

HOW TO USE ORDER LIST AND STATUS

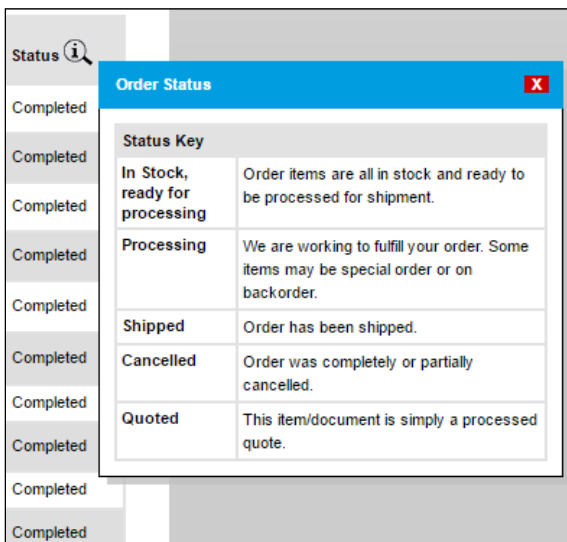
The **Order List and Status** page is the place you go to view your past orders and to lookup the current status of recently placed orders. There's a lot of great information to be found on this page and to interact with it.

The **Order List and Status** page has two main parts... the filter criteria at the top and the order list at the bottom. When you first visit the page, it defaults to showing you the last three months of your order history. Order history is shown for orders placed through the website, phone calls to customer service, and faxed or emailed orders. The page also shows returns, credits, and quotes.

Order #'s Beginning	Type of Document
B	Website Order
10	Customer Service Order
400	Quote
500	Credit / Return

The first page of the **Order List and Status** page shows you information at the order level. Orders are listed with the most recent order shown first followed by the rest of the orders.


Each order is listed with one of the following statuses:



The screenshot shows a 'Status' dropdown menu with an information icon. A pop-up window titled 'Order Status' is open, displaying a 'Status Key' table. The table lists five status categories with their corresponding descriptions:

Status Key	
In Stock, ready for processing	Order items are all in stock and ready to be processed for shipment.
Processing	We are working to fulfill your order. Some items may be special order or on backorder.
Shipped	Order has been shipped.
Cancelled	Order was completely or partially cancelled.
Quoted	This item/document is simply a processed quote.



Click this button, , to see a short video overview of the **Order List and Status** page.

Using the Filter

After logging into the website and navigating through the **Order Status** link on the charcoal gray bar, you come to the **Order List and Status** page.

Order List and Status

Customize your search to produce the desired result:

Dates: From: To:

Order Status:

Document Type:

Order #:


Purchase order (PO) #:

Job Name:

[> Search orders](#) [> Reset filters](#)

Items per page: [10](#) / [20](#) / [50](#) / [100](#)

<<<First | [Previous](#) | [Next](#) | Last>>> 1-62 of 142 [> Print order list](#)

Type	Order #	Job Name	PO #	Order Date	Requested Delivery Date	Buyer Name	Order Total	Status 
Order	B755384	Wayne Wilhelm	Wayne Wilhelm	January 23, 2017		Wayne Wilhelm	\$11761.64	Completed
Order	B754773	Wayne	Wayne	January 20, 2017		Wayne	\$8884.57	Completed

The filter criteria allows you to sort the Order List by a number of different criteria:

- Dates – Select a date range from one date to the next.
- Order Status – Per the table on the previous page, you may select orders to view based on Completed or In Process.
- Document Type – Allows you to select just Orders or Credit/Return documents or a combination of document types.
- Order # - Find one specific order #.
- Purchase Order (PO) # - This dropdown list gets pre-loaded with all of your PO numbers.
- Job Name – This dropdown gets pre-loaded with your Job names

Simply select the different criteria you want and the list automatically updates.

View Item Level Order Status

1. Find an order to view in the Order List.
2. Click the red order number on that line of the list.

The **Order Detail** screen appears.





Order Detail

<p>Order Number: B753</p> <p>Order Date: January 18, 2017 12:00 AM</p> <p>PO #: [REDACTED]</p> <p>Job Name: [REDACTED]</p> <p>Ordered By: [REDACTED]</p> <p>Contact Email: [REDACTED]@yahoo.com</p> <p>Coupon Code: [REDACTED]</p> <p>Req. Ship Method: Use my default delivery type</p> <p>Ship Instructions:</p>	<p>Bill To: [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] US</p> <p>[REDACTED] (Bus.)</p> <p>Ship To: [REDACTED]</p> <p>[REDACTED]</p>
--	---

Click any of the shipment ids below to see detailed order status and tracking numbers, if applicable.

8018940304 (01/19/2017)

8018940982 (01/18/2017)

Select Item(s)	Item	Item # / Description	Ship from	Job Name	Coupon Code	UoM	Order Qty	Qty	Status/additional Info	Unit Price	Extended Price
<input type="checkbox"/>		DSPRO 100-12 DRAWER SLIDES, ZINC FULL EXT. 12"	Vernon Hills, IL			ST	10	10	Completed 01/19/17 UPS Ground	\$[REDACTED] per ST \$[REDACTED] for 10	\$[REDACTED]
<input type="checkbox"/>		NJ9002-2889-48 048X096 BRUSHED NICKEL, .028, BRUSHED	Vernon Hills, IL			SH	2	2	Completed 01/19/17 UPS Ground	\$[REDACTED]	\$[REDACTED]
<input type="checkbox"/>		DSPRO 100BK-16 16" BLACK 100LB BALL BEARING SLIDE	Guilderland Center, NY			PR	20	20	Completed 01/19/17 UPS Ground	\$[REDACTED] per PR \$[REDACTED] for 10	\$[REDACTED]
<input type="checkbox"/>		FAP916HM25 FASTCAP, HARDROCK MAPLE PVC (265)	Vernon Hills, IL			BX	2	2	Completed 01/19/17 UPS Ground	\$[REDACTED]	\$[REDACTED]
										Sub-total:	\$282.11
										Sales Tax:	\$0.00
										Shipping:	\$0.00
										Box Charge	\$8.00
										Order Total:	\$290.11

Type a name to create a new [Proposal](#) for these items or add to an existing one:

Add these items to an existing [Shopping list](#) or enter a name to create a new list:

All of the order items are displayed in the **Order Detail** screen and each item has its own status information.

As we see above, the dates each of the items was shipped and by which method... in this case, UPS Ground. Sometimes, we see items that are backordered and that information is displayed at this level as well.

View Your Tracking Information

To view tracking information on a UPS (United Parcel Service) shipment or other carrier shipment, follow these steps:

1. Find an order to view in the Order List.
2. Click the red order number on that line of the list.


The **Order Detail** screen appears.


Order Detail





<p>Order Number: B753- Order Date: January 18, 2017 12:00 AM PO #: Job Name: Ordered By: Contact Email: @yahoo.com Coupon Code: Req. Ship Method: Use my default delivery type</p>	<p>Bill To: (Bus.) US</p>	<p>Ship To: </p>
---	---	------------------------

Ship Instructions:

Click any of the shipment ids below to see detailed order status and tracking numbers, if applicable.

8018940304 (01/19/2017) 

8018940982 (01/18/2017) 

Select Item(s)	Item	Item # / Description	Ship from	Job Name	Coupon Code	UoM	Order Qty	Qty	Status/additional Info	Unit Price	Extended Price
<input type="checkbox"/>		DSPRO100-12 DRAWER SLIDES, ZINC FULL EXT. 12"	Vernon Hills,IL			ST	10	10	Completed 01/19/17 UPS Ground	\$ per ST \$ for 10	\$
<input type="checkbox"/>		NJ9002-2889-48 048X096 BRUSHED NICKEL, .028, BRUSHED	Vernon Hills,IL			SH	2	2	Completed 01/19/17 UPS Ground	\$	\$
<input type="checkbox"/>		DSPRO100BK-16 16" BLACK 100LB BALL BEARING SLIDE	Guilderland Center,NY			PR	20	20	Completed 01/19/17 UPS Ground	\$ per PR \$ for 10	\$
<input type="checkbox"/>		FAP916HM25 FASTCAP, HARDROCK MAPLE PVC (265)	Vernon Hills,IL			BX	2	2	Completed 01/19/17 UPS Ground	\$	\$
										Sub-total:	\$282.11
										Sales Tax:	\$0.00
										Shipping:	\$0.00
										Box Charge	\$8.00
										Order Total:	\$290.11

Type a name to create a new Proposal for these items or add to an existing one:

Add these items to an existing Shopping list or enter a name to create a new list:

3. As we can see in this order, the entire order was sent in two separate shipments. Clicking on a shipment id takes us to the **Order Shipment Information** screen.

Order Shipment Information

Your shipping information below:

Ship Id : 8018940304

Shipper: UPS Ground

Tracking #: [1Z1157560](#)
[1Z1157560](#)

Date : January 19, 2017 12:00 AM

Item #	Description	Qty Shipped	Unit Price
DSPRO100BK-16	16" BLACK 100LB BALL BEARING SLIDE	20	\$0.00

[➔ Back](#)

4. Clicking on either of the **Tracking #'s** will search the UPS site and give you tracking data in a new window.

Order from a Past Order

The Würth Baer Supply website allows you to reorder some or all items from a past order.

1. Use the filter criteria to find a past order to replicate.

2. Click the red order number on that line of the list.





The **Order Detail** screen appears.

Order Detail

<p>Order Number: B753- Order Date: January 18, 2017 12:00 AM PO #: Job Name: Ordered By: Contact Email: @yahoo.com Coupon Code: Req. Ship Method: Use my default delivery type Ship Instructions:</p>	<p>Bill To: (Bus.) US (Bus.)</p>	<p>Ship To:</p>
---	---	-----------------

Click any of the shipment ids below to see detailed order status and tracking numbers, if applicable.

8018940304 (01/19/2017)
 8018940982 (01/18/2017)

Select Item(s)	Item	Item # / Description	Ship from	Job Name	Coupon Code	UoM	Order Qty	Qty	Status/additional Info	Unit Price	Extended Price
<input type="checkbox"/>		DSPRO100-12 DRAWER SLIDES, ZINC FULL EXT. 12"	Vernon Hills,IL			ST	10	10	Completed 01/19/17 UPS Ground	\$ per ST \$ for 10	\$
<input type="checkbox"/>		NJ9002-2889-48 048X096 BRUSHED NICKEL, .028, BRUSHED	Vernon Hills,IL			SH	2	2	Completed 01/19/17 UPS Ground	\$	\$
<input type="checkbox"/>		DSPRO100BK-16 16" BLACK 100LB BALL BEARING SLIDE	Guilderland Center,NY			PR	20	20	Completed 01/19/17 UPS Ground	\$ per PR \$ for 10	\$
<input type="checkbox"/>		FAP916HM25 FASTCAP, HARDROCK MAPLE PVC (265)	Vernon Hills,IL			BX	2	2	Completed 01/19/17 UPS Ground	\$	\$
										Sub-total:	\$282.11
										Sales Tax:	\$0.00
										Shipping:	\$0.00
										Box Charge	\$8.00
										Order Total:	\$290.11

Type a name to create a new **Proposal** for these items or add to an existing one:

Add these items to an existing **Shopping list** or enter a name to create a new list:

3. Select 1 or more items to add to a new order by clicking the checkboxes next to the items on the **Order Detail** screen.

4. Click the **Add to cart** button below the order.

5. Process the order through the Shopping Cart as you normally would.