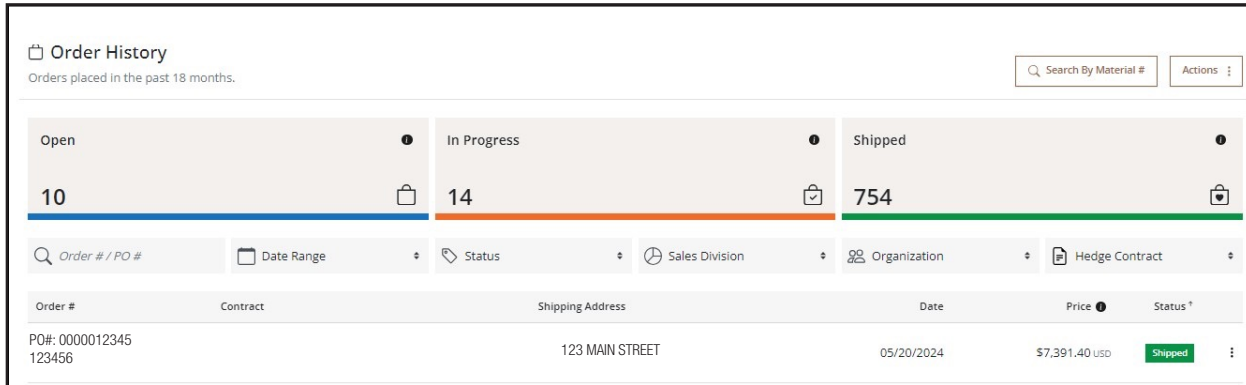


How to Find Order Details

Are you looking for details about a specific order? It's easy! Follow these simple steps to look the 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
Orders placed in the past 18 months.

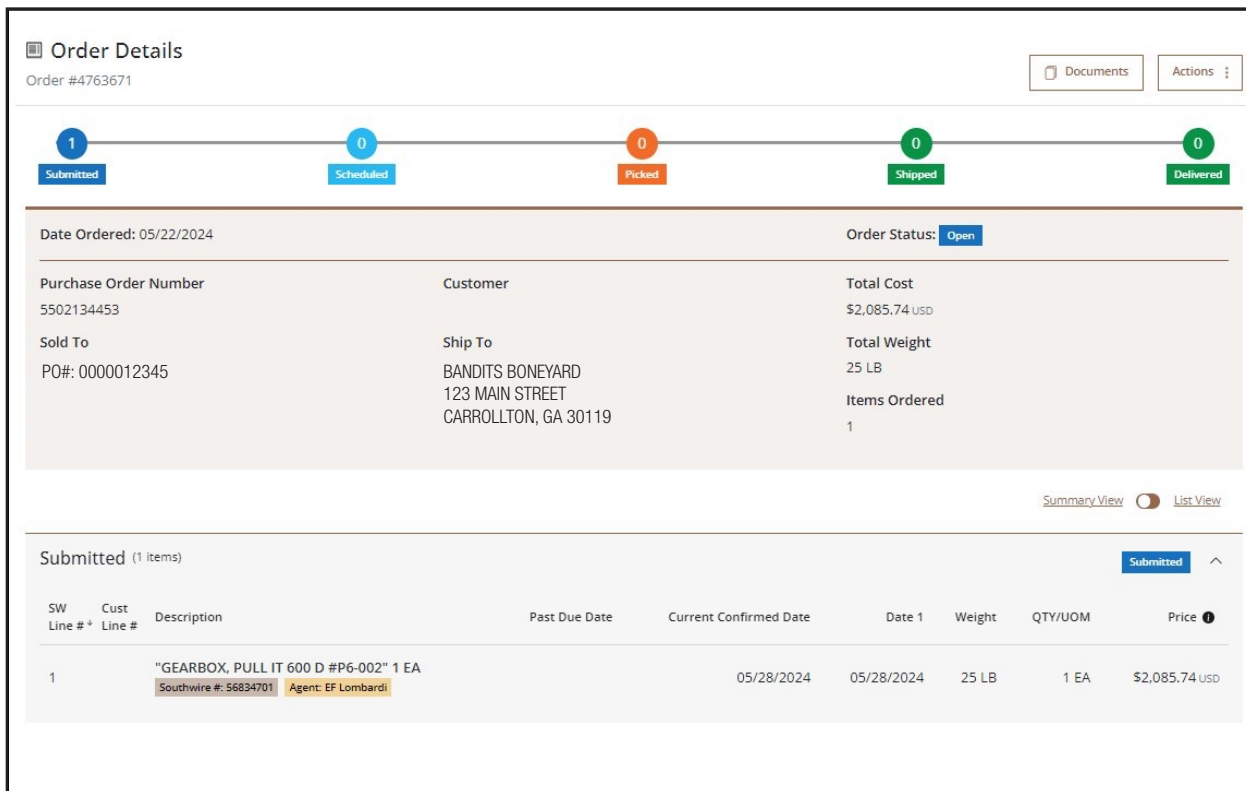
Search By Material # Actions

Open	In Progress	Shipped
10	14	754

Order # / PO # Date Range Status Sales Division Organization Hedge Contract

Order #	Contract	Shipping Address	Date	Price	Status
PO#: 0000012345 123456		123 MAIN STREET	05/20/2024	\$7,391.40 USD	Shipped

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 #4763671

Documents Actions

Submitted (1) Scheduled (0) Picked (0) Shipped (0) Delivered (0)

Date Ordered: 05/22/2024 Order Status: Open

Purchase Order Number	Customer	Total Cost
5502134453		\$2,085.74 USD

Sold To	Ship To	Total Weight
PO#: 0000012345	BANDITS BONEYARD 123 MAIN STREET CARROLLTON, GA 30119	25 LB

Items Ordered: 1

Summary View List View

Submitted (1 items) Submitted

SW Line #	Cust Line #	Description	Past Due Date	Current Confirmed Date	Date 1	Weight	QTY/UOM	Price
1		"GEARBOX, PULL IT 600 D #P6-002" 1 EA Southwire #: 56834701 Agent: EF Lombardi		05/28/2024	05/28/2024	25 LB	1 EA	\$2,085.74 USD

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: 05/22/2024		Order Status: Open
Purchase Order Number	Customer	Total Cost
5502134453		\$2,085.74 USD
Sold To	Ship To	Total Weight
PO#: 0000012345	BANDITS BONEYARD 123 MAIN STREET CARROLLTON, GA 30119	25 LB
		Items Ordered
		1

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.

Submitted (1 items)									
SW Line #	Cust Line #	Description	Past Due Date	Current Confirmed Date	Date 1	Weight	QTY/UOM	Price	
1		"GEARBOX, PULL IT 600 D #P6-002" 1 EA <small>Southwire #: 56834701 Agent: EF Lombardi</small>		05/28/2024	05/28/2024	25 LB	1 EA	\$2,085.74 USD	Submitted

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

SW Line #	Cust Line #	Description	QTY/UOM	Price	Weight	Delivery	Status
1		"GEARBOX, PULL IT 600 D #P6-002" 1 EA <small>Southwire #: 56834701 Agent: EF Lombardi</small>	1 EA	\$2,085.74 USD	25 LB		Submitted More

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.

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



The screenshot shows the 'Order Details' page for Order #4763671. At the top right, there are two buttons: 'Documents' and 'Actions'. The 'Actions' button is open, showing a dropdown menu with 'Download CSV' and 'Notifications' options. Below the buttons is a table with the following data:

<input type="checkbox"/>	Document *	Type	Date
<input type="checkbox"/>	0004763671	Order Confirmation	05/22/2024

At the bottom left of the table area, there is a 'Download Zip' button.