

## Reviewing Order Status, Tracking, and Invoices

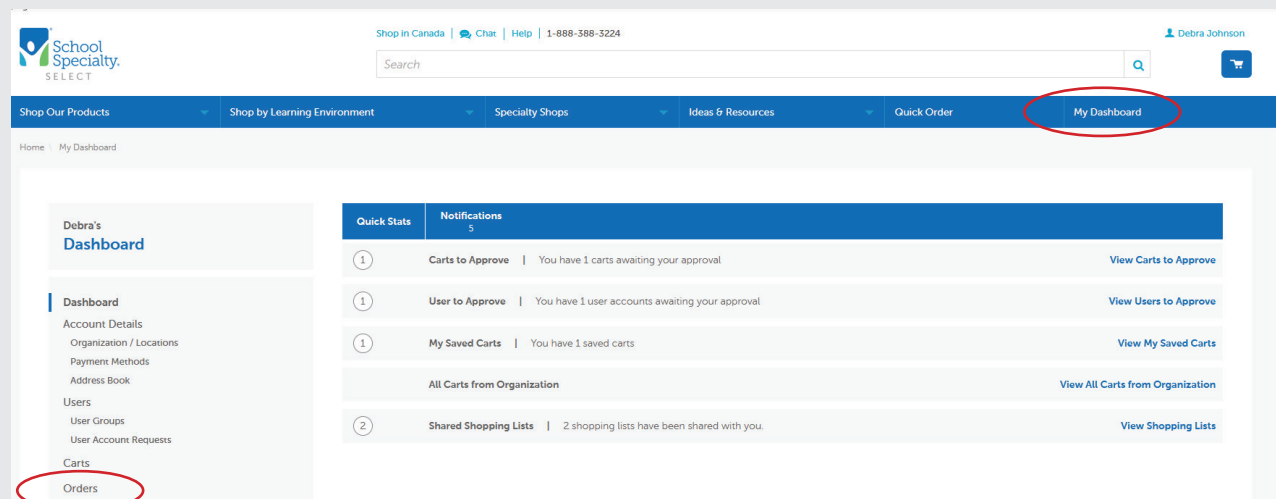
Our website provides users the ability to view their order history, track orders, see delivery details, easily re-order items, copy previously ordered items to a current cart, and save items to a shopping list. Additionally, administrators can view all activity from their organization.

### Login:

- Visit [select.schoolspecialty.com](https://select.schoolspecialty.com)
- Under **Account Sign In** enter your Username and Password, click **SIGN IN**

### Accessing Orders and Order History:

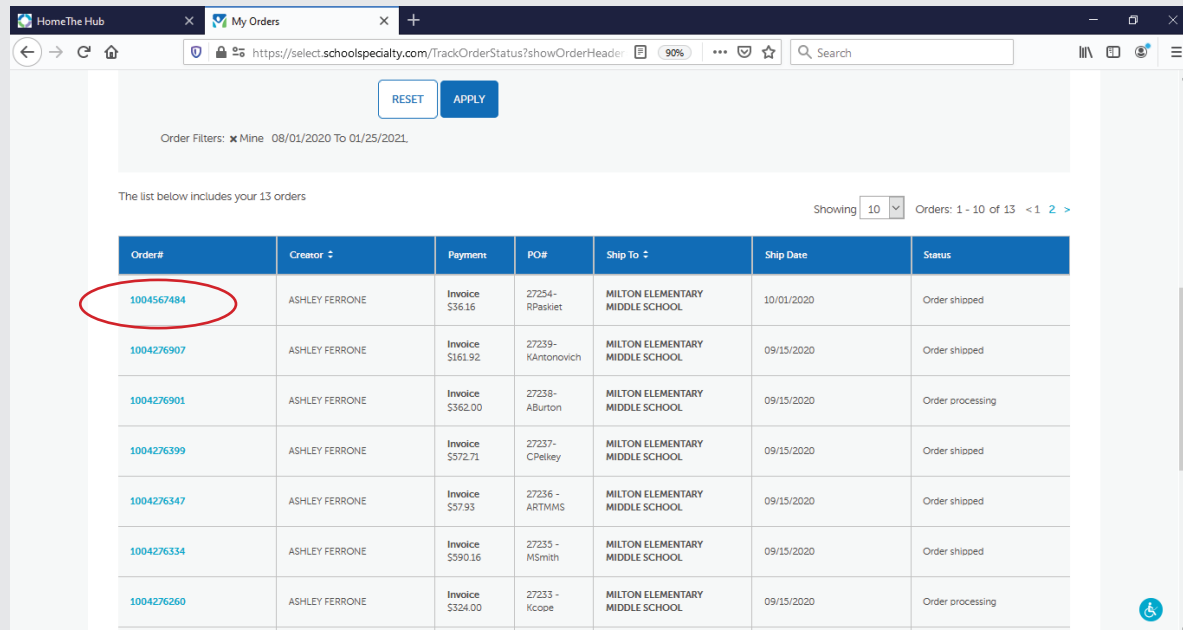
- Click **My Dashboard** then, **Orders**. Your order(s) will display showing payment, PO number, shipping location, ship date and status



The screenshot shows the School Specialty SELECT website interface. At the top, there is a navigation bar with links for Shop In Canada, Chat, Help, and a phone number. A search bar and a shopping cart icon are also present. Below the navigation bar, a blue bar contains links for Shop Our Products, Shop by Learning Environment, Specialty Shops, Ideas & Resources, Quick Order, and My Dashboard (circled in red). The main content area is titled 'Debra's Dashboard'. On the left, a sidebar lists various dashboard options: Dashboard, Account Details, Organization / Locations, Payment Methods, Address Book, Users, User Groups, User Account Requests, Carts, and Orders (circled in red). The main content area displays a table with 'Quick Stats' and 'Notifications'. The 'Quick Stats' table has two columns: 'Quick Stats' and 'Notifications'. The 'Notifications' column shows three items: 'Carts to Approve' (1), 'User to Approve' (1), and 'My Saved Carts' (1). Each item has a 'View' link. Below these, there are sections for 'All Carts from Organization' and 'Shared Shopping Lists' (2), each with a 'View' link.

## Accessing Orders and Order History: (continued)

- Click on an **order number** to view more details
- Click **ACTIONS** to Reorder, Copy items into your Current Cart, or Save items to a Shopping List



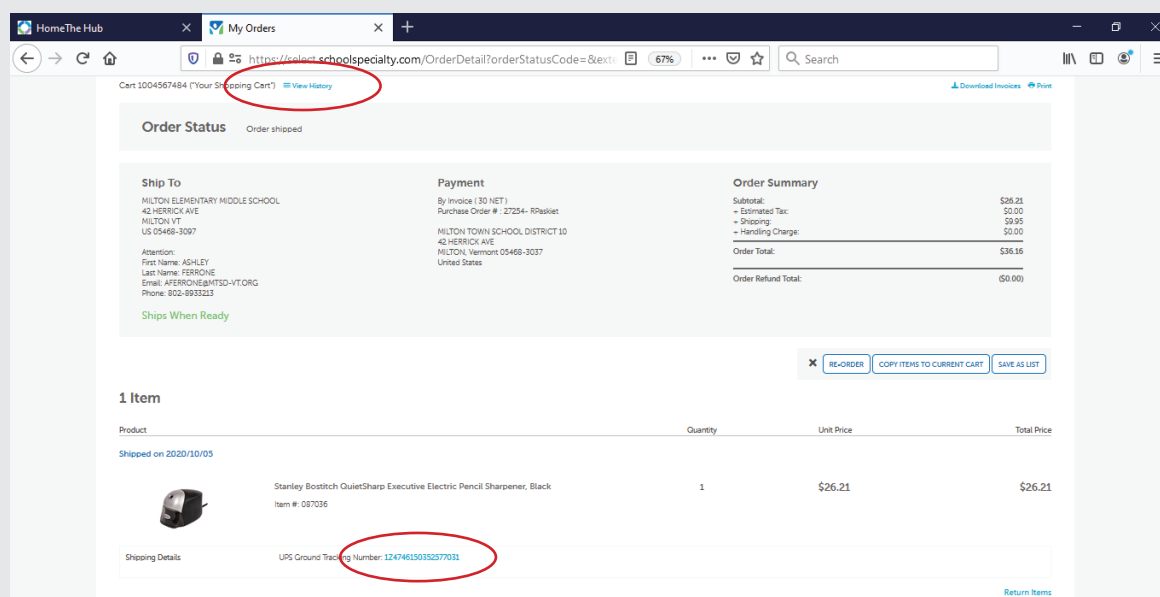
Order Filters: x Mine 08/01/2020 To 01/25/2021

The list below includes your 13 orders

Showing 10 Orders: 1 - 10 of 13 < 1 2 >

Order#	Creator	Payment	PO#	Ship To	Ship Date	Status
1004567484	ASHLEY FERRONE	Invoice \$36.16	27254 - RPaskiet	MILTON ELEMENTARY MIDDLE SCHOOL	10/01/2020	Order shipped
1004276907	ASHLEY FERRONE	Invoice \$161.92	27239 - KAntonovich	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order shipped
1004276901	ASHLEY FERRONE	Invoice \$362.00	27238 - ABurton	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order processing
1004276399	ASHLEY FERRONE	Invoice \$572.71	27237 - CPelley	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order shipped
1004276347	ASHLEY FERRONE	Invoice \$57.93	27236 - ARTMMS	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order shipped
1004276334	ASHLEY FERRONE	Invoice \$590.16	27235 - MSmith	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order shipped
1004276260	ASHLEY FERRONE	Invoice \$324.00	27233 - Kcopes	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order processing

- Click the **tracking number** to view delivery dates and signatures



Cart 1004567484 ("Your Shopping Cart") [View History](#)

**Order Status** Order shipped


**Ship To**  
MILTON ELEMENTARY MIDDLE SCHOOL  
42 HERRICK AVE  
MILTON VT 05468-3097  
Attention:  
First Name: ASHLEY  
Last Name: FERRONE  
Email: AFERRONE@MMSD-VT.ORG  
Phone: 802-8933213  
**Ships When Ready**

**Payment**  
By Invoice (30 NET)  
Purchase Order #: 27254 - RPaskiet  
MILTON TOWN SCHOOL DISTRICT 10  
42 HERRICK AVE  
MILTON, Vermont 05468-3037  
United States

**Order Summary**  
Subtotal: \$26.21  
= Estimated Tax: \$0.00  
= Shipping: \$9.95  
= Handling Charge: \$0.00  
Order Total: \$36.16  
Order Refund Total: (\$0.00)

[RE-ORDER](#) [COPY ITEMS TO CURRENT CART](#) [SAVE AS LIST](#)

**1 Item**

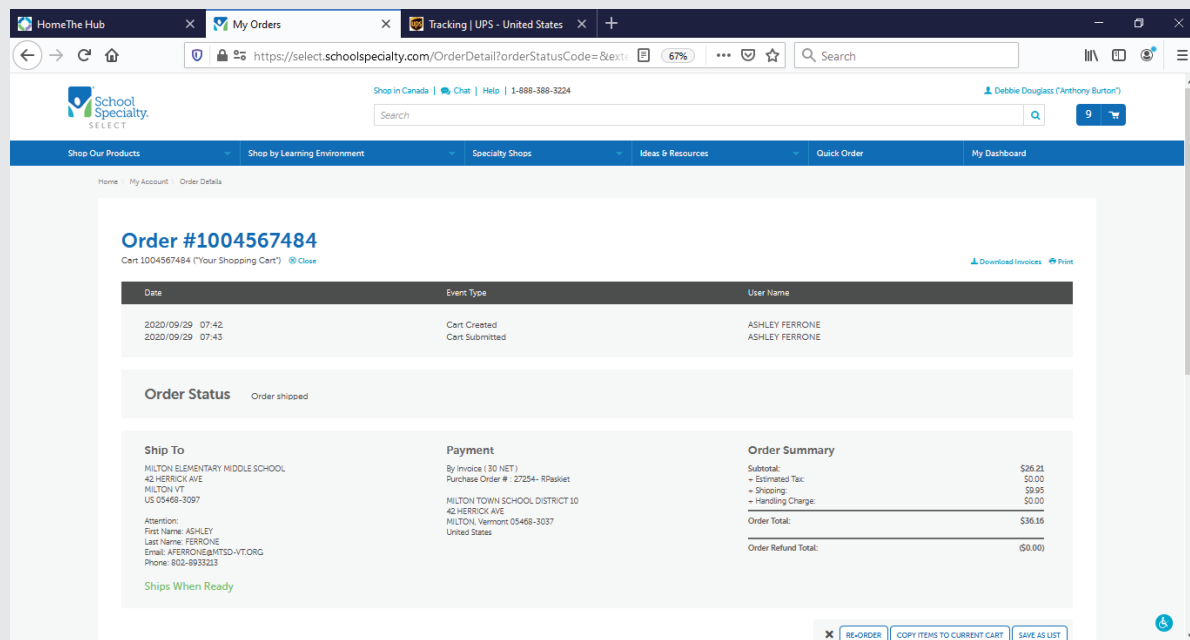
Product	Quantity	Unit Price	Total Price
Shipped on 2020/10/05			
 Stanley Bostitch QuietSharp Executive Electric Pencil Sharpener, Black Item #: 087036	1	\$26.21	\$26.21

**Shipping Details** UPS Ground Tracking Number: 124746130352577011

[Return Items](#)

## Accessing Orders and Order History: (continued)

- Click **View History** to view dates and people who submitted, reviewed, and modified the cart before submitting as an order



**Order #1004567484**  
Cart 1004567484 ("Your Shopping Cart")

Date	Event Type	User Name
2020/09/29 07:42	Cart Created	ASHLEY FERRONE
2020/09/29 07:43	Cart Submitted	ASHLEY FERRONE

**Order Status** Order shipped

**Ship To**  
MILTON ELEMENTARY MIDDLE SCHOOL  
42 HERRICK AVE  
MILTON VT  
US 05468-3097  
Attention:  
First Name: ASHLEY  
Last Name: FERRONE  
Email: AFERRONE@MITSO-VT.ORG  
Phone: 802-9933233

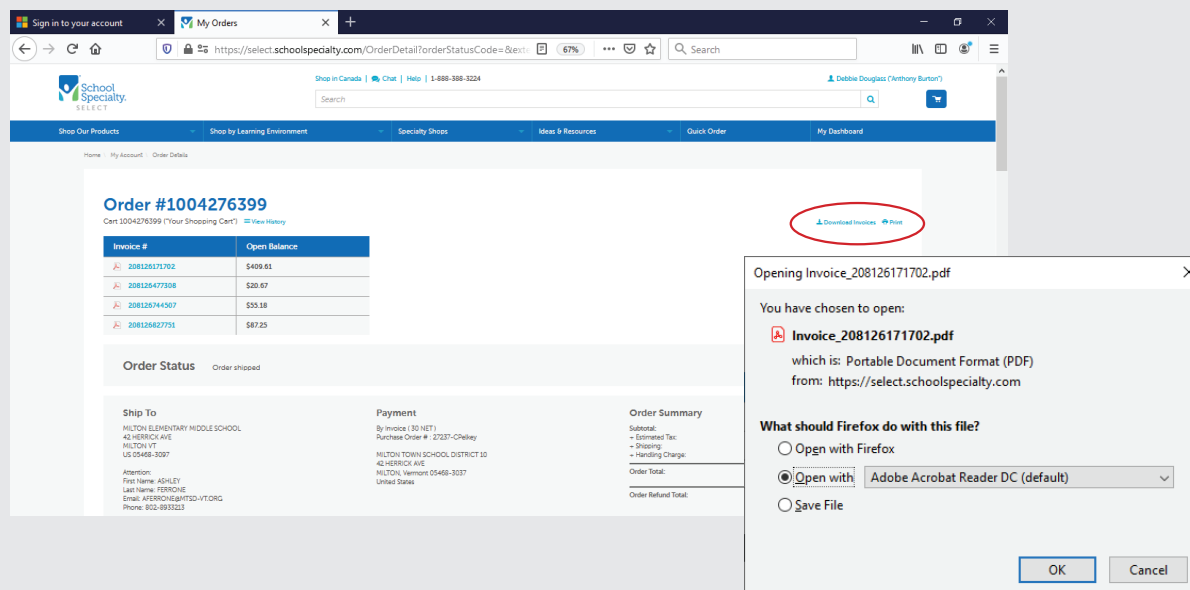
**Payment**  
By Invoice (30 NET)  
Purchase Order #: 27254- RPlaskiet  
MILTON TOWN SCHOOL DISTRICT 10  
42 HERRICK AVE  
MILTON, Vermont 05468-3037  
United States

**Order Summary**  
Subtotal: \$26.21  
+ Estimated Tax: \$0.00  
+ Shipping: \$9.95  
+ Handling Charge: \$0.00  
Order Total: \$36.16  
Order Refund Total: (\$0.00)

Ships When Ready

RE-ORDER COPY ITEMS TO CURRENT CART SAVE AS LIST

- Select **Download Invoices** to view and print a PDF of all invoices related to an order



**Order #1004276399**  
Cart 1004276399 ("Your Shopping Cart")

Invoice #	Open Balance
208126171702	\$409.61
208126477308	\$20.67
208126744307	\$55.18
208126827751	\$87.25

**Order Status** Order shipped

**Ship To**  
MILTON ELEMENTARY MIDDLE SCHOOL  
42 HERRICK AVE  
MILTON VT  
US 05468-3097  
Attention:  
First Name: ASHLEY  
Last Name: FERRONE  
Email: AFERRONE@MITSO-VT.ORG  
Phone: 802-9933233

**Payment**  
By Invoice (30 NET)  
Purchase Order #: 27237-CPhelley  
MILTON TOWN SCHOOL DISTRICT 10  
42 HERRICK AVE  
MILTON, Vermont 05468-3037  
United States

**Order Summary**  
Subtotal: \$485.12  
+ Estimated Tax: \$0.00  
+ Shipping: \$0.00  
+ Handling Charge: \$0.00  
Order Total: \$485.12  
Order Refund Total: \$0.00

Download Invoices Print

Opening Invoice\_208126171702.pdf

You have chosen to open:  
Invoice\_208126171702.pdf  
which is: Portable Document Format (PDF)  
from: https://select.schoolspecialty.com

What should Firefox do with this file?

☐ Open with Firefox

☒ Open with Adobe Acrobat Reader DC (default)

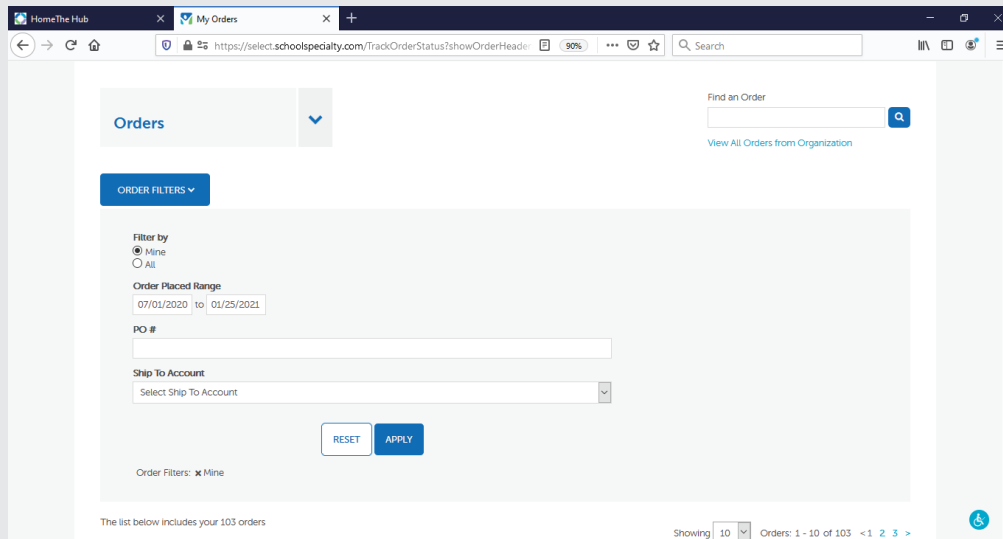
☐ Save File

OK Cancel

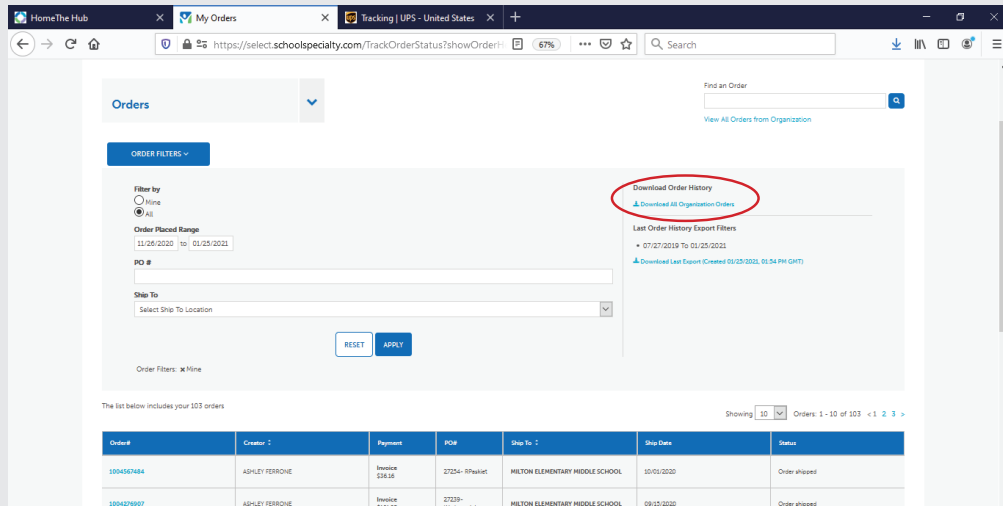
## Administrator Access Only:

If you are an administrator, see below for additional features:

- Filter your order search by "Mine" or "All", choose date ranges, PO Numbers and Ship to Locations
- Find an order by entering a PO number in the search or click View All Orders by clicking that link



- Order History can also be downloaded into an Excel Spreadsheet by selecting to **Download All Organization Orders**



Order #	Creator	Payment	PO#	Ship To	Ship Date	Status
100456084	ASHLEY FERROHE	Invoice \$16.58	27254- HPellet	MILTON ELEMENTARY MIDDLE SCHOOL	10/01/2020	Order shipped
100427987	ASHLEY FERROHE	Invoice \$161.92	27239- Kartenshush	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order shipped

**Questions?** Call our Toll Free Online Support Department at **800-513-2465 ext 2**