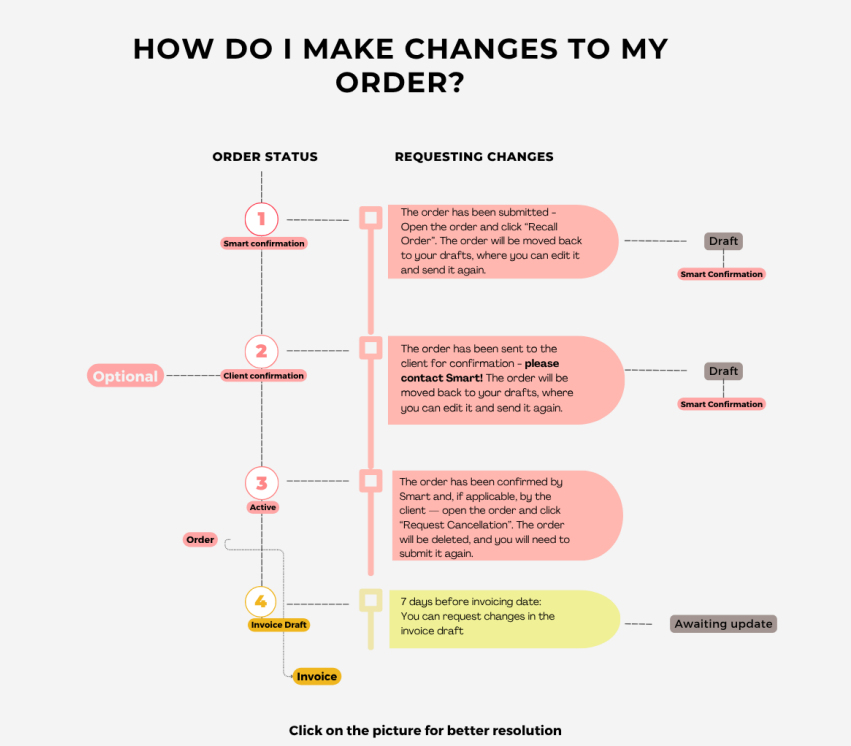
Requesting changes

On the left in the graph below, find in which status is currently the order that you want to change and proceed accordingly.



You can **leave us a comment** under each order - please note that we are not notified, once the comment has been added after submitting the order. In the case of urgent changes, please do not use that option, but write us an e-mail at members@smartde.coop instead. Please also note that comments added to an order will not appear as comments in the invoice draft.

If you want to make a **change to a recurring order**, you can make the change for an individual invoice, as described in step 4 above – i.e. after you have received the automatic email from the portal informing you that the invoice draft has been created. If the change affects all invoices for this order or client details change, a new recurring order must be created.

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