

You can now monitor the progress of your orders online!

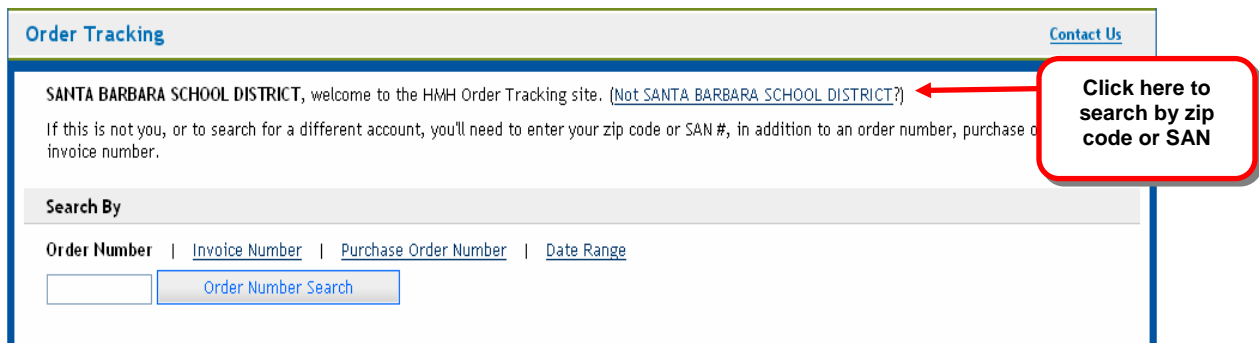
You can search for **orders** by Order Number, Invoice Number, PO Number or Date Range.

You can search for **samples** by Order Number only.

Step 1. Log in to your Account.

Step 2. Click the **Track Orders** link.

The Order Tracking page will appear. Your account name is visible in the greeting. If the account name is incorrect or you wish to search for a different account, click the **Not?** link and begin your search by entering a zip code or SAN.

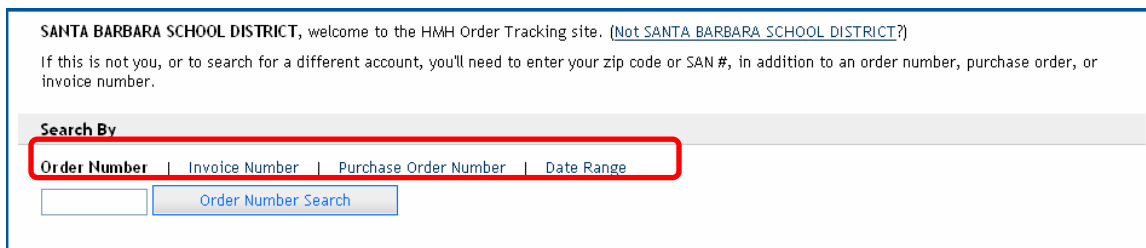


Step 3. To search for orders, select **one** of the following and enter the appropriate search criteria.

- **Order Number**
- **Invoice Number**
- **Purchase Order Number** - A date range is required when searching by Purchase Order Number. You can enter any date range but the range cannot exceed a **1** month period.
- **Date Range** – Cannot exceed a **1** month period

Note: Order Number is selected by default.

To search for a sample, select Order Number.



Example of Purchase Order Number Search

Search By

[Order Number](#) |
 [Invoice Number](#) |
 [Purchase Order Number](#) |
 [Date Range](#)

Enter the Purchaser Order Number

Search Date Range

 -

Search limited to 1 month

e.g., 01/01/2009 - 02/01/2009

Enter the date range (cannot exceed 1 month)

[P.O. Number Search](#)

Step 4. Click the **Search** button.

Note: When you search by date range only, all orders within that range will be displayed as shown in the example below. If the list contains more than 25 orders you can modify the number of orders you wish to display on the page by selecting a number from the **results per page** menu or click **View All**. Click on any column heading to sort this list.

Search Results					
<div> <input type="text" value="25"/> results per page View All </div>					
Creation Date	Order Number	P.O. Number	Status	Type	Ship To
05/29/2009	0003232552	GOLETAVALLEYJRHS/FREE/LA	Shipped	Implementation Order	GOLETA VALLEY JR HIGH SCHOOL 6100 STOW CANYON RD GOLETA, CA 93117-1705
05/29/2009	0003232527	GOLETAVALLEYJRHS/FREE/SCI	Shipped	Implementation Order	GOLETA VALLEY JR HIGH SCHOOL 6100 STOW CANYON RD GOLETA, CA 93117-1705
05/29/2009	0003231498	SCAN/REPORTEXPRESS-X	Shipped	Order	SANTA BARBARA SCHOOL DISTRICT 720 SANTA BARBARA ST SANTA BARBARA, CA 93101-2232
05/29/2009	0003229974	RLSP SCORING-X	Shipped	Order	SANTA BARBARA SCHOOL DISTRICT 720 SANTA BARBARA ST SANTA BARBARA, CA 93101-2232
05/28/2009	0003227156	CA/MARSHA/BARR/FREE/LIT	Shipped	Implementation Order	SANTA BARBARA HIGH SCHOOL 700 E ANAPAMU ST SANTA BARBARA, CA 93103-2384
05/19/2009	0003197719	GOLETAVALLEY/FREE/WORKBOOKS	In Process	Implementation Order	GOLETA VALLEY JR HIGH SCHOOL 6100 STOW CANYON RD GOLETA, CA 93117-1705
05/15/2009	0003186806	93255	Shipped	Order	CESAR CHAVEZ CHTR AT FRANKLIN 1102 E YANANALI ST SANTA BARBARA, CA 93103
05/07/2009	0003157214	LACOLINAJR/FREE/WL	Shipped	Implementation Order	LA COLINA JR HIGH SCHOOL 4025 FOOTHILL RD SANTA BARBARA, CA 93110-1209

To view order details click on the **Order Number**. **Note:** To return to this list from the order detail page, click the **Back** button on your Internet browser.

Information about your order will be displayed. The product list contains shipped status and Invoice and Shipment reference numbers for each line item. If the shipped status is 'In Process' the expected delivery date may or may not be available. If the Invoice and Shipment details are not visible on the screen, click the reference number to jump to that section or scroll down the page.

Order Header

Product List

Invoices

Shipment Tracking Numbers

Order Details				
Order Number	P.O. Number	Order Type	Order Date	
123456789	ABC123	Order	5/17/2009	

Billing Information		Shipping Information	
ABC123 SCHOOL DISTRICT		ABC ELEMENTARY SCHOOL	
HOMETOWN, OK 99555-1234		123 SCHOOL RD	
		HOMETOWN, OK 99555-1234	

#	Product	ISBN	Material Number	Quantity Ordered	Status	Estimated Delivery	Invoice Reference	Shipment Reference
10	SE GR 5 MATH 09	9780153412639	1125929	70	Shipped		2	2
20	SE EBOOK GR 5 MATH 09	9780153612572	1178006	70	Shipped		1	2
30	MATH STDNT MANIPULATIVE KIT GR5-6 MATH09	9780153669064	1190468	70	Shipped		2	2
40	PRAC WKBK SE GR 5 MATH 09	9780153567629	1166649	70	Shipped		2	2
50	KY TE CHAPTER COLL GR 5 MATH 10	9780153785030	1219412	3	In Process	Date Not Available		
60	KY TCHR RES PKG GR 5 MATH 10	9780153851483	1178537	3	In Process	Date Not Available		
65	KY ONLINE TE&PLNG RES PKG GR 5 MATH 10	9780153851629	1178578	3	In Process	Date Not Available		
70	HMM GREG TANG'S GO FAST COMPLETE KIT INT	9780547068060	1040605	3	Shipped		3	1

Invoice Details		
Invoice	Date	Invoice Number
1	05/20/2009	0944121049
2	05/22/2009	0944132493
3	06/02/2009	0944170111

[Back to Order Items](#)

Shipment Details				
Shipment	Ship Date	Weight (lbs.)	Carrier	Tracking Number
1	06/01/2009	6.64	UPS	1Z6297880355964847
1	06/01/2009	6.64	UPS	1Z6297880355964856
1	06/01/2009	6.5	UPS	1Z6297880355964865
1	06/01/2009	6.5	UPS	1Z6297880355964874
2	05/21/2009	45.0	VITRAN	43516602

[Back to Order Items](#)

[Start New Search](#)

Click on a column heading to sort the product list

Reference numbers indicate which Invoice or shipment the item was included in

Click on any tracking number to view delivery details from the carrier website

Click **Start New Search** to clear all previous search criteria and begin a new search.