

# How do I change the status of multiple order lines?

1. Open a purchase order.
2. Select the order lines to be moved to another status.
3. Right-click on one of the selected order lines and select the desired status.

Order line status \_\_\_\_\_

Purchase requisition

Wait for supplier prices

Filtered results [View all](#)

Actions \_\_\_\_\_

Get suppliers prices

Reject

It is possible to convert all order lines with the same status to the next status by using the action buttons to the left of the screen.

In the image, all order lines are first filtered by the status Purchase requisition, after which three action buttons will appear:

- Request prices
- Order
- Reject

Click on one of these buttons to move all orders to the selected status.

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