



# XPRESS TIP

## View and/or Download current **Order History** – by Part Number

**Registered Users**, upon sign in, can access their **Order History** – including open, in process and shipped orders. View and/or filter on the website page, or Download to Excel

**XPRESS ACTION** Most popular actions of registered users

**1**

- Stock Upload / Quick Order**  
UPLOAD all orders for accounts associated with my user name
- My Orders Portal**  
VIEW open orders, order history and order notifications
- Price and Availability**  
UPLOAD or ENTER part numbers and quantity to obtain information
- Open Orders Report**  
DOWNLOAD all orders for accounts associated with my user name
- Cross Reference Exchange**  
UPLOAD competitive part number(s)

**2**

**Order History**  
Click here to view all open, in process and shipped orders with tracking and packing lists.

Display By: [Order Level](#) | **Item Level** **3**

### Order History

Includes Open Orders and Last 30 days of shipped orders.

Full Order History File - All Ship To Locations   Clear Filter   Advanced Search   Return to My Orders   **Download** **4**

Part Number	Ship To	Date Ordered	Order Number	Customer PO	Order Type	Ordered Qty	Line Item Qty	Line Item Status
<input type="text" value="Filter Results"/>			<input type="text" value="Filter Results"/>	<input type="text" value="Filter Results"/>				