

How to process an ETSY order

Log into the Etsy website, <https://www.etsy.com/>. Login: russel.beveridge@peacocksalt.co.uk. Password: KFH

On the top right hand side of the main screen, go into Shop Manager as shown below to check for messages

From this screen, select Orders & Delivery from the menu on the left (shown below). If any messages are shown

Any new orders will be shown in the middle of the screen. Click in the middle of the box to open it up as a side

In Nav, create a new order the usual way, using Etsy account C032008. The External Document Number is

The item code will appear in the SKU section further down, as shown below.

Quantity and price are also shown here. The rest of the order can be completed as usual.

Later in the day, Etsy orders should be flagged as dispatched, along with Amazon and EBay. Go back into the