

View Order Status and Delivery/Tracking

My Account / Order History

First Select **DATE RANGE**
Default range is 1 calendar Month.

Select **ORDER NUMBER**
to view order details.

The screenshot shows the 'Order History' page. At the top, there are search filters for 'Date range' (05/03/2018 to 04/04/2018), 'SKU', 'Manu Part #', 'PO Number', and 'Customer Part #'. There are checkboxes for 'Open Orders' and 'My Orders', and a 'Search' button. Below the filters, it says '12 Orders found' and 'Sort By: Order Date - Desc'. The main table lists orders with columns: ORDER NUMBER, ORDER DATE, OWNER, PO NUMBER, ORDER STATUS, and TOTAL. The first three rows are: 000006541 (Planned), 000005952 (Shipped), and 000005945 (Credit Hold). Below this is a 'PRODUCT DETAILS' section with columns: QTY, DELIVERY DATE, LINE STATUS, PRICE, and TOTAL. It lists two items: 'Elgato, Eve Door & Window (Wireless Sensor)' and 'Elgato, Eve Weather (Wireless Outdoor Sensor)'. Annotations include a blue arrow pointing to the 'Date range' input, another pointing to the 'ORDER NUMBER' dropdown in the first row, and a third pointing to the tracking icon in the 'LINE STATUS' column of the second row.

View Order Status
Select **ORDER NUMBER**
Dropdown for quick
view order line status.

View PDF Invoice Serial Numbers

The screenshot shows the 'Order details for 000001702' page. On the left is a 'My Account' sidebar with links like 'Account Contacts', 'Marketing Preferences', etc. The main content area shows order information: 'Your order number is: 000001702', 'Purchase Order Number: LC30418 v4', 'Placed on: 15/04/18 17:52', and 'Order Status: Partially Shipped'. There are links for 'View Invoice' and 'Serial Numbers', and a 'Reorder' button. Below this are three panels: 'Delivery Address', 'Delivery Method' (Special Delivery), and 'Payment Method' (Invoice). At the bottom is an 'ORDER TOTALS' table.

PRODUCT NAME	ORDER STATUS	DELIVERY DATE	QTY	PRICE	TOTAL
Lacie, 2TB Rugged Thunderbolt with USB 3.0 V2	Partially Shipped	17/04/18	700	£73.59	£51,513.00
SKU: 10056267	Shipped		635		
Manu Part #: STEV2000400	Backorder		65		
Bid ID: 5000000007					

ORDER TOTALS	
Subtotal (Ex VAT):	£51,513.00
Delivery (Ex VAT):	Special Delivery
Total (Ex VAT):	£51,513.00
Tax: @ Standard Rate 20%	£10,302.60
Total	£61,815.60

Select for **Delivery/Tracking** information
on **Shipped/Partially Shipped** products.

Order Status: **Credit Hold**. Contact Accounts Receivables on 01282 776776.