



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.

Order Tracking

Contact Us

SANTA BARBARA SCHOOL DISTRICT, welcome to the HMH Order Tracking site. (Not SANTA BARBARA SCHOOL DISTRICT?)

If this is not you, or to search for a different account, you'll need to enter your zip code or SAN #, in addition to an order number, purchase order, or invoice number.

Search By

Order Number | Invoice Number | Purchase Order Number | Date Range

Order Number Search

**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.

SANTA BARBARA SCHOOL DISTRICT, welcome to the HMH Order Tracking site. (Not SANTA BARBARA SCHOOL DISTRICT?)

If this is not you, or to search for a different account, you'll need to enter your zip code or SAN #, in addition to an order number, purchase order, or invoice number.

Search By

Order Number | Invoice Number | Purchase Order Number | Date Range

Order Number Search



## 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**  
 Enter the date range (cannot exceed 1 month)

Search limited to 1 month  
e.g., 01/01/2009 - 02/01/2009

### 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

results per page [View All](#)

Creation Date	Order Number	P.O. Number	Status	Type	Ship To
05/29/2009	<a href="#">0003232552</a>	GOLETAVALLEYJRHS/FREE/LA	Shipped	Implementation Order	GOLETA VALLEY JR HIGH SCHOOL 6100 STOW CANYON RD GOLETA, CA 93117-1705
05/29/2009	<a href="#">0003232527</a>	GOLETAVALLEYJRHS/FREE/SCI	Shipped	Implementation Order	GOLETA VALLEY JR HIGH SCHOOL 6100 STOW CANYON RD GOLETA, CA 93117-1705
05/29/2009	<a href="#">0003231498</a>	SCAN/REPORTEXPRESS-X	Shipped	Order	SANTA BARBARA SCHOOL DISTRICT 720 SANTA BARBARA ST SANTA BARBARA, CA 93101-2232
05/29/2009	<a href="#">0003229974</a>	RLSP SCORING-X	Shipped	Order	SANTA BARBARA SCHOOL DISTRICT 720 SANTA BARBARA ST SANTA BARBARA, CA 93101-2232
05/28/2009	<a href="#">0003227156</a>	CA/MARSHA/BARR/FREE/LIT	Shipped	Implementation Order	SANTA BARBARA HIGH SCHOOL 700 E ANAPAMU ST SANTA BARBARA, CA 93103-2384
05/19/2009	<a href="#">0003197719</a>	GOLETAVALLEY/FREE/WORKBOOKS	In Process	Implementation Order	GOLETA VALLEY JR HIGH SCHOOL 6100 STOW CANYON RD GOLETA, CA 93117-1705
05/15/2009	<a href="#">0003186806</a>	93255	Shipped	Order	CESAR CHAVEZ CHTR. AT FRANKLIN 1102 E YANANALI ST SANTA BARBARA, CA 93103
05/07/2009	<a href="#">0003157214</a>	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**

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

**Billing Information**

ABC123 SCHOOL DISTRICT  
HOMETOWN, OK 99555-1234

**Shipping Information**

ABC ELEMENTARY SCHOOL  
123 SCHOOL RD  
HOMETOWN, OK 99555-1234

**Product List**

#	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

**Click on a column heading to sort the product list**

**Invoices**

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

**Shipment Details**

Shipment	Ship Date	Weight (lbs.)	Carrier	Tracking Number
1	06/01/2009	6.64	UPS	<a href="#">1Z6297880355964847</a>
1	06/01/2009	6.64	UPS	<a href="#">1Z6297880355964856</a>
1	06/01/2009	6.5	UPS	<a href="#">1Z6297880355964865</a>
1	06/01/2009	6.5	UPS	<a href="#">1Z6297880355964874</a>
2	05/21/2009	45.0	VITRAN	<a href="#">43516602</a>

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

[> Back to Order Items](#)

[Start New Search](#)

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