ORDER HISTORY GUIDE

STONEWAY ELECTRIC SUPPLY | STONEWAY.COM

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 processingUpdates immediately!
Open	Orders that have at least one item remaining to be shipped.
Closed	Orders that have had all items shipped.

Shipped Versus Open Items

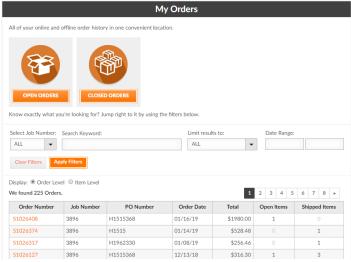
 Easily see which orders still have items on their way.

Order Level & Item Level View

 Switch between orders and items depending on your preference.

Improved Search & Filters

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



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

