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.

| MILLU | M° Search for | items | Q | | | | | A Hello, | | ~ | ⇔ 0∞ |
|--------------|------------------|---------------|----------------------------------|----------------------------|------------------------------|--------------|--------|----------|----------|------------|----------|
| 🔒 Order | Order processing | Agreem | ents Menu bank | Stocktaking Reports | Admin | | | Deliver | address: | Super adre | sse 🗸 |
| Filter | Order archive | ÷ | → ter processing / Order archive | | | | | | | | 2 |
| | Receipt advice | \rightarrow | → rder archive 113 hits | | | | | | | | Ŀ |
| Free-text se | Despatch advices | \rightarrow | | | | | | | | | |
| From date | Order approval | \rightarrow | der noOrder date ╤ | Wntd deliv. datapplie | er≑ Buyer≑ | Sum 🤤 | Status | Despatch | Varemott | ak Dis | crepancy |
| 12/17/2022 | Invoice | \rightarrow | 996 17/03/2023, 07:00 | 17/03/2023 Asko Storhus | System Sholdning Administ | 880.38 rator | ⊳ Sent | | | | |

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.

| MILLUM | Search for iter | ns Q | | | | A Hello, | ∨ ⇔ 0∞ |
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| Filter | <u>Reset</u> | Order processing / Order | archive | | | | ? |
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| From date | | Order n@rder date 崇 | Wntd deliv. dStepplier $\stackrel{\scriptscriptstyle \oplus}{=}$ | Buyer ≑ Sum ≑ | Status | Despatch Varemo | ottak Discrepancy |
| 12/17/2022 | | 41996 17/03/2023, 07:00 | 17/03/2023 <u>Asko</u> <u>Storhusholdning</u> | System Administrator 880.38 | ⊳ Sent | | |
| To date | | 41995 16/03/2023, 07:00 | 16/03/2023 Asko Storhusholdning | System Administrator 880.38 | ⊳ Sent | | |
| 03/17/2023 | | 41004 15/03/2023, | 15/07/2027 Asko | System 990 79 | D. Cont | | |
| Address | | 41224 07:00 | Storhusholdning | Administrator | ▶ Selit | | |
| Filtrer på adresser | ~ | 41993 14/03/2023, 07:00 | 14/03/2023 Asko Storhusholdning | System Administrator 880.38 | ⊳ Sent | | |
| Status Filtrer på status | ~ | 41992 13/03/2023, 07:00 | 13/03/2023 Asko Storhusholdning | System Administrator 880.38 | ▷ Sent | | |
| | | 40004 12/03/2023, | 12/02/2022 Asko | System | 6. C | | |

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.

| Status For approval | | | | | | | | |
|--|------------------------------|------------------|---------------------|---------|-------------------|-------------|-----------------|-------------|
| + Order details | | | | | | | | |
| + Order approval + Order accounting | | | | | | | | |
| — Items (3) | | | | | | Export: PDF | Show accounting | information |
| Line number / Item number | Item name | Producer | Qty. in unit | Price | Quantity | Comment | Total | Select |
| 1.177824 | BACON TERNET GILDE (2.00) | NORTURA GILDE SA | 1 ^{co} krt | 22524 | 0.03 | | 6.76 | |
| 2.5499124 | EGG FRITTGÅENDE M/L 8X30STK | NORTURA SA P | 1 ⁰⁰ PK | 49719 | 1 | | 497 19 | |
| 3.1129766 | SPAGHETTI 1KG BARILLA (1 kg) | BARILLA NORGE AS | 315°° pk | 5,959** | 0.01 | | 59 ** | |
| | | | | | Order sum | | | 563 55 |
| | | | | | Rabatt 1.00% | | | -5 57 |
| | | | | | Online discount 5 | % | | -2818 |
| | | | | | Fee | | | 50000 |
| | | | | | Expected order su | m | | 1,029 80 |
| | | | | | | | | |

Millum Procurement

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.