

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After the action is executed, a modal confirms that the order has been archived.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

OngoingOverdueCompletedArchived

Keyword

Search

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

Page Size: 10

1 to 10 of 2,662

Page 1 of 267

Archive

Apply