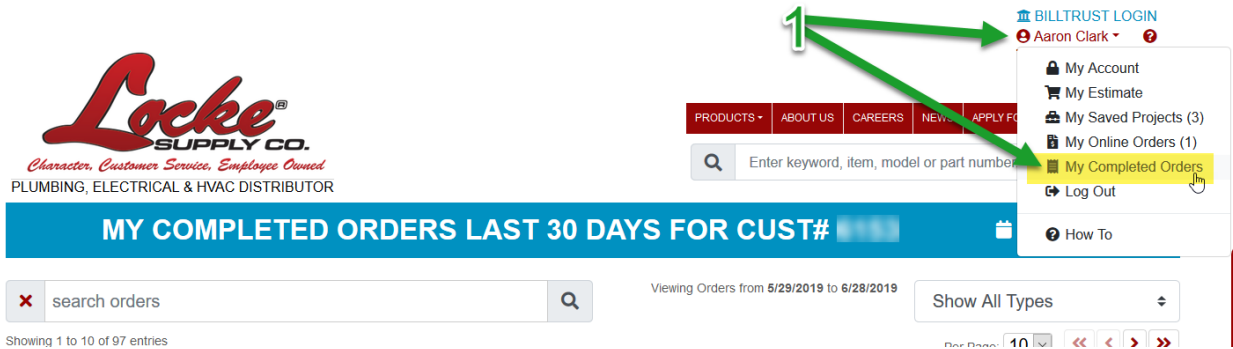


# My Completed Orders

You can now view all your completed Locke Supply order history online.

1. Select **My Completed Orders** from the dropdown menu. Your order history for the last 30 days will automatically display.



LOCKE SUPPLY CO.  
Character. Customer Service. Employee Owned.  
PLUMBING, ELECTRICAL & HVAC DISTRIBUTOR

PRODUCTS - ABOUT US CAREERS NEW APPLY FOR

Enter keyword, item, model or part number

BILLTRUST LOGIN  
Aaron Clark

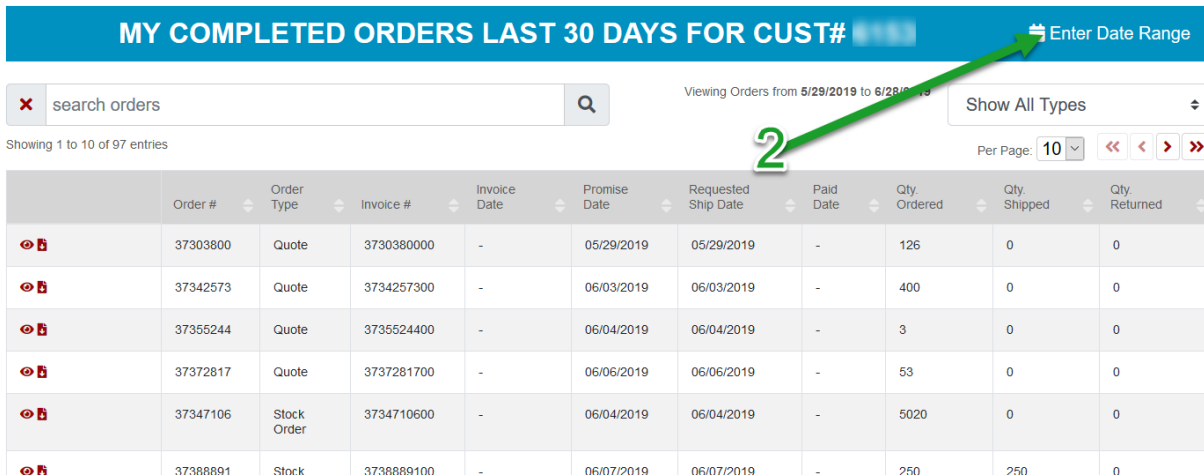
- My Account
- My Estimate
- My Saved Projects (3)
- My Online Orders (1)
- My Completed Orders**
- Log Out
- How To

MY COMPLETED ORDERS LAST 30 DAYS FOR CUST# [REDACTED]

search orders Viewing Orders from 5/29/2019 to 6/28/2019 Show All Types

Showing 1 to 10 of 97 entries

2. To change the date range, click the **Enter Date Range** button and enter dates for any 30 day range.



MY COMPLETED ORDERS LAST 30 DAYS FOR CUST# [REDACTED] Enter Date Range

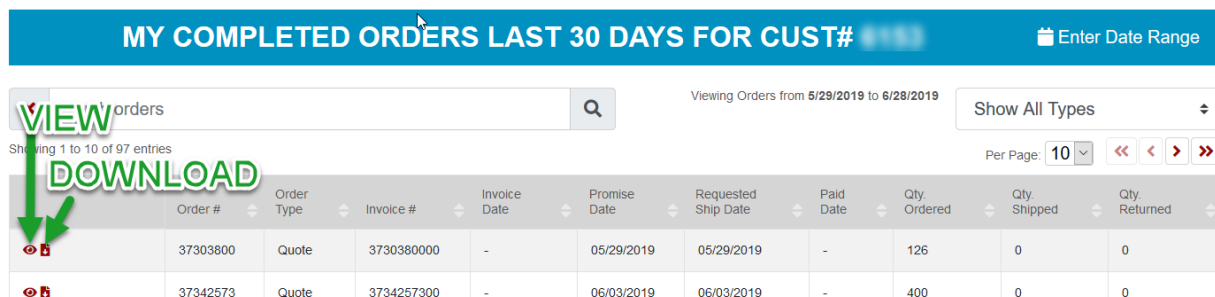
search orders Viewing Orders from 5/29/2019 to 6/28/2019 Show All Types

Showing 1 to 10 of 97 entries

Per Page: 10

	Order #	Order Type	Invoice #	Invoice Date	Promise Date	Requested Ship Date	Paid Date	Qty. Ordered	Qty. Shipped	Qty. Returned
	37303800	Quote	3730380000	-	05/29/2019	05/29/2019	-	126	0	0
	37342573	Quote	3734257300	-	06/03/2019	06/03/2019	-	400	0	0
	37355244	Quote	3735524400	-	06/04/2019	06/04/2019	-	3	0	0
	37372817	Quote	3737281700	-	06/06/2019	06/06/2019	-	53	0	0
	37347106	Stock Order	3734710600	-	06/04/2019	06/04/2019	-	5020	0	0
	37388891	Stock	3738889100	-	06/07/2019	06/07/2019	-	250	250	0

3. You can **VIEW** or **DOWNLOAD** completed order details by clicking the icons at the beginning of any order line.



MY COMPLETED ORDERS LAST 30 DAYS FOR CUST# [REDACTED] Enter Date Range

search orders Viewing Orders from 5/29/2019 to 6/28/2019 Show All Types

Showing 1 to 10 of 97 entries

Per Page: 10

	Order #	Order Type	Invoice #	Invoice Date	Promise Date	Requested Ship Date	Paid Date	Qty. Ordered	Qty. Shipped	Qty. Returned
	37303800	Quote	3730380000	-	05/29/2019	05/29/2019	-	126	0	0
	37342573	Quote	3734257300	-	06/03/2019	06/03/2019	-	400	0	0

# My Completed Orders

4. Filter the type of orders you wish to view by clicking on the **dropdown menu**.

PLUMBING, ELECTRICAL & HVAC DISTRIBUTOR

**MY COMPLETED ORDERS LAST 30 DAYS FOR CUST#** [CUST#] Enter Date Range

search orders  [Q]

Showing 1 to 10 of 97 entries

Viewing Orders from 5/29/2019 to 6/28/2019

4 → **Show All Types** dropdown menu

- Show All Types
- Stock Orders Only**
- Direct Orders Only
- Counters Sale Only
- Quotes Only
- Returns Only
- Recieved On Account Only
- Standing Orders Only

	Order #	Order Type	Invoice #	Invoice Date	Promise Date	Requested Ship Date	Paid Date	Qty Ordered
	37303800	Quote	3730380000	-	05/29/2019	05/29/2019	-	126
	37342573	Quote	3734257300	-	06/03/2019	06/03/2019	-	400
	37355244	Quote	3735524400	-	06/04/2019	06/04/2019	-	3
	37372817	Quote	3737281700	-	06/06/2019	06/06/2019	-	53

5. You can also search for a specific order by Order # or by Invoice # by typing it in.

**MY COMPLETED ORDERS LAST 30 DAYS FOR CUST#** [CUST#] Enter Date Range

[Q]

Showing 1 to 3 of 3 entries (filtered from 97 total entries)

Viewing Orders from 5/29/2019 to 6/28/2019

5 →

Show All Types dropdown menu

Per Page: 10

	Order #	Order Type	Invoice #	Invoice Date	Promise Date	Requested Ship Date	Paid Date	Qty Ordered	Qty. Shipped	Qty. Returned
	37303800	Quote	3730380000	-	05/29/2019	05/29/2019	-	126	0	0
	37303465	Stock Order	3730346500	05/30/2019	05/29/2019	05/29/2019	-	2090	2090	0
	37303894	Stock Order	3730389400	05/29/2019	05/29/2019	05/29/2019	-	1	1	0