

ORDER HISTORY GUIDE

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Easily review and re-order from past orders.

Separation Between Orders

- *Please note:* Order history is updated every business day morning and includes all online and offline orders.
- 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.

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

The screenshot shows the 'My Orders' interface. At the top, it says 'All of your online and offline order history in one convenient location.' Below this are two large buttons: 'OPEN ORDERS' with an open box icon and 'CLOSED ORDERS' with a closed box icon. Underneath these is a filter section with fields for 'Select Job Number' (a dropdown menu), 'Search Keyword' (a text input), 'Limit results to:' (a dropdown menu), and 'Date Range' (a date picker). There are 'Clear Filters' and 'Apply Filters' buttons. Below the filters, it says 'Display: Order Level Item Level' and 'We found 225 Orders.' A table of orders is displayed with columns: Order Number, Job Number, PO Number, Order Date, Total, Open Items, and Shipped Items. The table shows four rows of order data.

Order Number	Job Number	PO Number	Order Date	Total	Open Items	Shipped Items
S1026408	3896	H1515368	01/16/19	\$1980.00	1	0
S1026374	3896	H1515	01/14/19	\$528.48	0	1
S1026317	3896	H1962330	01/08/19	\$256.46	0	1
S1026127	3896	H1515368	12/13/18	\$316.30	1	3

PLEASE NOTE THAT YOUR BILLING INFORMATION, INCLUDING STATEMENTS AND INVOICES, IS LOCATED IN BILL PAY.

