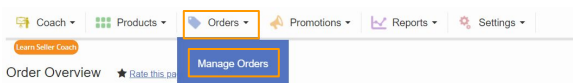


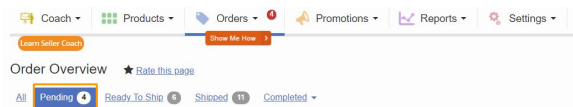
# How to manage your orders in Seller Center?

## 1. How do you know that you get new orders to deliver?

A/ Connect to your Seller Center account, and click on: Orders → Manage orders

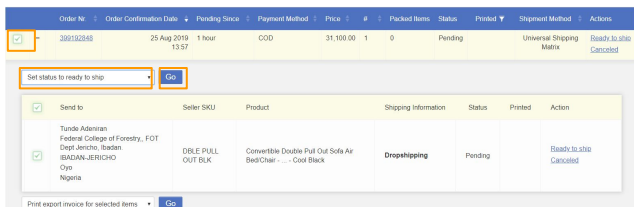


B/ All your new orders will be in the section Pending.

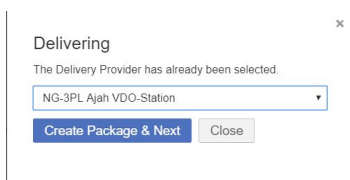


## 2. How do you process an order?

A/ First, select the order you want to process, define its status on "Set status on ready to ship" and click on "Go".

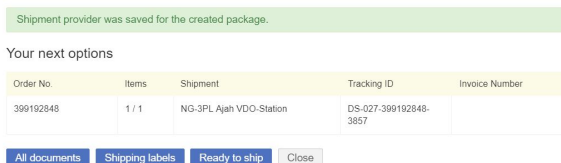


B/ Then, choose a Vendor Drop-Off (VDO) station and click on "Create package & Next".



You can find [here](#) the list of all VDOs with their location and opening hours. (INSERT LINK TO THE VDO ADDRESSES PAGE)

C/ Click on "All documents" and on "Shipping labels" to print all the documents you need: the delivery receipt, the shipping labels and the receipt.



Once those documents are printed, you can click on "Ready to ship".

## 3. Next steps

Find here the articles to fulfill your order:

- [INSERT LINK TO THE ARTICLE "HOW TO PACK YOUR ORDERS"](#)
- [INSERT LINK TO THE ARTICLE "GET YOUR ORDER READY FOR THE QUALITY CHECK"](#)
- [INSERT LINK TO THE VDO LOCATION](#)
- [INSERT LINK TO THE ARTICLE "UNDERSTAND RETURN \(DRTV - RTV - VENDOR PROMISE\)"](#)

## 4. Any questions? Don't worry we are here to help you!

- Raise a claim on the Internet: [LINK TO RAISE A CLAIM](#)
- Call us: [PHONE NUMBER](#)
- Ask an agent in a Vendor Drop-Off: [LINK TO VENDOR HUB PAGE WITH VDO ADDRESSES](#)