

Order archiving

Archiving removes an order from the active workflow and hides it from the **Ongoing** section of the Orders Overview screen.

Archived orders cannot trigger any further actions; the only available operation is to unarchive them.

The primary method is through the Order Details screen. Applying the **Archive** action moves that order to the **Archived** section of the Orders Overview screen.

After the action is executed, a modal confirms that the order has been archived.

UBL-J-115 / asdfsad
Confirmed with changes, Partially shipped, Partially invoiced

Order header Ship-to address

Buyer: Onetrail B.V.
Bill-to GLN: 8714231442455
Type: Standard

Creation date: 02/25/2026, 05:20 PM
Requested delivery date: 02/10/2010, 01:00 AM
Partial delivery: No
Comment: Dropship order from Quantore B.V.

Buyer line	Product code	Product description	Unit price	Quantity ordered	Total price	Requested delivery date	Scheduled delivery date	Confirmed quantity	Confirmed price	Status	Stage
1	SKUB002		€89.99	10	€899.90	12/04/2025	12/04/2025	10	€89.99	🗑️	✓
2	SKUB003		€10.16	5	€50.80	12/04/2025	02/27/2026	5	€10.16	⬆️	🚚
							02/27/2026	5	€10.16	+	€
							02/27/2026	2	€10.16	+	✓

← Back 🗑️ Archive order ✓ Update confirmation 🚚 Create shipment € Create invoice

Bulk archive orders

It is possible to archive multiple orders at once directly from the Orders Overview.

In the **Ongoing** orders tab, multiple orders can be selected from the table by checking the checkboxes on the left side. After selecting the desired orders, choose **Archive** from the "Bulk actions" dropdown at the bottom right of the screen and click the **Apply** button.

By clicking Apply, all selected orders will be archived immediately. A notification message will appear indicating the result of the operation:

- If all orders were archived successfully, a success message is displayed
- If some orders failed to archive, a partial success message is displayed listing the failed orders
- If all orders failed, an error message is displayed

Ongoing Overdue Completed Archived

Keyword Search

Stage	Buyer reference	Seller reference	Buyer	Creation
<input type="checkbox"/>	UBL-RO-004	1234j	Onetrail XML Test Buyer	01/06/2026, 02:34 PM
<input checked="" type="checkbox"/>	UBL-RO-24	eyery	Onetrail XML Test Buyer	12/12/2025, 09:20 AM
<input checked="" type="checkbox"/>	UBL-RO-21	testing line deletion 2	Onetrail XML Test Buyer	12/11/2025, 11:43 AM
<input type="checkbox"/>	UBL-RO-20	testing-for-line-deletion	Onetrail XML Test Buyer	12/11/2025, 11:43 AM
<input type="checkbox"/>	UBL-J-12394	abcd	Onetrail B.V.	10/20/2025, 04:14 PM
<input checked="" type="checkbox"/>	UBL-J-12393	12393j	Onetrail B.V.	10/20/2025, 03:14 PM
<input type="checkbox"/>	UBL-J-12370	sadsad	Onetrail B.V.	10/15/2025, 07:52 AM
<input type="checkbox"/>	UBL-J-12369	REF	Onetrail B.V.	10/15/2025, 07:51 AM
<input type="checkbox"/>	UBL-J-12368	123	Onetrail B.V.	10/14/2025, 04:12 PM
<input type="checkbox"/>	UBL-J-12367	NOM	Onetrail B.V.	10/14/2025, 02:50 PM

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Archive Apply