

## Reviewing Order Status, Tracking, and Invoices

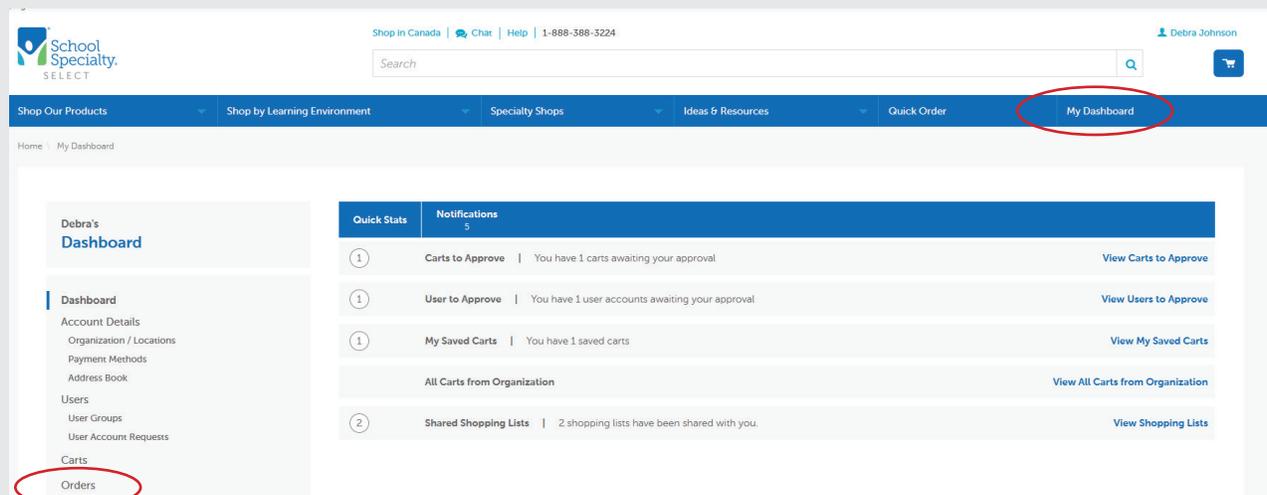
Our website provides users the ability to view their order history, track orders, see delivery details, easily re-order items, copy previously ordered items to a current cart, and save items to a shopping list. Additionally, administrators can view all activity from their organization.

### 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:

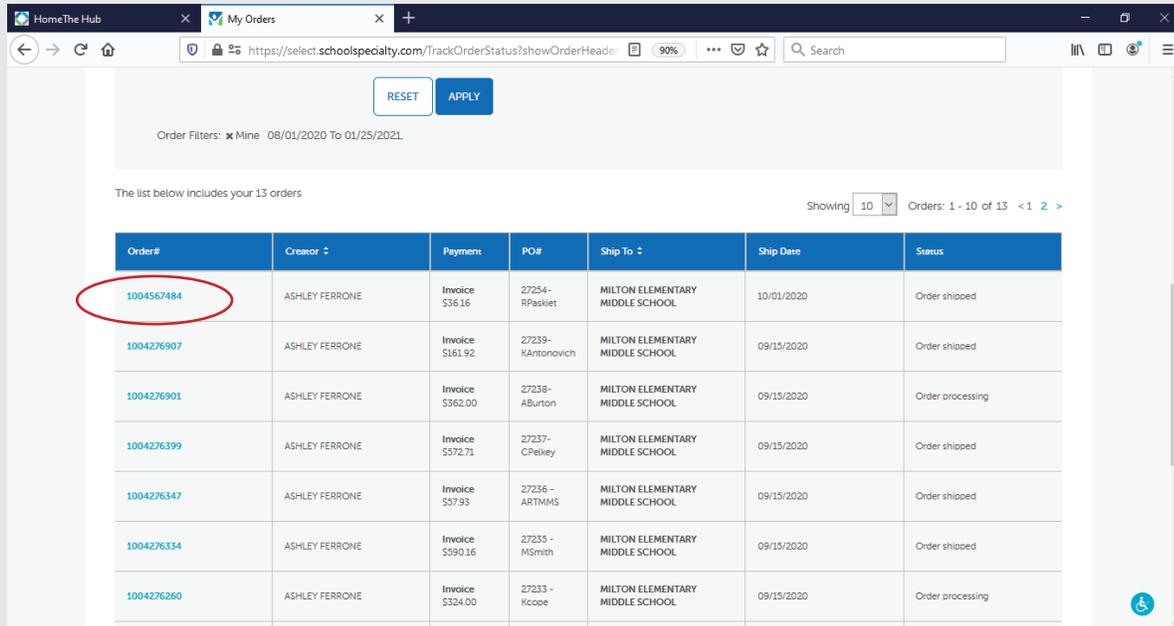
- Click **My Dashboard** then, **Orders**. Your order(s) will display showing payment, PO number, shipping location, ship date and status



The screenshot shows the School Specialty SELECT website interface. At the top, there is a navigation bar with links for 'Shop Our Products', 'Shop by Learning Environment', 'Specialty Shops', 'Ideas & Resources', 'Quick Order', and 'My Dashboard' (circled in red). Below the navigation bar, there is a search bar and a user profile for 'Debra Johnson'. The main content area displays a dashboard for 'Debra's Dashboard' with a sidebar on the left containing links for '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 shows a 'Quick Stats' section with 'Notifications' and a list of items to approve, including 'Carts to Approve', 'User to Approve', 'My Saved Carts', and 'Shared Shopping Lists'.

## 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



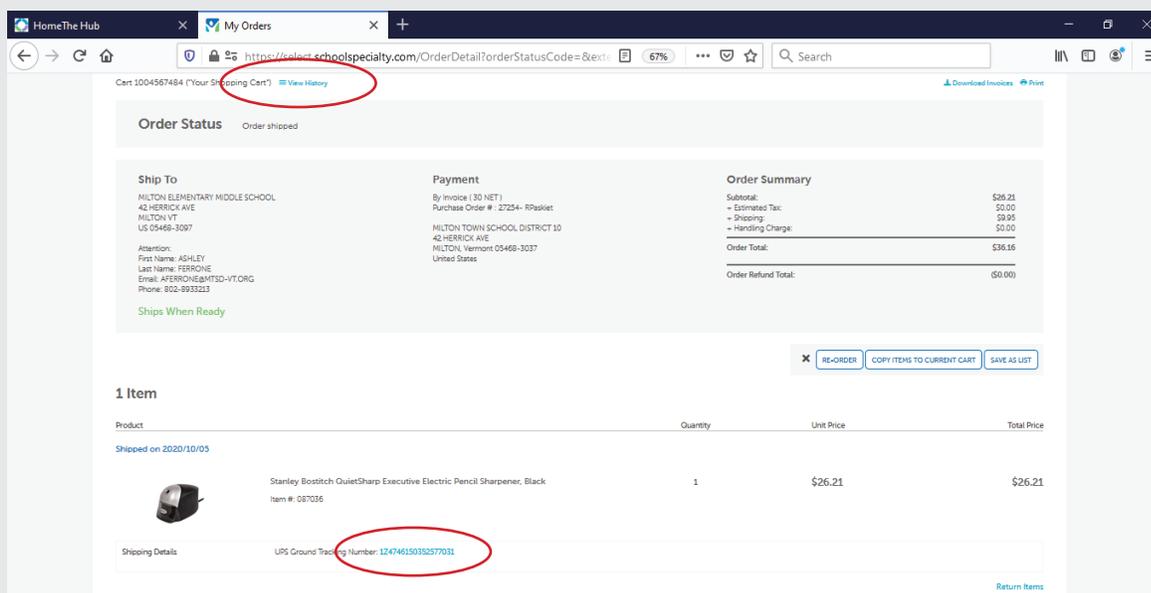
Order Filters: Mine 08/01/2020 To 01/25/2021

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- CPelkey	MILTON ELEMENTARY MIDDLE SCHOOL	09/15/2020	Order shipped
1004276347	ASHLEY FERRONE	Invoice \$57.95	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 - Kcoope	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](#) [Download Invoices](#) [Print](#)

**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: 802-8933213

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
 <p>Stanley Bostitch QuietSharp Executive Electric Pencil Sharpener, Black Item #: 087036</p>	1	\$26.21	\$26.21

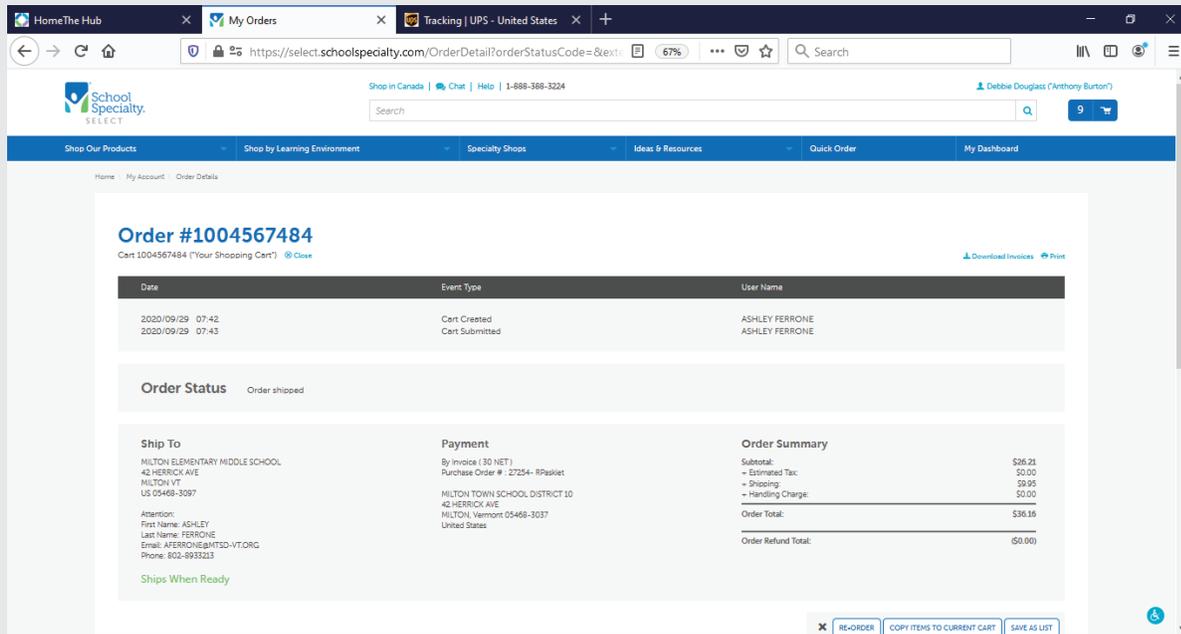
Shipped on 2020/10/05

Shipping Details [UPS Ground Tracking Number: 12474615032577031](#)

[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

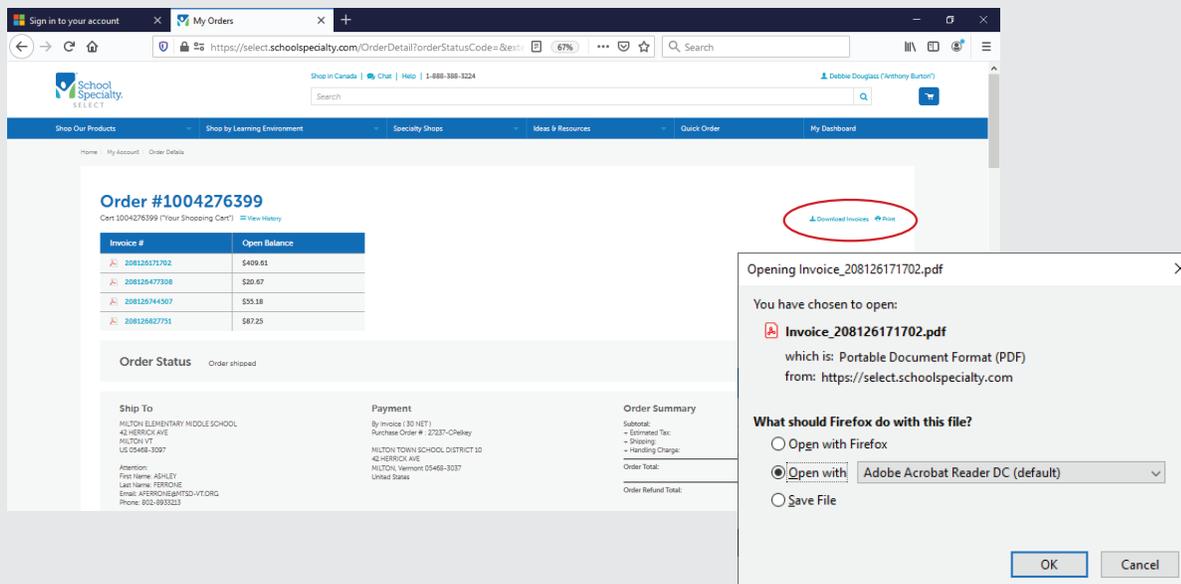
**Ship To**  
MILTON ELEMENTARY MIDDLE SCHOOL  
42 HERRICK AVE  
MILTON VT  
US 05468-3097  
Attention:  
First Name: ASHLEY  
Last Name: FERRONE  
Email: AFERRONE@MITSO-VT.ORG  
Phone: 802-8933213  
Ships When Ready

**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
<b>Order Total:</b>	<b>\$36.16</b>
Order Refund Total:	(\$0.00)

- 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	\$499.61
208126477308	\$20.67
208126744507	\$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: 802-8933213

**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:	\$499.61
- Estimated Tax:	\$0.00
+ Shipping:	\$9.95
+ Handling Charge:	\$0.00
<b>Order Total:</b>	<b>\$599.56</b>
Order Refund Total:	(\$0.00)

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)

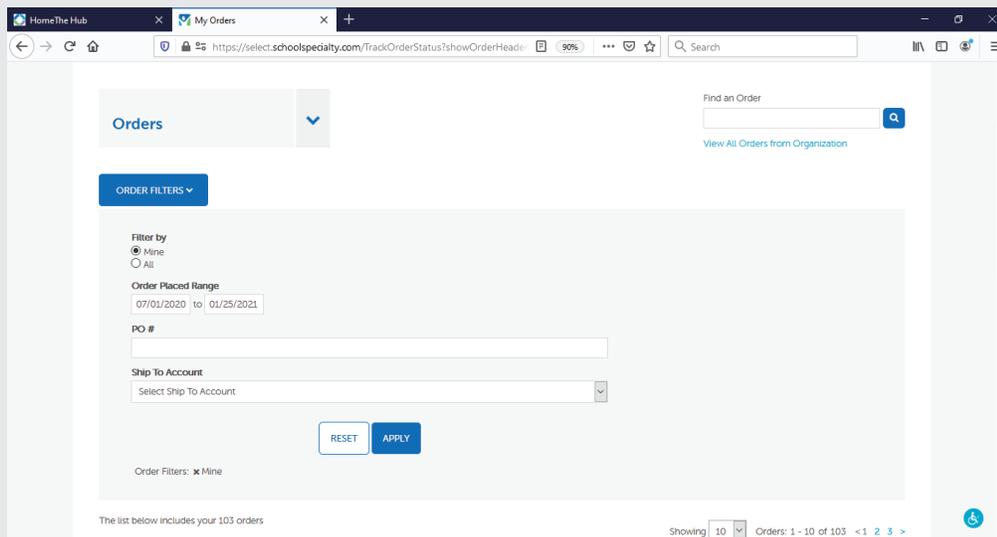
Save File

OK Cancel

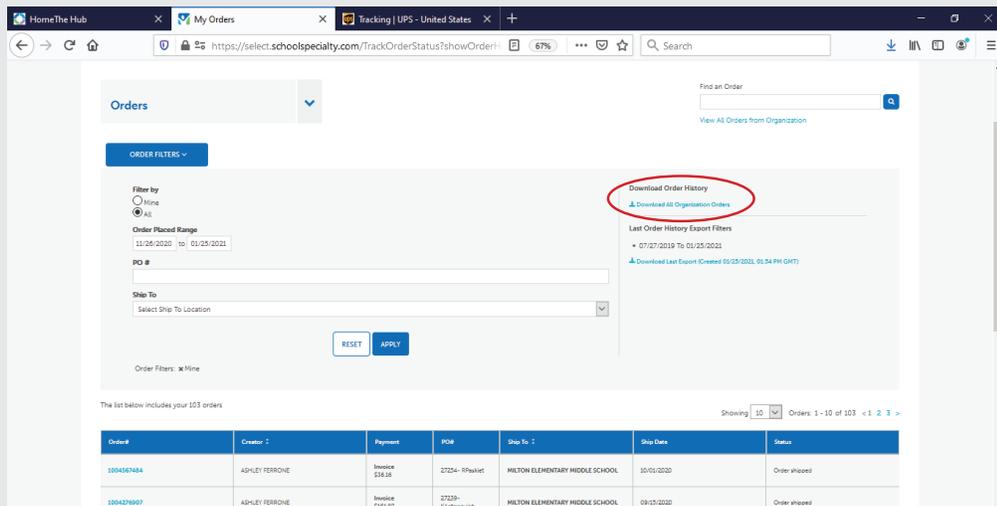
## Administrator Access Only:

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**



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