



Operations and CLI

PunchOut Documentation

Guide for Magento administrators, technical project owners, and implementation teams.

LAST UPDATED
2026-08-25

SOURCE
[Open this article online](#)

EXTENSION
[Magento 2 Extension Punchout](#)

Operations and CLI

Magento cron handles normal PunchOut cleanup, inbound-order retries and document delivery. The CLI commands are intended for monitoring, controlled recovery and deployments where an operator needs to process one document type explicitly.

Run all commands from the Magento project root.

Inspect the document queue

```
php bin/magento punchout:queue-status
```

The command groups queue entries by document type and status. It does not change any records.

Reconcile and send invoices

```
php bin/magento punchout:send-invoices --batch-size=100
```

Magento first recreates missing invoice queue entries for eligible PunchOut orders, then processes due invoice entries. Use a smaller batch during an investigation.

Reconcile and send ship notices

```
php bin/magento punchout:send-ship-notices --batch-size=100
```

This performs the same workflow for shipment-based `ShipNoticeRequest` documents.

Both send commands accept:

Option	Effect
<code>--batch-size, -b</code>	Limits reconciliation and processing to a positive number of documents. The default is 100.
<code>--skip-reconcile</code>	Processes existing due queue entries without reconstructing missing entries.

Understand the cron jobs

Job	Schedule	Purpose
-----	----------	---------

Job	Schedule	Purpose
<code>punchout_cleanup_expired_contexts</code>	Every 15 minutes	Removes expired browser-session contexts.
<code>punchout_document_queue_process</code>	Every 5 minutes	Processes due confirmation, ship-notice and invoice entries.
<code>punchout_inbound_order_process</code>	Every 5 minutes	Retries eligible inbound orders.
<code>punchout_cleanup_retention</code>	Daily at 02:00	Applies configured trace, replay, snapshot, inbound-order and queue retention.

Do not run a send command repeatedly to bypass a `delivery_unknown` state. Check the receiving platform first, then use the protected Admin action when a deliberate retry is safe.