

ORDER HISTORY GUIDE

MESCO ELECTRICAL SUPPLY | MESCOELECTRICALSUPPLY.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 Mesco Electrical 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.

My Orders

All of your online and offline order history in one convenient location.


OPEN ORDERS


CLOSED ORDERS


QUOTES

Know exactly what you're looking for? Jump right to it by using the filters below.

Select Job Number:
ALL

Search Keyword:

Limit results to:
ALL

Date Range:

Export to .CSV

Print to PDF

Display: ☒ Order Level ☐ Item Level

We found 629 Orders and/or Quotes.

Order/Quote Number	Job Number	PO Number	Order/Quote Date	Total	Open Items	Quoted Items	Shipped Items
S5071353	28849	HH-1	10/18/19	\$2012.38	4	0	10
S5071298	28849	HH-1	10/17/19	\$1490.90	0	0	7
S5071299	28849	RD-2	10/17/19	\$1076.64	0	0	5
S5071232	28849	GA	10/15/19	\$560.64	0	0	3

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

