure, please check with your retailer.

Steps

1. On the order detail page, locate the button labeled "Create Invoice" near the top.
2. In the popup, input your invoice number and confirm all invoice terms (e.g. Due Date)
3. Click "Create Invoice" button at the bottom.

Order Details	
Retailer	Souler
Customer Order #	1858000
Purchase Order #	Marla-21000

Order Summary	
Revenue	\$75.00

Fulfillment Summary	
Total Items	1

After you click "Create Invoice", you'll see this popup:



Order #20530

Generate Invoice

Invoice Number: 1034567890 Due In: 30 Days Due Date: 09/07/2017

Remit To
Marla - 1182 Broadway, Suite 13A, New York, NY, 10001, US

Sold To
Tom Jones
RevCascade, Inc.
1332 Hermosa Ave.
Suite 14
Hermosa Beach, CA 90254 US

Shipped To
Tom Jones
RevCascade, Inc.
1332 Hermosa Ave.
Suite 14
Hermosa Beach, CA 90254 US

Invoice Line Items

Item	# Ordered	# Shipped	Amount
Envelope Clutch - Rose	1	1	\$75.00
Subtotal	1	1	\$75.00

Charges & Allowances
No Charges or Allowances have been added. [+ Add an adjustment](#)

SUMMARY	
Subtotal	\$75.00
Charges & Allowances	\$0.00
Total Invoice Amount	\$75.00

[Generate Invoice](#)

[Cancel](#)

After you click "Generate Invoice", you're all set and ready to close!

Step 6: Close Order

Finally, we're ready to close the order. Closing orders is very important as RevCascade will only send tracking numbers and invoices back to the retailer for closed orders. If you do not close your orders, there could be delays and/or penalties depending on your retailer's terms and conditions. Please don't forget to close your orders!

Steps

1. On the order detail page, locate the button labeled "Create Invoice" near the top.
2. In the popup, input your invoice number and confirm all invoice terms (e.g. Due Date)
3. Click "Create Invoice" button at the bottom.



REVCASCADE Order #30620 [← Back to Orders](#)

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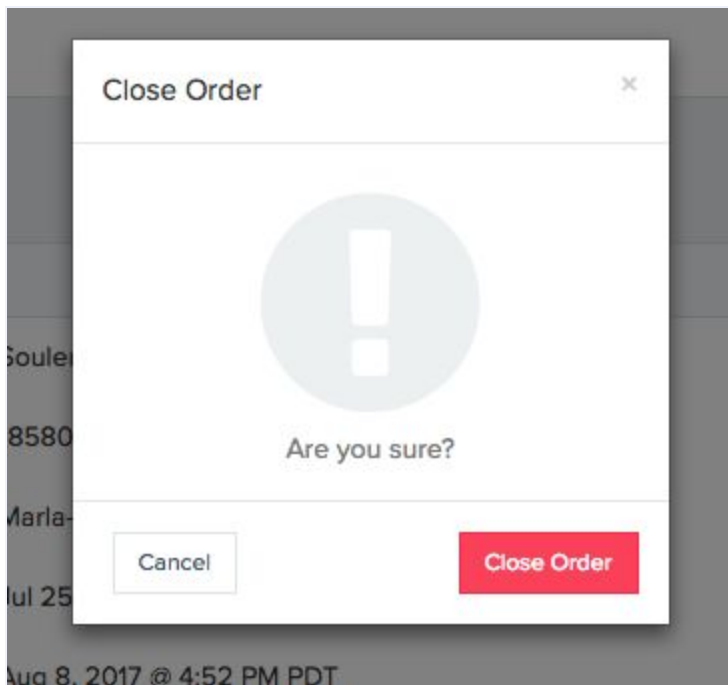
Close Order

Order Details	
Retailer	Souler
Customer Order #	1858000
Purchase Order #	Marla-20000

Order Summary	
Revenue	\$75.00

Fulfillment Summary	
Total Items	1

After you click "Close Order", you'll see this popup:



Just confirm by clicking "Close Order" and you're all done!

Closing Remarks (and how do I do this Faster!?)

Operating on one order at a time works at small volume (e.g. 1-5 orders/day), but as you scale up your program, you're going to need more automation. Don't worry, we have solutions for your business. If you'd like to discuss a different integration (e.g. EDI, API, Bulk Import/Export), let us know by contacting us at support@revcascade.com

And thanks for reading!