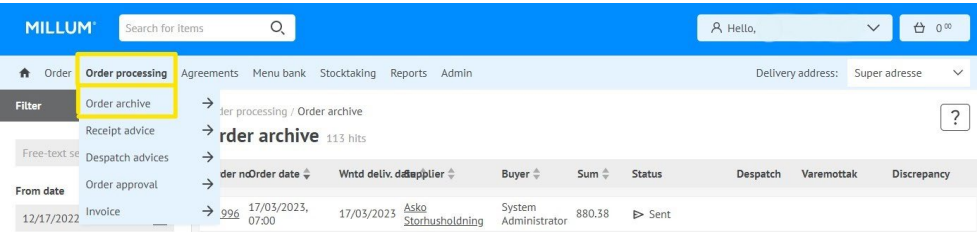


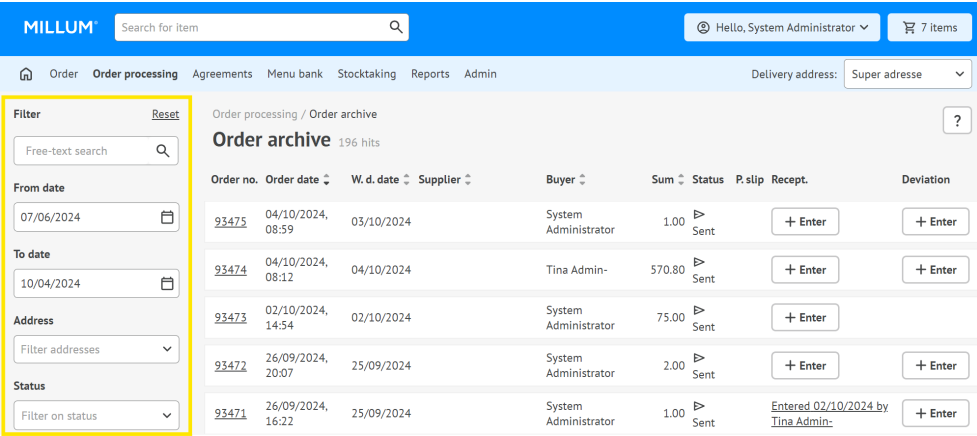
Quickguide – Order archive

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.

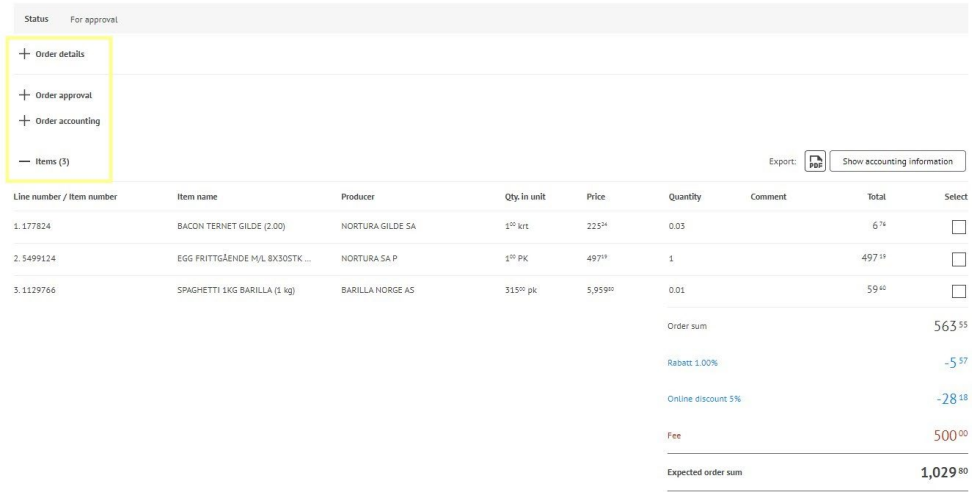


The order status shows the status of the order and order conformation from the supplier. The exception is the status “sent”, meaning that the order is sent, but no order confirmation has been received in return. The possible statuses are:

- Sent = Order sent. No order conformation 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

Ved å trykke på et ordrenummer kommer du inn på ordreseddelen til ordren du har lagt. Her kan du se ordredetaljer og detaljer rundt alle bestilte varer. On the left you can see extended information about the order.



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”.

MILLUM

Search for item

Q

Hello, System Administrator

7 items

Order

Order processing

Agreements

Menu bank

Stocktaking

Reports

Admin

Delivery address: Super adresse

Filter

Order archive

Deliveries

Receipt advice

Despatch advices

Invoice

Free-text search

From date

To date

Order processing / Order approval

Order approval 52 hits

| Order no. | Order date | Supplier | Buyer | Sum | |
|-----------|-------------------|----------|----------------------|--------|--------------------------------------|
| 6 | 15/04/2022, 10:10 | TINE SA | System Administrator | 750.00 | <div>Reject</div> <div>Approve</div> |
| 6641 | 13/04/2022, 10:10 | TINE SA | System Administrator | 750.00 | <div>Reject</div> <div>Approve</div> |

Receipt advice

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