

Processing your orders in the Order Manager

On this page we explain how you receive, confirm, ship and invoice your buyers' orders in the new Order Manager — one order from start to finish, without your own EDI system.

Sign in to the Order Manager

Go to [My Onetrail](#) and log in. Your username and password are provided by Onetrail by email. Open the **Orders** tab — you are now in the Order Manager. Your seller company and its GLN are shown at the top right.

Every order moves through the same four stages, and each stage you complete sends a message back to your buyer: **Received** **Confirmed** **Shipped** **Invoiced**. You don't have to do them all at once — an order waits at its current stage until you act on it.

Find the order you need

The **Orders** screen lists every order for your company. The four category tabs at the top left split them up:

- **Ongoing** — orders that need your action.
- **Overdue** — orders past their scheduled delivery date.
- **Completed** — orders that are fully processed.
- **Archived** — orders you have archived and no longer want to see.

Use **Search by keyword** (top right) to jump straight to an order by reference, and filter any column from its header. The **Stage** column is the quickest read: its four icons light up left to right as an order progresses, so you can see at a glance what still needs doing.

Once you've found your order, you take it through four steps:

1. **Open and check** the order
2. **Confirm** the order
3. **Ship** the order
4. **Invoice** the order

Stage	Buyer reference	Seller reference	Buyer	Creation
				01/03/2026, 11:45 AM
				01/03/2026, 11:45 AM
				01/03/2026, 11:45 AM
				01/01/2026, 04:17 PM
				01/01/2026, 12:05 PM
				04/30/2026, 04:15 PM
				04/25/2026, 04:15 PM
				04/25/2026, 04:00 PM
				04/25/2026, 02:00 PM
				04/24/2026, 04:30 PM

Stage	Buyer reference	Seller reference	Buyer	Creation
				04/08/2026, 12:10 PM
				04/08/2026, 12:10 PM
				05/26/2026, 12:08 PM
				05/20/2026, 02:39 PM
				05/20/2026, 12:10 PM
				05/18/2026, 12:10 PM
				05/15/2026, 12:10 PM
				05/07/2026, 12:09 PM
				05/07/2026, 12:09 PM
				05/04/2026, 12:09 PM



Overdue orders come first

If your company has overdue orders — confirmations past their scheduled delivery date — the Order Manager opens on the **Overdue** tab and won't let you switch tabs until those are dealt with. The block is company-wide, so a colleague's overdue orders hold you back too. Clear it by opening each overdue order and updating its confirmation.

Step 1: Open and check the order

Click any row to open the order. The status sits under the order number (for example *Not acknowledged*), with the Stage track top-right and the next-action buttons along the bottom.

Order header & lines

The **Order header** holds the order-level facts: buyer and bill-to GLN, order type, creation and requested delivery dates, whether partial delivery is allowed, and any comment. Each **order line** shows the product, unit and total price, quantity ordered and requested delivery date — and gains a scheduled date, confirmed quantity and confirmed price once you confirm.

Ship-to address

The **Ship-to address** tab shows where the goods go — GLN, company, contact, address and country. Check this before you despatch.

Buyer	Bill-to GLN	Type	Creation date	Requested delivery date	Partial delivery	Comment	Transport
			07/03/2026, 11:45 AM	07/03/2026, 02:00 AM	Yes		

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	11455618	HPE HP ELITEBOOK 640 G11...	£1,825.01	1	£1,825.01	07/03/2026		1		=	+

Buttons: Back, Archive order, Delete order, Put order on hold, Create confirmation

Ship-to GLN	Company	Contact	Email	Phone	Street	Postal code / City	Region	Country
								GB

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	11455618	HPE HP ELITEBOOK 640 G11...	£1,825.01	1	£1,825.01	07/03/2026		1		=	+

Buttons: Back, Archive order, Delete order, Put order on hold, Create confirmation

Step 2: Confirm the order

Confirming tells your buyer you accept the order and on what terms. It sends an order response and moves the order to **Confirmed**.

1. Open the order and click **Create confirmation**.
2. Enter a **Seller reference** — your own order number for this sale.
3. Set the **Scheduled delivery date** for the line.
4. To set the same date for the whole order at once, use the calendar icon in the **Scheduled delivery date** column on the header row — it applies to every line.
5. Adjust the **Confirmed price** if it differs from what was ordered.
6. To adjust the **Confirmed quantity**, use the **Actions** drop-down to split the line. Note: the order quantity must equal the ordered quantity.

7. Tick **I confirm that the prices are correct**.
8. Click **Send confirmation** — a "1 order processed successfully" message appears.

The screenshot shows a 'Create confirmation' form. At the top, there's a 'Seller reference' field. Below it is a table with the following columns: Buyer line, Product code, Product description, Unit price, Quantity ordered, Total price, Requested delivery date, Scheduled delivery date, Confirmed quantity, Confirmed price, Status, Stage, and Actions. The table contains one row with the following data: Buyer line 1, Product code 13455, Product description HP HP ELITEBOOK, Unit price £1,025.00, Quantity ordered 1, Total price £1,025.00, Requested delivery date 07/03/2026, Scheduled delivery date 07/08/2026, Confirmed quantity 1, Confirmed price £1,025.00, Status (empty), Stage (empty), and Actions (a dropdown menu). Below the table, there's a checkbox labeled 'I confirm that the prices are correct' and a 'Send confirmation' button. A 'Cancel' button is also visible at the bottom left.

Required to send

Seller reference, a scheduled delivery date on every line, and the prices-are-correct checkbox. The form won't send until all three are set.

Confirmed vs. confirmed with changes

If the values you send back match the order, its status becomes **Confirmed**. If anything differs — a changed price, a split line, or a delivery date later than requested — it becomes **Confirmed with changes**, and your buyer sees exactly what you altered.

Step 3: Create a shipment

Creating a shipment tells your buyer the goods are on their way. It sends a despatch advice and moves the order to **Fully shipped**.

Before you start

Shipping needs at least one carrier set up for your company — the **Transported by** list is drawn from your configured carriers. If it's empty, ask your Onetrail contact to add your carrier(s) first.

1. On the confirmed order, click **Create shipment** to open the shipping screen.
2. Tick the line(s) you're shipping — only ticked lines are included.
3. Enter the **Despatch advice number** (your delivery-note number) and the **Despatch date**.
4. Choose a **Delivery type** and a **Transported by** carrier.
5. Optionally add track & trace keys, or use **Split line** for a partial shipment.
6. Click **Create shipment**, then **Confirm**.

Buyer: [redacted] Order creation date: 01-07-2025 Order type: Standard Seller: (Default: Web, Test Seller (Seller))
 Purchase order number: [redacted] Order date: 01-07-2025 Partial delivery: No Sales order number: [redacted]
 Bill-to address: [redacted] Requested delivery date: 01-07-2025
 Order status: [redacted]

[Step to address](#)

Order comments:
 No order comments to display

[+ Shipment](#)

Dispatch advice number: 04-007143 Track & trace: [redacted] Add: [button]
 Dispatch date: 01-07-2025 New records found: [button]

Delivery type: Package
 Quantity: [dropdown]
 Transported by: UPS

And the selected lines will be used for this shipment. Select checkbox to add from order after default scheduled shipment date.

Item	Item #	Line #	Item number	Item description	Qty. Quantity	Shipped QTY	Scheduled delivery date	Shipped date	Status
☒	1	1	00000	Seagate Const. Backup, 8TB, 3.5" 7.2K RPM, 64MB Cache	1	1	01-07-2025	01-07-2025	Shipped

[+ Create shipment](#)
[+ Split line](#) [+ Add search](#)
[Back](#)

Order header: Ship-to address

Buyer: [redacted] Creation date: 03/26/2025, 05:01 PM Comment: Transport
 Bill-to G/LN: [redacted] Requested delivery date: 03/26/2025, 01:00 AM
 Type: [redacted] Partial delivery: No

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	5695827	STATTECH.COM USB C MULT...	€67.54	1	€67.54	03/31/2025	07/10/2026	1	€67.54	Confirmed	Shipped

[+ Back](#) [Archive order](#)



The confirm step is final

The dialog reminds you to check the lines and quantities and warns that a shipment cannot be changed once confirmed. It also flags if you're shipping without track & trace keys. If quantities are wrong, use **Split line** before confirming.

Step 4: Create the invoice

The final stage bills your buyer. Once an order is shipped, a **Create invoice** action becomes available; completing it sends the invoice and moves the Stage track to its last node. The order then appears under **Completed** as **Fully invoiced**.

Order header: Ship-to address

Buyer: [redacted] Creation date: 05/22/2026, 11:15 AM Comment:
 Bill-to G/LN: [redacted] Requested delivery date: 05/22/2026, 02:00 AM
 Type: [redacted] Partial delivery: No

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	ST24000N...	SEAGATE EX05 X24 ST2400...	€870.34	1	€870.34	05/26/2026	05/23/2026	1	€870.34	Confirmed	Invoiced

[+ Back](#) [Archive order](#)



Order complete

That's the full loop — received, confirmed, shipped and invoiced. Your buyer has had a structured message at every stage, with no EDI system needed on your side.

The four stages at a glance

Stage	Your action	Message sent
Received	Review the order	ORDER
Confirmed	Create confirmation	ORDER_RESPONSE
Shipped	Create shipment	DESPATCH_ADVICE
Invoiced	Create invoice	INVOICE

Your My Onetrail dashboard

Next time you sign in, the top-right corner of My Onetrail shows the status of your products and orders. The **Check orders** button links straight to your orders in progress, and the dashboard carries news and maintenance notifications.

Need help?

Any questions about processing your orders? Contact Onetrail Customer Care via our support page — we're happy to help. If you don't have a Servicedesk account yet, request one by emailing support@onetrail.com.