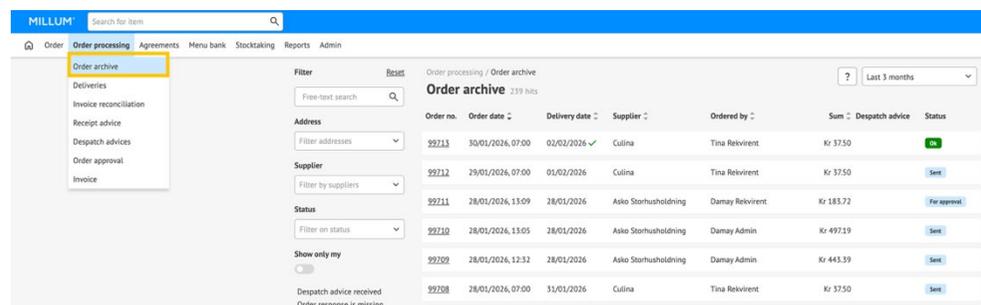


Quick guide – Order archive

You can find the order archive in the menu under *Order processing*. Click on the *Order archive* option to enter this area.

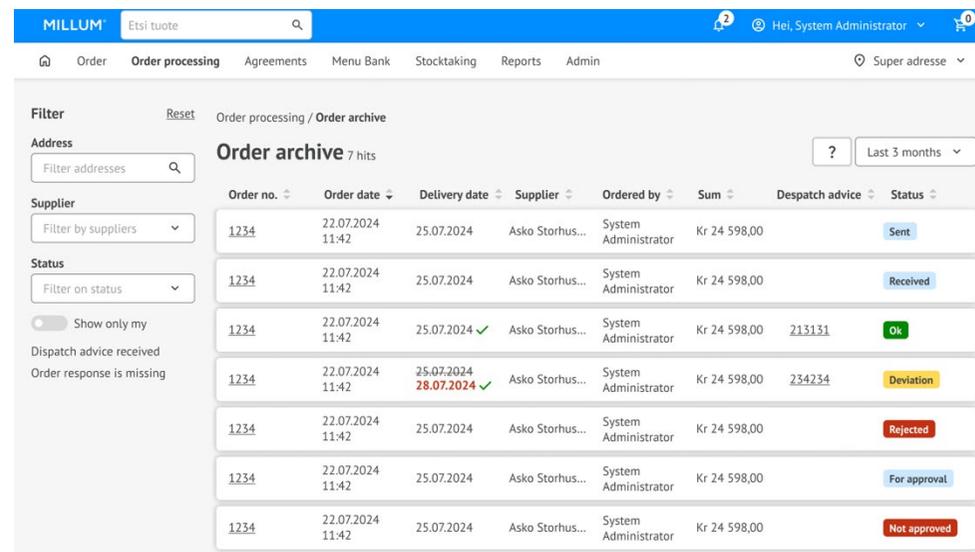


Functions found in the order archive

You can in the order archive access all your orders and the order confirmations you have received in return from your suppliers. The orders are sorted by the date the order was placed, and the most recent orders will be at the top. In the left column you can filter by date (from/to), by address or order status. The order archive has a pop-up view for both orders and delivery notes, and the sums are shown in currency.

The functions for receiving goods and deviation report are available on the delivery page for quick completion of receiving goods and handling deviations. You can also see if a goods receipt or discrepancy report has been registered for an order when you open it in the order archive.

If you want to see all the information about an order in an overview, you can do so on the Adjust invoice page.



The order status shows the status of the order and order confirmation from the supplier. The exception is the status “sent”, meaning that the order is sent, but no order confirmation has been received in return. The possible statuses are:

- *Sent* = Order sent. No order confirmation received
- *Received* = The supplier has received the order
- *Deviation* = There is a variance in the order
- *Rejected* = The supplier has rejected the order
- *Ok* = Everything ok, the supplier will deliver what is ordered
- *For approval* = Waiting to be approved by administrator

Order display

By clicking on an order number, you will be taken to the order form for the order you have placed. Here you can see order details and details about all ordered items. On the left you can see extended information about the order.

Order 99715 to Culina Sent

Order details

Created
01/02/2026, 07:00

Contact
tina@millum.no

Order number
99715

Wanted delivery d.
04/02/2026

Created by
Tina Rekvirent

Delivery to
Super adresse

Customer number
29102901

Items (2)

Only receipt advice

Line number / Item number	Item name	Producer	Qty. in unit	Price	Quantity	Comment	Total
1.9554205	Kake- og salattklype L...		1 Stk	Kr 12.50	2		Kr 25.00
Show accounting information							
2.9554206	Kake- og salattklype L 1		1 Stk	Kr 12.50	1		Kr 12.50

Order approval

If your company utilizes an order approval flow, there is a separate button for this. Here you will find orders waiting for approval, and you can approve them from here.

Orders in the order archive will thus have two additional statuses: "Reject" and "Approve".

Order no.	Order date	Supplier	Ordered by	Sum
99670	28/01/2026, 13:09	Asko Storkjøkken Oslo	Damay Rekvirent	183.72
99670	27/01/2026, 11:55	Bama Storkjøkken Oslo	Damay Admin	513.00
99670	08/01/2026, 10:18	Bama Storkjøkken Oslo	Real time handlekurv 3	2,336.80

Receipt advice

For a guide for receipt advice, see the separate quick guide.