



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	Maria-20000	Aug 8, 2017	0 of 1	Small Parcel	UPS Ground	No
30621	0h	New	Souler	Maria-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 #30620 [Back to Orders](#)

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Acknowledge Order **Reject 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 "Acknowledge Order", you'll see this popup:

Acknowledge Order

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:

The screenshot shows the REVCASCADE interface for Order #30620. A green message box at the top states: "This order has been acknowledged and can now be fulfilled." Below this, there are buttons for "Ship Items", "Cancel Items", and "Close Order". The interface is divided into sections: "Order Details" (Retailer: Souler, Customer Order #: 1858000) and "Order Summary" (Revenue: \$75.00).

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 Express 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.

The screenshot shows the REVCASCADE interface for Order #30620. The "Ship Items" dropdown menu is open, showing options: "Express Label Generator", "Advanced Label Generator", and "Register Tracking Numbers". The "Express Label Generator" option is selected. The interface also shows "Order Summary" (Revenue: \$75.00) and "Fulfillment Summary" (Total Items: 1).



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

Express Label Generator

To generate shipping labels for your items, please complete the form below. Please note that this "express" interface assumes label requirements, carton weights, and dimensions are provided in your item catalog.

To customize package contents or dimensions, please use the [Advanced Label Generator](#).

Expected Shipping Speed

UPS Ground

Ship From Location

Maria - 555 North Blvd, Cleveland, OH

Carrier & Service

Souler UPS - UPS Ground

Shipping Labels Total Labels Required: 1

Item	# Ordered	# Included	Requires
envelope-clutch-rose: White / Rose Envelope Clutch Cartons: 10"x12"x12" (5 lbs)	1	1	1 Label

Print my SKUs on the shipping label

Generate 1 Shipping Label


Cancel

1322 Hermosa Ave

After you click "Generate Shipping Labels", you'll see this popup:

Shipping Documents

Loading Labels... Done!



Slip + Label
12YK46080398208092

Printer Format

Standard Printer - labels are formatted to print on standard 8.5 x 11 paper

Label Printer - labels are formatted to fill 100% of paper

Print Labels (Opens in New Tab)

Close Window & Print Later

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.

The screenshot shows the RevCascade order detail page for order #30621. The order is for 'Envelope Clutch - Rose' (SKU: envelope-clutch-rose) with a color of 'White / Rose', dated July 27, 2017. The total order value is \$100.00, and the shipping cost is \$75.00. The 'Tracking Numbers' tab is selected, showing one tracking number: '- Not Yet Generated -' for UPS Ground, with a shipping date of August 8. The 'Print Packing Slip' button is visible in the top left of the tracking section.

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.

The screenshot shows the RevCascade order detail page for order #30621. The 'Create Invoice' button is visible at the top. The 'Order Details' section shows the following information:

Field	Value
Retailer	Souler
Customer Order #	1858000
Purchase Order #	Marla-21000

The 'Order Summary' section shows:

Field	Value
Revenue	\$75.00

The 'Fulfillment Summary' section shows:

Field	Value
Total Items	1



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

A screenshot of a web application popup titled "Generate Invoice". The form contains several sections: "Invoice Number" (1234567890), "Due In" (30 Days), and "Due Date" (09/01/2017). Below this is the "Remit To" address: "Marla - 1182 Broadway, Suite 13A, New York, NY, 10005, US". The "Sold To" and "Shipped To" sections both list "Tom Jones, RevCascade, Inc., 1332 Hermosa Ave., Suite 14, Hermosa Beach, CA 90254 US". An "Invoice Line Items" table shows one item: "Envelope Clutch - Rose" with 1 ordered and 1 shipped, for a total amount of \$75.00. A "Charges & Allowances" section states "No Charges or Allowances have been added." with a link to "Add an adjustment". A "SUMMARY" table shows: Subtotal \$75.00, Charges & Allowances \$0.00, and Total Invoice Amount \$75.00. At the bottom are "Generate Invoice" and "Cancel" buttons.

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

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

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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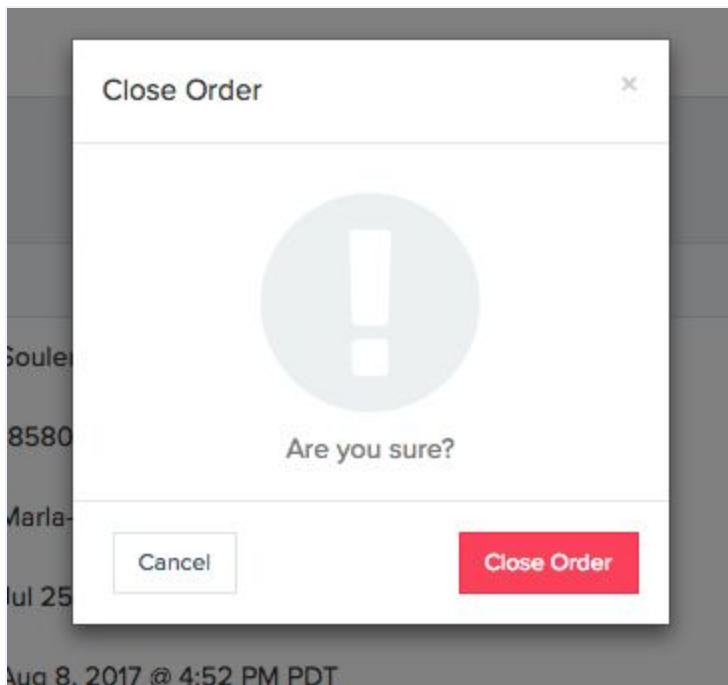
Close Order

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!