

# Order Reference Business Rules

Make an Order Reference mandatory when checking out based on the Customer/Account.



This information only applies to a B2B environment; a customer reference is never mandatory in a B2C scenario.

## Step-by-step guide

To update the 'Mandatory Order Reference' flag for a Customer:

1. Go to **Users Customer Maintenance**.
2. Search for the required Account Code.
3. Select the customer record via the radio button.
4. Click the **Customer Details** tab.
5. Click **Modify**.
6. Set the value of the **Is Order Reference Mandatory** flag as required.

## Related Resources

- [Preferred Delivery Date](#)
- [Order Import](#)
- [Order Templates](#)
- [Make Outstanding Sales Orders & Transactions Visible Online](#)
- [How Order Integration Works](#)