

ORDER HISTORY GUIDE

BA SUPPLY | BASUPPLY.COM

Easily review and re-order from past orders.

Separation Between Orders

- *Please note:* Order history is updated every business day morning.
- Pages available in Order History:

| | |
|-----------|--|
| My Orders | Contains both open and invoiced orders. |
| Pending | Order details that are in processing. <i>–Updates immediately!</i> |
| Open | Orders that have at least one item remaining to be shipped. |
| Closed | Orders that have had all items shipped. |
| Quotes | Quotes put together by BA Supply. |

Shipped Versus Open Items

- Easily see which orders still have items on their way.

Order Level & Item Level View

- Switch between orders and items depending on your preference.

Improved Search & Filters

- Choose between customized dates or select from a list of pre-set date ranges.
- Quickly filter down to a specific job number.
- Refine your search results with the following:
 - Order Number
 - PO Number
 - Item Number
 - UPC
 - My Part Number (if applicable)
 - Manufacturer Number

Real-Time Quotes

- *Don't wait for Order History to update!*
- Find your quotes the same day as they're created by entering the exact quote number into the search bar.

| Order/Quote Number | Job Number | PO Number | Order/Quote Date | Total | Open Items | Quoted Items | Shipped Items |
|--------------------|------------|-----------------|------------------|-----------|------------|--------------|---------------|
| \$5046173 | 3035 | TAPE LIGHT | 01/24/18 | \$0.00 | 0 | 0 | 1 |
| \$5046093 | 5314 | | 01/23/18 | \$1932.95 | 0 | 8 | 0 |
| \$5046108 | 272838 | 44-16 | 01/23/18 | \$2321.80 | 5 | 0 | 6 |
| \$5046123 | 272838 | 44-16-101/10356 | 01/23/18 | \$652.47 | 7 | 0 | 0 |
| \$5046059 | 5314 | 6159 | 01/22/18 | \$510.09 | 0 | 0 | 18 |

PLEASE NOTE THAT BILLING INFORMATION, INCLUDING STATEMENTS AND INVOICES, IS LOCATED SEPARATELY.

