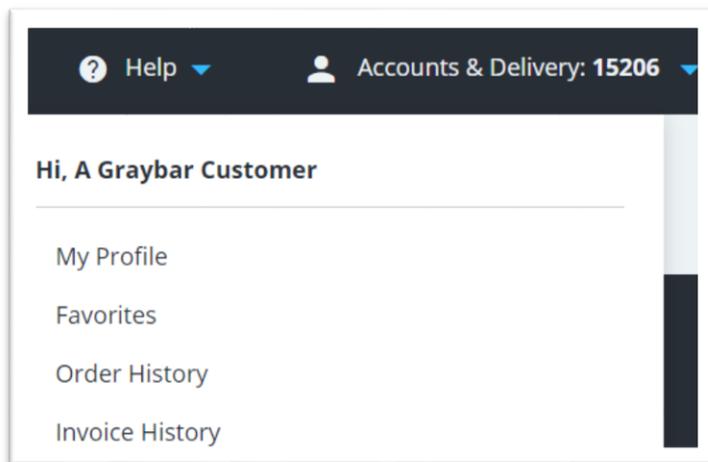


# Graybar.com

## VIEWING ORDERS

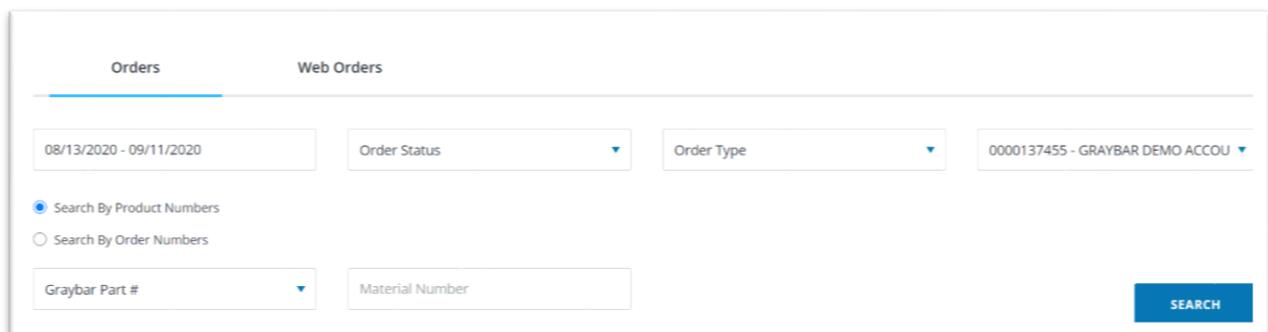
The “[Order History](#)” page on [Graybar.com](#) lets you view orders placed under your account and provides detailed information on order status and proof of delivery.

To access the “[Order History](#)” page, log on to [Graybar.com](#) and select “[Order History](#)” under the “[Accounts & Delivery](#)” drop down-menu.



Once you have reached the “[Order History](#)” page, you can search by all “[Orders](#)” or “[Web Orders](#)”.

- Choose [Search By Product Numbers](#) and filter by [Date Range](#), [Order Status](#), [Order Type](#) [Account](#) or [Graybar Part Number](#).



A screenshot of the Graybar.com search filters. At the top, there are two tabs: "Orders" (selected) and "Web Orders". Below the tabs, there are four filter fields: a date range field containing "08/13/2020 - 09/11/2020", an "Order Status" dropdown menu, an "Order Type" dropdown menu, and an account field containing "0000137455 - GRAYBAR DEMO ACCOU" with a dropdown arrow. Below these fields, there are two radio buttons: "Search By Product Numbers" (selected) and "Search By Order Numbers". At the bottom, there are two more fields: "Graybar Part #" with a dropdown arrow and "Material Number". A blue "SEARCH" button is located at the bottom right.

- Choose [Search By Order Numbers](#) and filter by [Date Range](#), [Order Status](#), [Order Type](#), [Account](#) or [Purchase Order Number](#).

Orders
Web Orders

Order Status ▼

Order Type ▼

0000137455 - GRAYBAR DEMO ACCOU ▼

Search By Product Numbers
  Search By Order Numbers

P.O. Number ▼

Purchase Order number

SEARCH

Click the [“Search”](#) button to see a list of orders based upon you filtering choices. Details of each order can be viewed by clicking the [“Order Number”](#) link.

## Web Orders

To search by Web Orders, select Web Order on from the [“Order History”](#) page. Select [“Order Number”](#) link.

Home / Order History

Orders
Web Orders

Showing 1 - 5 out of 25
 

«
<
1
>
»

ORDER NUMBER	P.O. NUMBER	ORDER DATE	TOTAL PRICE
000000476	KTF0000	Sep 9, 2020, 2:52 PM	\$2,210.27
<a href="#">000000475</a>	KTF12345	Sep 9, 2020, 2:46 PM	\$5,095.74
000000473	NB-5011	Sep 8, 2020, 3:38 PM	\$19,868.72

Select [REORDER](#) to order product again or [VIEW TRACKING & INVOICES](#)

Order: 000000476 

REORDER

VIEW TRACKING & INVOICES

ORDER SUMMARY

<b>PO Number</b>	<b>Date</b>	<b>Order Status</b>	<b>Placed By</b>
KTF0000	Sep 09, 2020	Rejected	Graybar Customer

**Est. Order Total**  
\$2,210.27

Select [VIEW TRACKING & INVOICES](#), to view Date Shipped, Delivery #, Signed For, Shipping Method, Ship From and Invoice #.

Tracking & Invoices: 0000000476 [VIEW ORDER DETAILS](#)

**ORDER SUMMARY**

<b>PO Number</b> KTF0000	<b>Date</b> Sep 09, 2020	<b>Order Status</b> Rejected	<b>Placed By</b> Graybar Customer
-----------------------------	-----------------------------	---------------------------------	--------------------------------------

**Est. Order Total**  
\$2,210.27

**SHIPPING**

Ship to:  
WILD PLACE  
ONE

**TRACKING & INVOICES**

DATE SHIPPED	DELIVERY #	SIGNED FOR	SHIPPING METHOD	SHIP FROM	INVOICE #
--------------	------------	------------	-----------------	-----------	-----------