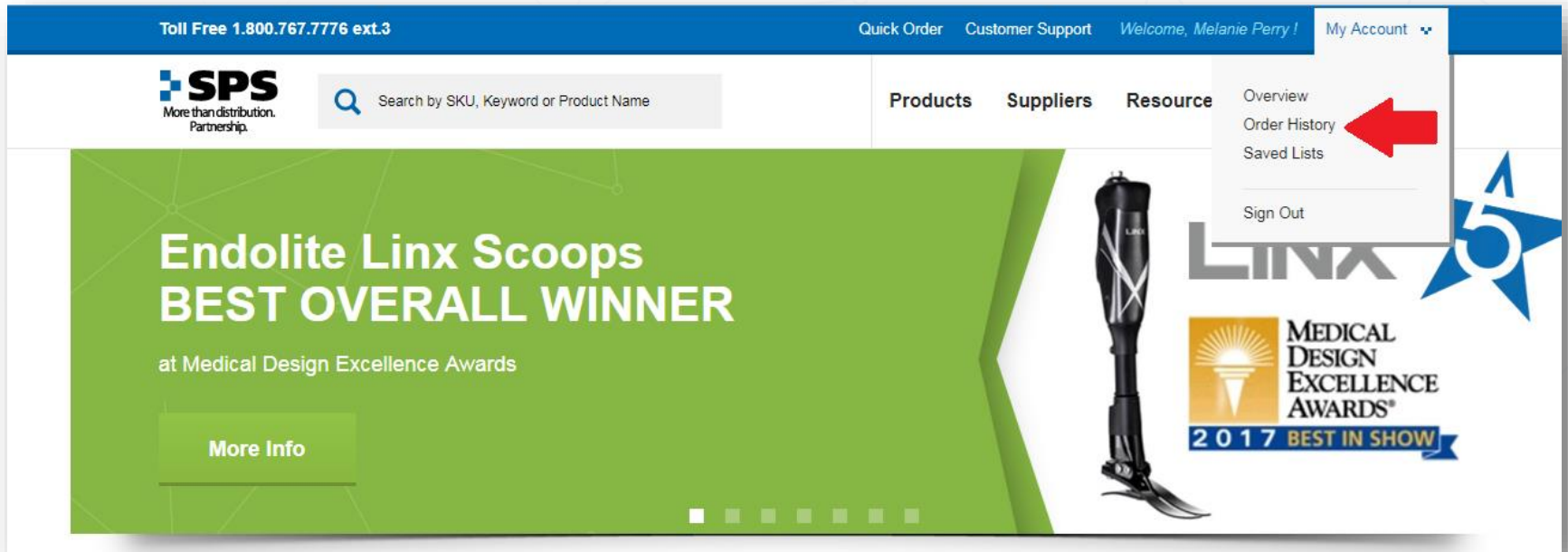


# How to Track Orders

## SPS Online Store

# How to Track Orders


- 1) Log in
- 2) Go to My Account → Order History



# How to Track Orders

## 3) Click the SPS Orders tab

### Order History

View past orders using the links on the Online  tab. Options to reorder or print the details is available for each order.

Online Orders

SPS Orders

Open Invoices

Paid Invoices

# How to Track Orders

## 4) Search for your past order

Note: For searches by date, max of 30 days may be searched (e.g., 4-1-2016 to 4-30-2016)

**Search Legacy Orders**

Search for orders by a date range, customer PO number, or SPS order number. Select the SPS Order # in the results to view the details.

- For the invoice date range a maximum of 30 days may be searched.
- If searching by the invoice number the results will include the entered invoice number and greater.
- When searching by order number, enter the 8 digit number. Exclude the dash and any numbers after.

**From:**  
04/01/2017

**To:**  
04/30/2017

Reset Dates

or

**Customer PO Number**

or

**SPS Order Number**

Search

# How to Track Orders

5) Orders will appear at the bottom of the screen

6) Click on the order you need to track

From:

04/01/2017

To:

04/30/2017

Reset Dates

or

Customer PO Number

or

SPS Order Number

Search

SPS Order #	PO Number	Order Type	Status	Entry Date	Ship Confirm Date	Invoice Date	Invoice Amt
<a href="#">42153619-00</a>	MELANIE	Order	Invoice Printed	4/21/2017	4/21/2017	4/21/2017	1283.93
<a href="#">42154945-00</a>	MELANIE	Return	Invoice Printed	4/24/2017	4/24/2017	4/24/2017	-1283.93

# How to Track Orders

## 7) If tracking number is available, it will appear by **Tracking Number**

**Note:** Tracking numbers are only available to items shipping from SPS

**Note:** Associated tracking numbers may appear on -01, -02, -03, if product is shipping from another SPS distribution center that is not your home distribution center

### Order #42153619-00

[Back](#)[Print Order](#)

P.O Number: MELANIE  
Order Status: Invoice Printed  
Order Type: Order  
Order Value: \$1,283.93  
Invoice Amount: \$1,283.93  
Date Entered: 4/21/2017  
Est. Ship Date: 4/21/2017  
Ship Confirm Date: 4/21/2017  
Invoice Date: 4/21/2017  
Tracking Number: **WILL APPEAR HERE**  
Carrier Code: spdg

#### Billing Address

SPS VIP GUEST  
6025 SHILOH ROAD  
-x---address two-----x  
Key West, FL, 30005  
us

#### Shipping Address

SPS VIP GUEST  
6025 SHILOH ROAD  
-x---address two-----x  
Key West, FL, 30005  
US

#### Shipping Options

Item Number	Item Description	Qty Ordered	Qty Shipped	Qty Backordered	UM	Sell Price	Extended
EMAIL=721							
AK2-KIT	AK2 K2 KIT	1	1	0	EA	1275	1211.25
DO NOT SHIP							
OFM2HD	OFM2HD Knee (11) -OFM2-	1	1	0	PKG	0	0
***PART OF AK2-KIT (LINE 1)***							
AKDT24-3	TF Extr Lockn Liner (12) Size 24 3mm BK	2	2	0	EA	0	0
***PART OF AK2-KIT (LINE 1)***							
CS 25 S	Stock Assembly, Celsus, 5cm, F1, Soft	1	1	0	EA	0	0
***PART OF AK2-KIT (LINE 1)***							