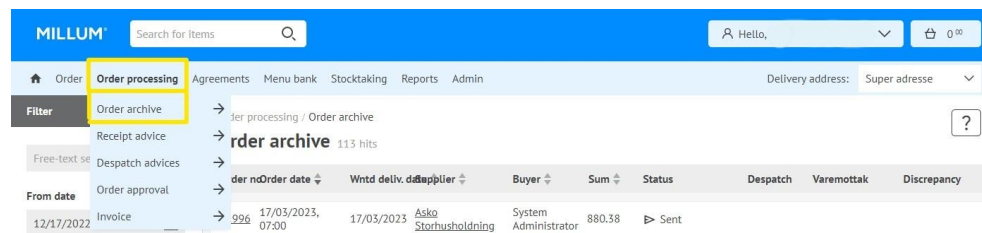# Quickguide – Order Archive

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 hand column you can filter by date (from/to), by address or order status.
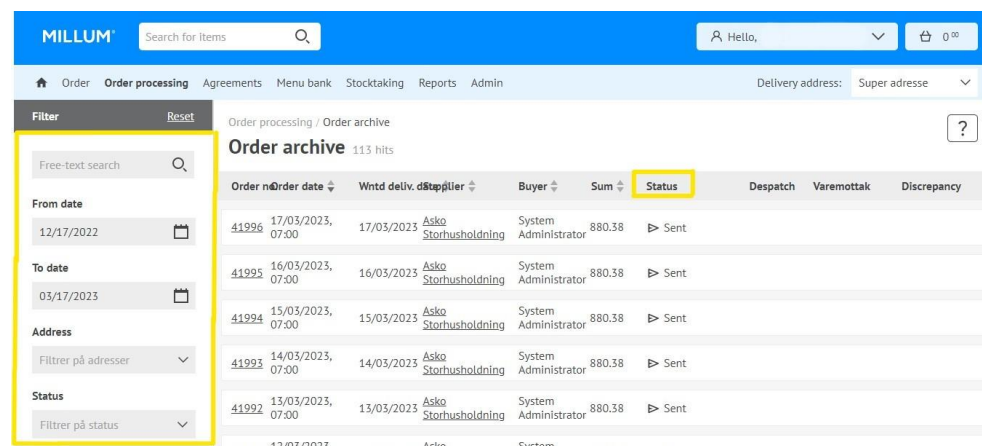

The order status shows the status of the order and order conformation from the supplier. The exception is the status "sent", meaning that the order is sent, but no order confirmation has been received in return. The possible statuses are:

- 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
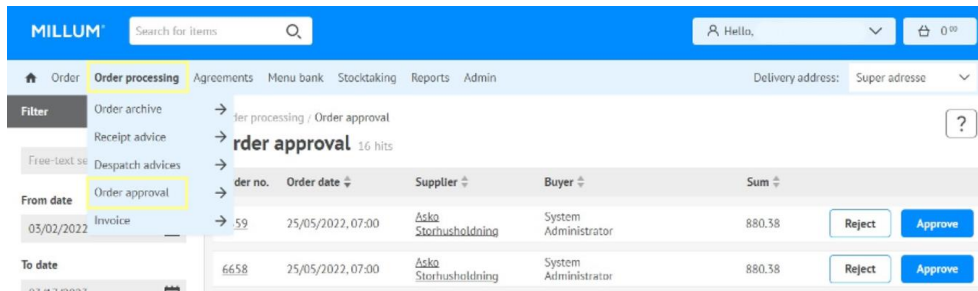
Order display

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.
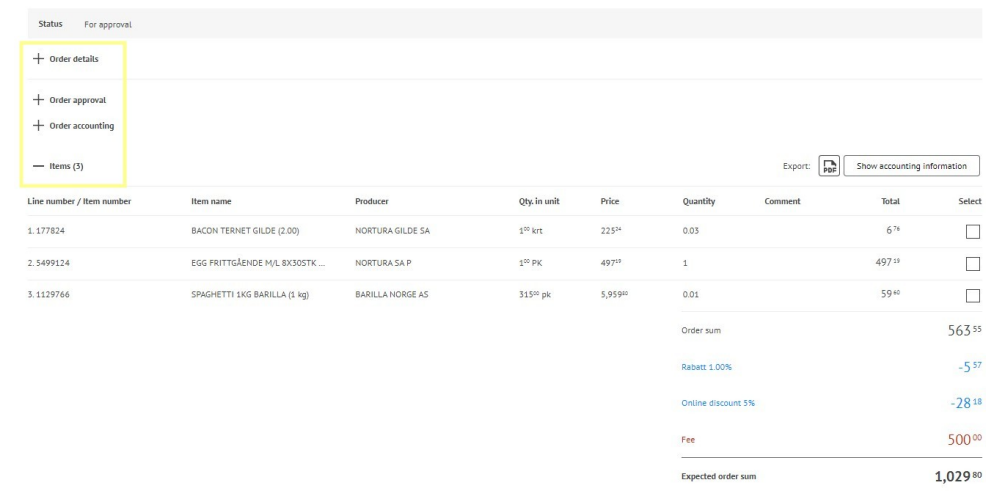
Order approval

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".

Receipt advice

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