Searching For Orders

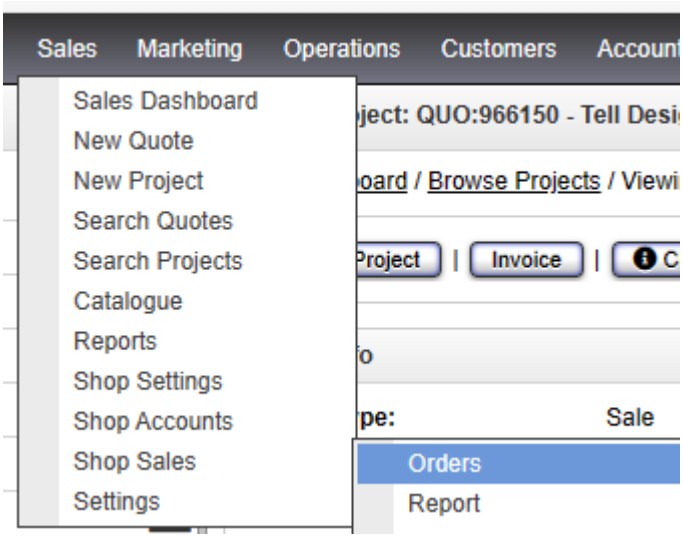
To search for an order - you will need the Quote Reference or a WEB reference.

Online orders will begin with **WEB** followed by numbers

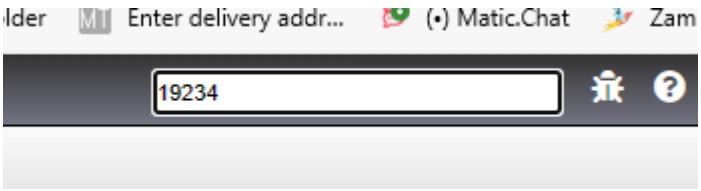
Quote numbers will begin with a **QUO**: followed by numbers

Next Day Poster Orders will begin with **NDP**/ followed by numbers.

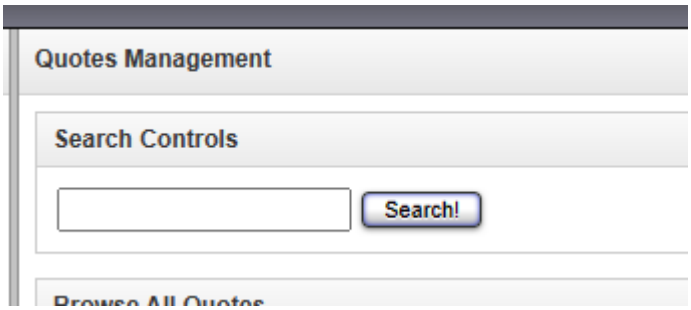
If it is an **Order** you are tracing - Select SALES / Shop Sales / Orders



This will bring up the order screen - Add your ref number to the top bar on the right hand side and hit enter -



If it is a **Quote** you are tracing - Select Sales / Search Quote / this will bring up this screen



Ad din the ref number and click search.

Make sure there are no spaces when you add the number, etc otherwise the search wont work.

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