How do I update orders in bulk?
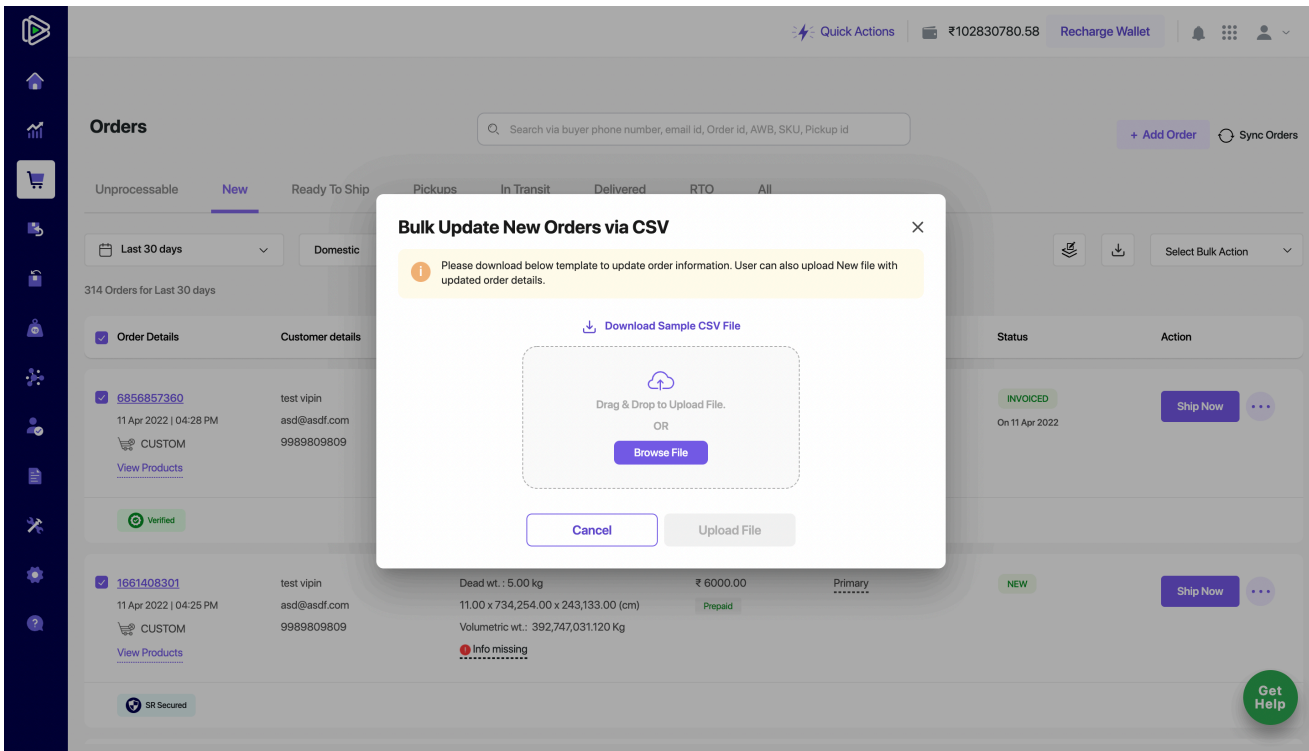
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Follow the steps below if you would like to update orders in bulk:

1) From the left menu, select Orders. This will bring you to the New tab, where you can view all of your pending/new orders.

2) Select all the orders for which you want to update details and click on the Bulk Order Update button.

3) Next, download the sample CSV file and update it with your order data.

4) Upload the modified CSV file again and click on the Upload File button.

5) If updated correctly, your orders will be updated within x seconds.