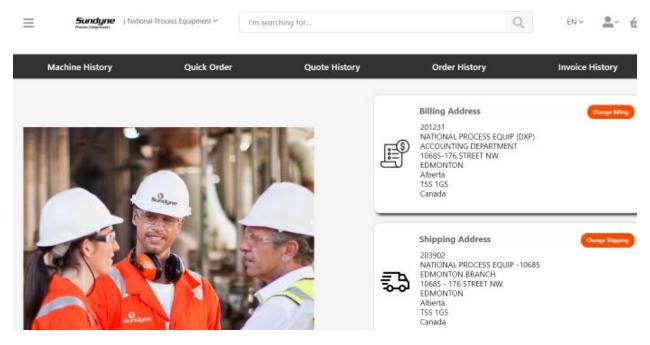
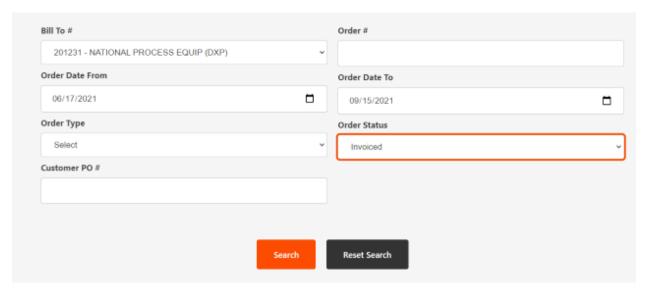
## How to use Order History

Once logged in, from the main Menu, click Order History

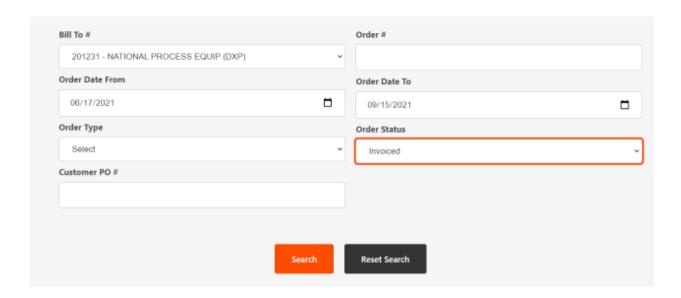


Select the applicable Bill To address you want to check an order for.



You can then use the other search features by the Sundyne Order #, Order Date From and To defaults to 3 months, but you can change as needed, various Order Types, Order Status or by Customer PO #.

Enter the applicable search criteria and click on the Search button.

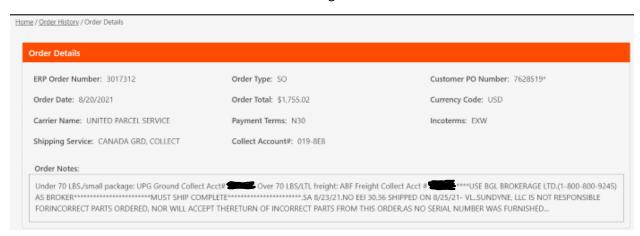


Click Reset Search button if modifying the search criteria.

Click More button to review the specific order Order Details.

Order#	Туре	Date	PO#	BiliTo Name	ShipTo Name	Order Total	Order Details
3017613	so	8/27/2021	7630580	NATIONAL PROCESS EQUIP (DXP)	NATIONAL PROCESS EQUIP -10685	\$251.47	More
3017616	so	8/27/2021	7630544	NATIONAL PROCESS EQUIP (DXP)	NATIONAL PROCESS EQUIP -10685	\$10,843.86	More
3017527	SO	8/25/2021	7635286	NATIONAL PROCESS EQUIP (DXP)	NATIONAL PROCESS EQPT	\$394.24	More
3017311	SO	8/20/2021	7628519	NATIONAL PROCESS EQUIP (DXP)	NATIONAL PROCESS EQPT	\$289.52	More
3017312	so	8/20/2021	7628519^	NATIONAL PROCESS EQUIP (DXP)	NATIONAL PROCESS EQPT	\$1,755.02	More

First section shows overall order information including Notes.



Second section shows Bill to, Ship to and End User addresses for that order.

Billing Address	Shipping Address	End User Address			
201231 - NATIONAL PROCESS EQUIP (DXP)	203900 - NATIONAL PROCESS EQPT	203900 - NATIONAL PROCESS EQPT			
ACCOUNTING DEPARTMENT	TORONTO BRANCH	TORONTO BRANCH			
10685-176 STREET NW	109 WILKINSON RD	109 WILKINSON RD			
EDMONTON	BRAMPTON	BRAMPTON			
Alberta	Ontario	Ontario			
T5S 1G5	L6T 4X1	L6T 4X1			
Canada	Canada	Canada			

Third section shows all the detail line information.

Line Number	Item Number	Item Description	Item Cross ref#	Quantity Ordered	UOM	Net Price	Total Price	Status	Scheduled Ship Date	Actual Ship Date	Tracking
1	JM01FL02DB02	IMPELLER P1-33		1	EA	\$375.89	\$375.89	Invoiced	9/17/2021	8/24/2021	1Z8043136800959489
2	RJ09UT01RJ	ROTATING FACE P2-25		1	EA	\$292.94	\$292.94	Invoiced	9/17/2021	8/24/2021	1Z8043136800959489
3	SE04UT15RA11UC	SEAL,MECH,REVERSE, P2-30		1	EA	\$230.30	\$230.30	Invoiced	9/17/2021	8/24/2021	1Z8043136800959489
4	SE12UT01GC	SEAL, TAIL BUSHING, SINGLE		1	EA	\$213.53	\$213.53	Invoiced	9/17/2021	8/24/2021	128043136800959489
5	SE12UT02GC	SEAL, DOUBLE LIP, GEARBOX P2-261		1	EA	\$300.00	\$300.00	Invoiced	9/17/2021	8/24/2021	128043136800959489
6	SL02FL01DB	SLEEVE P1-22		1	EA	\$342.36	\$342.36	Invoiced	9/17/2021	8/24/2021	1Z8043136800959489
					Reord	ler	ec)	< 5 35	Page 1 of 1   G	io to page: 1	Show 10 🕶

If there's many lines on the order, Pages can be changed by using the back and forth buttons or change Show 10 up to 50 lines at a time.

The Reorder button can be clicked to add the parts on this order to the cart. Please be sure to have the proper product line catalog selected or you'll receive an error message.

If order has shipped and invoiced, Ship Date is shown as well as Carrier tracking number. UPS and FedEx tracking numbers are interactive and can be clicked on to check status of the order on that Carrier's website.

