

# Order shipping

Shipping action is available for orders which have at least one line in "Confirmed" stage.

In the following image, shipping is done by clicking on "Create shipment" button.

UBL-J-121 / 123-test  
Confirmed with changes

Order header    Ship-to address

Buyer: Onetrail B.V.    Creation date: 03/04/2026, 10:44 AM    Comment: Dropship order from Quantore B.V.  
 Bill-to GLN: 8714231442455    Requested delivery date: 02/10/2010, 01:00 AM  
 Type: Standard    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	SKUB002		€89.99	10	€899.90	12/04/2025	03/11/2026	10	€89.99	⬆️	✓
2	SKUB003		€10.16	5	€50.80	12/04/2025	03/11/2026	5	€10.16	⬆️	✓

← Back    Archive order    Delete order    Update confirmation    Create shipment

After selecting the "Create shipment" button, user is forwarded to Classic Order Manager in embedded view to finalize shipment creation. Shipment creation in embedded view does not contain "Search panel" and breadcrumbs in order to avoid using Classic Order Manager for features supported in New Order Manager. Instead it contains a "Back" button which routes back to the "Order details" view in New Order Manager.

Buyer: Onetrail B.V. (Buyer)    Order creation date: 04-03-2026    Order type: Standard    Seller: Onetrail Test Seller (Seller)  
 Purchase order number: UBL-J-121    Order date: 18-08-2025    Partial delivery: No    Sales order number: 123-test  
 Bill to address: 8714231442455    Requested delivery date: 10-02-2010  
 Order status: Confirmed with changes

→ Ship to address

Order comments:  
Dropship order from Quantore B.V.

Shipment

Despatch advice number:   
 Contact email:   
 Despatch date:   
 Preferred delivery date:   
 Preferred delivery time slot:

Track & trace  Add  
No records found.

Container identifier:   
 Delivery type:   
 Quantity:  1  
 Transported by: TNT

Just the selected lines will be used for the shipment    Select checkbox to default from order/ enter default scheduled shipment date

	Status	Sales #	Line #	Item number	Item description	Req. Quantity	Shipped QTY	Scheduled delivery date	Shipped date	Serials
<input type="checkbox"/>	✓	1	1	SKUB002		10	0	11-03-2026		0
<input type="checkbox"/>	✓	2	2	SKUB003		5	0	11-03-2026		0

Create shipment    Split line    Add serials    Back

Creating a shipment for the order updates the processing state of both the order and its line items:

- An order stage is switched from "Confirmed without changes" or "Confirmed with changes" stage to "Fully shipped" or "Partially shipped" depending whether all the lines are shipped or not
- An order stage is switched from "Partially shipped" stage to "Fully shipped" or "Partially shipped" depending whether all the lines are shipped or not
- Line items transition from stage "Confirmed" to stage "Shipped"

Order header Ship-to address

**Buyer** Quantore Europe B.V. **Creation date** 01/22/2026, 11:15 AM **Comment** Dropship order from Quantore B.V  
**Bill-to GLN** 8712423017245 **Requested delivery date** 02/10/2010, 01:00 AM  
**Type** Standard **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	SKUB002	Canon 719 - Black - origina...	€89.99	10	€899.90	12/04/2024	02/24/2026	10	€4.00	⬆️	🚚
							02/27/2026	10	€674.00	⬆️	🚚
2	SKUB003	HP Toner Collection Unit - ...	€10.16	5	€50.80	12/04/2024	02/27/2026	5	€5,510.16	⬆️	🚚

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📁 Archive order

📄 Create invoice