

How to Find Order Details

Are you looking for details about a specific order? It's easy! Follow these simple steps to look details up.

1. Within the Order History screen, click on the order you want to know more about. You can also search by Order or PO Number to go directly to the order.

Order History

[Download CSV](#)

Submitted 60	Confirmed 10	In Progress 4	Shipped 5
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ORDER #	SHIPPING ADDRESS	DATE ↑	PRICE	STATUS
0002208234 PO#: 123456	123 MAIN STREET	Jul 07, 2022	\$50,406.40	Confirmed

2. Once you are in the right order, you will pull up a screen like the below. Let's break down the components of this page.

Order Details

Order #0002208234

Documents

Actions



Date Ordered: 2022-07-08

Order Status: **Confirmed**

Purchase Order Number

123456

Total Cost

\$50,406.40

Sold To

BORDER STATES ELECTRIC SUPPLY
605 25TH ST S
FARGO, ND 58103-2357

Ship To

BANDITS BONEYARD
123 MAIN STREET
CARROLLTON, GA 30119

Total Weight

6,384 lb

Items Ordered

6

Summary View List View

In Progress (1 items)

In Progress ^

LINE # ↓	DESCRIPTION	WEIGHT	QTY/UOM	PRICE
3	NMB 14/2 G 250C Southwire #: 28827455	157.50 lb	2,500 FT	\$1,191.70

Delivery #0083210232 (1 items)

Shipped
Jul 10, 2022 v

Delivery #0083210226 (1 items)

Shipped
Jul 07, 2022 v

Delivery #0083210223 (1 items)

Shipped
Jul 07, 2022 v

Delivery #0083210225 (2 items)

Shipped
Jul 07, 2022 v

The Order Tracker. This gives you a quick breakdown of the line item statuses within an order. In this example, we see that one item has been submitted to Southwire, another line item is currently being picked, and eight have been shipped. You can hover over the tool tips at any time for a status definition.



Order Information. In this box, you can find quick information like Sold To and Ship To information, date ordered, and how many items were ordered.

Date Ordered: 2022-07-08		Order Status: Confirmed
Purchase Order Number 123456		Total Cost \$50,406.40
Sold To BORDER STATES ELECTRIC SUPPLY 605 25TH ST S FARGO, ND 58103-2357	Ship To BANDITS BONEYARD 123 MAIN STREET CARROLLTON, GA 30119	Total Weight 6,384 lb
		Items Ordered 6

Summary View and List View. By default, the bottom of the Order Details page will be arranged in Summary View. This means that updates about lines will be arranged like the below. You can expand and collapse the updates as needed.

Summary View List View

In Progress (1 items) In Progress ^				
LINE # ↓	DESCRIPTION	WEIGHT	QTY/UOM	PRICE
3	NMB 14/2 G 250C Southwire #: 28827455	157.50 lb	2,500 FT	\$1,191.70
Delivery #0083210232 (1 items) Shipped Jul 10, 2022 v				
Delivery #0083210226 (1 items) Shipped Jul 07, 2022 v				
Delivery #0083210223 (1 items) Shipped Jul 07, 2022 v				
Delivery #0083210225 (2 items) Shipped Jul 07, 2022 v				

When toggled to List View, the line items will be arranged like the below. This provides a line-by-line status update.

Summary View List View

LINE # ↓	DESCRIPTION	QTY/UOM	PRICE	WEIGHT	DELIVERY	DOCUMENTS	STATUS
1	THHN 12 Sol Cu Bk 500SpC Southwire #: 11587301	16,000 FT	\$2,944.32	362 lb		0095000322 0083210223	Shipped Jul 07, 2022
2	THHN 1/0 Str Cu SIM Bk 500R Southwire #: 20505402	12,500 FT	\$34,815.88	4,656 lb		0095000323 0083210225	Shipped Jul 07, 2022
3	NMB 14/2 G 250C Southwire #: 28827455	2,500 FT	\$1,191.70	157.50 lb			In Progress
3	NMB 14/2 G 250C Southwire #: 28827455	2,500 FT	\$1,191.70	157.50 lb		0095000325 0083210232	Shipped Jul 10, 2022
4	Armorlite® Type MC Southwire #: 68580002	5,000 FT	\$5,131.40	525.50 lb		0095000323 0083210225	Shipped Jul 07, 2022
4	Armorlite® Type MC Southwire #: 68580002	5,000 FT	\$5,131.40	525.50 lb		0095000324 0083210226	Shipped Jul 07, 2022

Documents and Actions. Regardless of which view you use, documents can be downloaded at the top of the page by clicking on either Documents or Actions. When Documents is selected, all documents will be listed and can be easily bundled together in a zip or downloaded as singular PDFs.

Order Details

Order #0002208234

Documents

Actions

<input type="checkbox"/>	DOCUMENT ↓	TYPE	DATE
<input type="checkbox"/>	0083210223	Packing List	Jul 07, 2022
<input type="checkbox"/>	0083210225	Packing List	Jul 07, 2022
<input type="checkbox"/>	0083210226	Packing List	Jul 07, 2022
<input type="checkbox"/>	0083210232	Packing List	Jul 10, 2022
<input type="checkbox"/>	0095000322	Invoice	Jul 07, 2022
<input type="checkbox"/>	0095000323	Invoice	Jul 07, 2022
<input type="checkbox"/>	0095000324	Invoice	Jul 07, 2022
<input type="checkbox"/>	0095000325	Invoice	Jul 10, 2022

[Download Zip](#)

The Actions button will export order details in a CSV instead.

