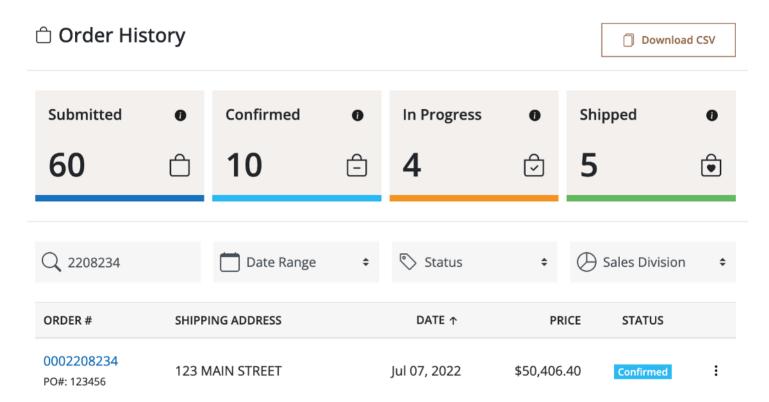
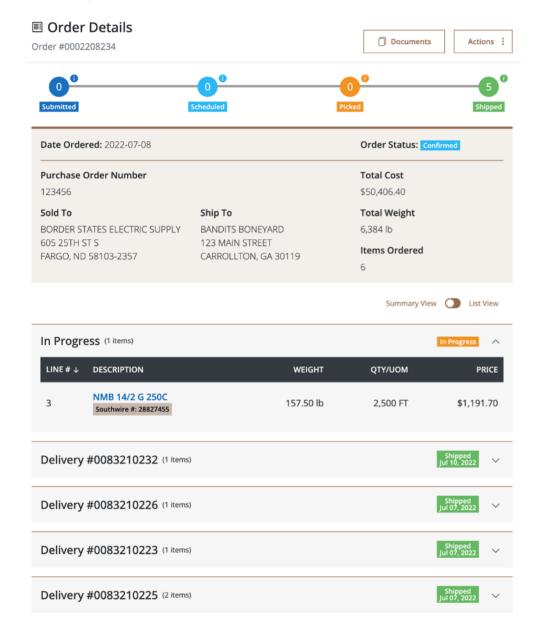
#### **How to Find Order Details**

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.



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.



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.

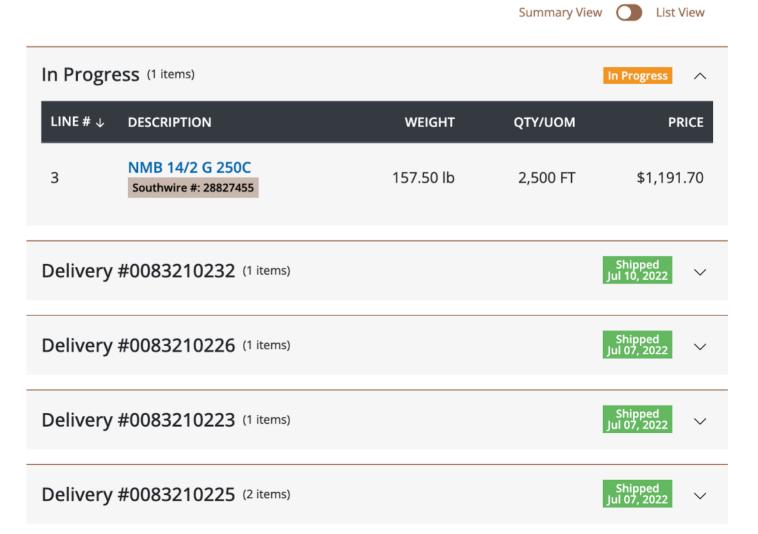




**Order Information.** In this box, you can find quick information like Sold To and Ship To information, date ordered, and how many items were ordered.

<b>Date Ordered:</b> 2022-07-08	Order Status: Confirmed		
Purchase Order Number 123456	<b>Total Cost</b> \$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.

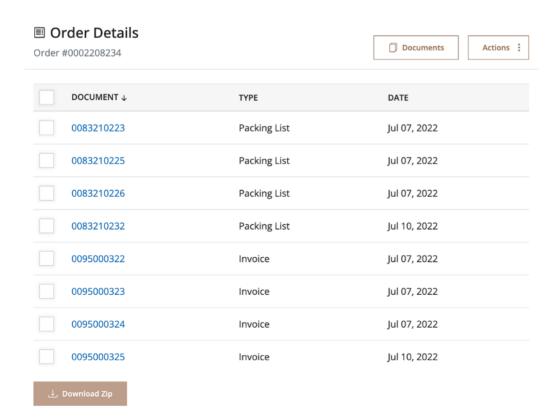




When toggled to List View, the line items will be arranged like the below. This provides a line-by-line status update.

					Su	mmary View	List View
LINE#↓	DESCRIPTION	QТҮ/UОМ	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.





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

