

Order History

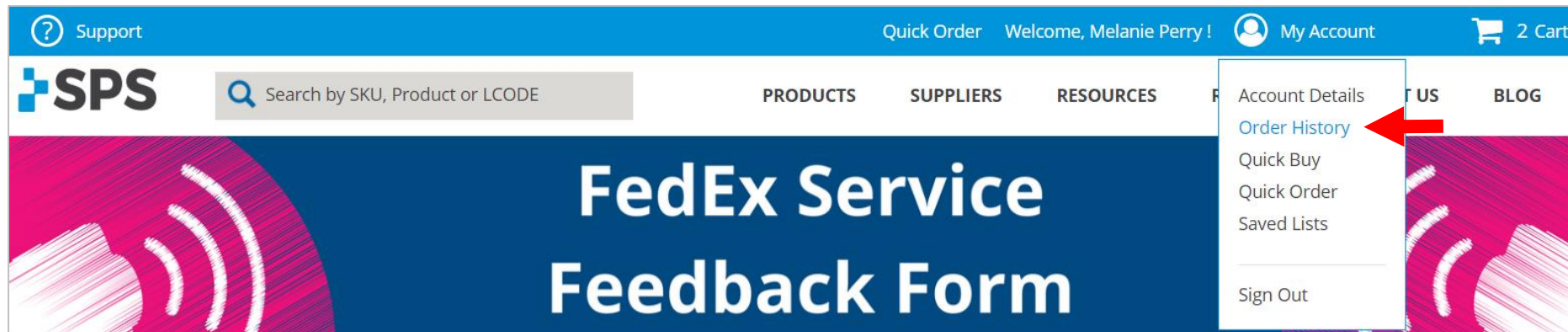
800-767-7776 x3

[Contact Your Sales Manager](#)

Why use it?

- View past order details
- Reorder past orders/items
- Track stocked orders
- Check order status

How to find it: Once you're logged in, go to **My Account** → **Order History**



Order History

Tabs

800-767-7776 x3

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MY ONLINE ORDERS

- View online orders placed with the login/email address you are currently logged into
- Reorder past orders here

ALL ORDERS FOR MY CLINIC

- View all orders associated with your account number and placed through any channel (phone, online, fax, email)
- Track orders here

OPEN INVOICES

- View all open invoices and their due dates

PAID INVOICES

- View paid invoices

Order History

MY ONLINE ORDERS

All Orders for my Clinic

OPEN INVOICES

PAID INVOICES

Search Legacy Orders



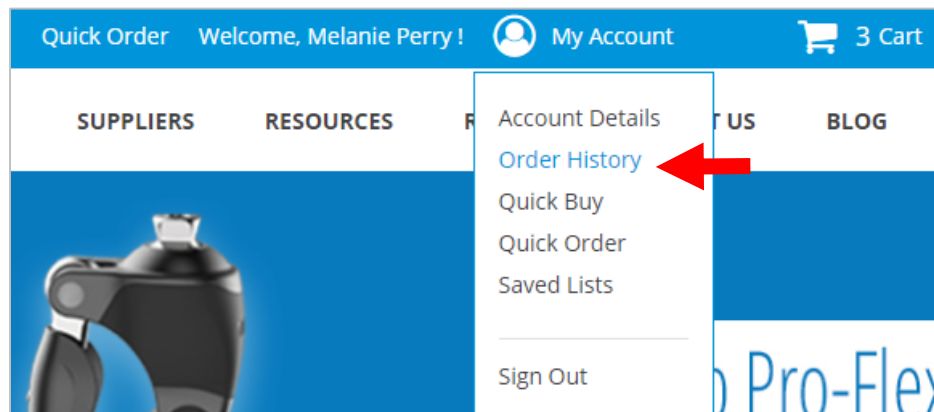
Order History

Track Orders

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1. Login and go to **My Account** → **Order History** → **All Orders for My Clinic (tab)**
2. Search for orders by date range, PO #, order number, or by SKU
3. If there is a matching order, it will appear at the bottom of the screen



Order History

[MY ONLINE ORDERS](#) [All Orders for my Clinic](#) [OPEN INVOICES](#) [PAID INVOICES](#)

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:

To:

RESET DATES

Customer PO Number

SPS Order Number

SKU

or or 42366419 or

SEARCH

SPS ORDER #	PO NUMBER	ORDER TYPE	STATUS	ENTRY DATE	SHIP CONFIRM DATE	INVOICE DATE	INVOICE AMT
42366419-00	test	Order	Order Has Shipped	5/1/2018	5/1/2018	-	14.76

Order History

Track Orders

4. View order information and tracking number

800-767-7776 x3

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Order #42366419-00

PRINT

BACK

Order Information

Date Entered: 5/1/2018
Order Status: Order Has Shipped
Order Type: Order

Billing Information

Invoice Amount:
Invoice Date: -
P.O Number: test

Shipping Information

Est. Ship Date: 5/1/2018
Ship Confirm Date: 5/1/2018
Tracking Number: 441003701679
Carrier Code: FXGD

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
alpharetta, ga, 30005
us

SHIPPING OPTIONS

FedEx Ground - 1-5 business days

ITEM NUMBER	ITEM DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY BACKORDERED	UM	SELL PRICE	EXTENDED
EMAIL=							
1SPSS182	SHORTY SOCK - LTWT HOLE 3-1/8" X 2.5/8" X 3-5/8"	1	1	0	EA		

PRINT

BACK

Pro Tip: If the tracking number is a FedEx shipment, you can click on the tracking number and you'll be redirected to the tracking page on FedEx's website



Order History

Reorder

1. Go to the **MY ONLINE ORDERS** tab in Order History
2. Find the order you'd like to reorder

Order History

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

My Online Orders **ALL ORDERS FOR MY CLINIC** OPEN INVOICES PAID INVOICES

Search Orders

SKU or Comments

SEARCH

9 Item(s) **Show:** 10

ORDER #	CONFIRMATION #	DATE	ORDER STATUS	ACTION
	110324703	5/22/2018	Submitted	VIEW ORDER REORDER
42365565-00	110324657	4/10/2018	Submitted	VIEW ORDER REORDER
42365564-00	110324656	4/10/2018	Submitted	VIEW ORDER REORDER
42365563-00	110324655	4/10/2018	Submitted	VIEW ORDER REORDER
42365562-00	110324654	4/10/2018	Submitted	VIEW ORDER REORDER
42153619-00	100235721	4/21/2017	Submitted	VIEW ORDER
42124378-00	100221944	3/15/2017	Submitted	VIEW ORDER
80903806-00	100058039	10/8/2015	Submitted	VIEW ORDER REORDER
90501615-00	100009717	1/29/2015	Submitted	VIEW ORDER REORDER

9 Item(s) **Show:** 10

Option A
3. Click **REORDER**

Option B
3. Click **VIEW ORDER**
4. Click **REORDER**

Confirmation Order #110324654

[Print Order](#)

ORDER DATE: APRIL 10, 2018

ORDER STATUS: SUBMITTED

Billing Address

SPS VIP GUEST
6025 SHILOH ROAD
-X---address two-----X
Key West, Florida, 30005
United States
T: 800-767-7776

Shipping Address

SPS VIP GUEST
MelsOPoly
6025 SHILOH ROAD
-X---address two-----X
Key West, Florida, 30005
United States
T: 800-767-7776 Ext: 1241

Payment Method

Purchase Order
PO Number 1245

Shipping Options

VIA - Default - Standard shipping for account

PRODUCT INFORMATION	PACKING SLIP NOTES	PRICE	QTY	SUBTOTAL	WAREHOUSE
<p>NEW BALANCE 813, MENS, LACE, WHITE, 7.5 6E (INSERT SR-08GG) SKU: MW813WT07.56E Supplier: NEW BALANCE</p>			Ordered: 1		Ship from supplier

Rewards5

Subtotal
Shipping & Handling
Rewards5
Total Discount
Grand Total

REORDER