



### Order History and Customer Service Information

First, you must login to your account by choosing the correct branch and clicking "Login"

1. Mouse over "Shop by Location"

2. Select your Branch

3. Click "Login"

4. Enter Login ID and Password. Then click "Sign In"



### Order History

1. Click "Past Order History"

- Order From History
- Quick Entry
- Customer Inventory Management
- Customer Shopping List
- User Management
- Pricing Notice
- Past Order History**
- Customer Service
- My Home



Customer Location : 999999 - DUMMY ACCOUNT (000005 - DUM

- PAPER ▾
- CLEANING ACCESSORIES ▾
- CHEMICALS ▾
- HEALTHCARE ▾
- EQUIPMENT ▾
- FOOD SERVICE ▾
- LAUNDRY ▾
- PAC

### Order History

Start Date  End Date

10 records per page

Filter:

OrderID	User Name	Shipping Name	Site State	Order Date	Order Amount	Order Status
116	Web Testing	DUMMY - SHIP TO 5	No	05/18/2015	208.2	OnHold
117	Web Testing	DUMMY - SHIP TO 5	No	05/18/2015	0	Ordered

Showing 1 to 2 of 2 entries

← Previous 1 Next →

You may also search by entering a starting and ending date. Then click "Get Orders"

2. Search for your order by entering a search term in the filter field.

3. Click on the Order ID (to the far Left )

Order # 116 ( 5/18/2015 11:26:23 AM )

Order ID :	116	Confirmation # :	0
User Name :	Web Testing	Order Status :	OnHold
P.O. Number :		Order Date :	5/18/2015
Billing Address :	TEST OF ONLINE ORDERING BRING TICKETS TO TYLER M. , NOWHEREVILLE , MS - 39305		
Shipping Address :	, , MERIDIAN, No - 000000000		
Instructions :			

**Order Details**

Item	Description	UOM	Price	Quantity	Total
4941517	SN243 MEDIUM 3 COMPARTMENT CARRY OUT TRAY 200/CASE	CS	\$27.60	1	\$27.60
50832002	32002 EASYNAP NAPKINS WHT(56) 6.5"X10" 24PK/250/6000/CASE	CS	\$83.49	2	\$166.98
Ship Detail :					\$0.00
<b>Order Total :</b>					<b>\$208.20</b>



Customer Service Information

1. Click on "Customer Service"

- Order From History
- Quick Entry
- Customer Inventory Management
- Customer Shopping List
- User Management
- Pricing Notice
- Past Order History
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Customer Location : 999999 - DUMMY ACCOUNT (000005 - DUM

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Customer Service

- A/R Activity
- Active Orders
- Sales History
- Product Usages
- Cost PO Search

CUSTOMER A/R ACTIVITY

CUSTOMER CODE:	999999	MTD PAYMENTS:	\$ 0
NAME:	DUMMY ACCOUNT	AVG PAY DAYS:	0
AP PHONE:		LAST PAY DATE:	
AP CONTACT:		OVER 90:	\$ 0
CREDIT:	CURRENT	OVER 60:	\$ 0
CHECK:	FLAG ** DAYS PAST DUE	OVER 30:	\$ 0
LIMIT:	\$ 10,000	CURRENT:	\$ 0
OPEN ORDER \$:	\$ 0	UNAPPLIED:	\$ 0
		TOTAL A/R:	\$ 0

INVOICE:  Get DATE (MM/DD/YY):  Get / Refresh

DATE	REFERENCE	CUST. P. O. #	ORD #	OT	ORIGINAL \$	BALANCE \$	AGE	WHSE
03/23/15	<a href="#">685834</a>	INV	VERBAL	288768	1		PAID 0	2
03/23/15	<a href="#">685833</a>	INV	VERBAL	288767	1		PAID 0	2

Close Print

This will search for any invoice by PO number.  
If the order didn't use a PO, then use the word "Verbal"

PO Number:  Find

Order No.	Order Date	Ship Date	Customer P. O. #	Status
<a href="#">300593</a>	05/26/15	05/27/15	VERBAL	Loading

Close DONE!

Clicking on any blue text will display a printable version of that order or invoice.

	This Year	Last Year
January	\$ 866.78	\$ 1,299.68
February	\$ 1,140.02	\$ 848.15
March	\$ 858.70	\$ 1,401.86

Current Year

Customer ID	Product	Desc	Unit										
240018 : WH 2	6870312	JRT "JR" TOILET TISSUE 9"ROLL2-PLY GEN14 12RLCS	CS										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
TY Unit	4	5	5	8	4	0	0	0	0	0	0	0	26
Wgt	4	5	5	8	4	0	0	0	0	0	0	0	29
\$	115	144	144	230	115	0	0	0	0	0	0	0	\$748

Last Year

LY Unit	3	6	7	6	6	8	9	8	7	6	7	5	78
Wgt	3	6	7	6	6	8	10	8	7	6	7	5	87
\$	94	182	201	172	172	230	258	230	201	172	201	144	\$2,257