

OPEN ORDERS REPORT – QUICK REFERENCE GUIDE

The Open Orders Report is a report that shows all open orders.

This report shows important order information such as PO Number, Order Number, Line Status, Delivery Status and Scheduled Ship Date (SSD) etc.

This report also provides a drill down to both an order summary and additional part number information by clicking on either of the hyperlinks in either of those fields within the main report.

- To access this report, from the **Order Dashboard**, go to the Popular Reports Section and click on the icon for the **Open Orders Report**



- In the top section of the report window, filters can be applied such as a range of order numbers, one or more order types, or a date range. Once the correct filters are selected, click the **Apply** button.
- The report will populate with the selected filters applied.

Rows 1 - 10

PO Number	Order Number	Booked Date	Customer Request Date	Line Number	Part Number	Ordered Quantity	Unit Net Price	Total Net Price	Scheduled Ship Date	Line Status	Delivery Status	Warehouse	Ship Method	Freight Terms	Incoterms	List Price	Currency	Price Concession	Promotion	PTO Kit	Product Family
35750980	23901972	22-Jan-2020	29-Jan-2020	1.1	800033-3400VM	5	29.52	147.60	22-Jan-2020	Open	Open	Greenville WI	BESTWAY GROUND	Prepay & Add	FCA Shipping point		USD				Card Ribbons
INMIBR7866	2701064	22-Jan-2020	22-Jan-2020	1.1	CBL-TC2X-USBC-01	7	5.80	40.60	12-Feb-2020	Open	Open	Fortworth TX	FEDEX INTERNATIONAL PRIORITY	Collect	FCA Shipping point	10.00	USD				CHGRS-ENT-ACC
INMIBR7866	2701064	22-Jan-2020	22-Jan-2020	2.1	CBL-DC-382A1-01	9	15.08	135.72	12-Feb-2020	Open	Open	Fortworth TX	FEDEX INTERNATIONAL PRIORITY	Collect	FCA Shipping point	26.00	USD				CBLs-RUG-ACC
INMIBR7866	2701064	22-Jan-2020	22-Jan-2020	3.1	TC200J-10C112A6	1	378.72	378.72	12-Feb-2020	Open	Open	Fortworth TX	FEDEX INTERNATIONAL PRIORITY	Collect	FCA Shipping point	526.00	USD				TC20XX
INMIBR7866	2701064	22-Jan-2020	22-Jan-2020	4.1	MC32N0-GI4HCHEIA	90	1,186.10	106,749.00	04-Mar-2020	Open	Open	Fortworth TX	FEDEX INTERNATIONAL PRIORITY	Collect	FCA Shipping point	2,045.00	USD				MC32XXG
TECNIM9087	2701062	22-Jan-2020	22-Jan-2020	1.1	CC600-5-3200LNWW	1	630.00	630.00	27-Jan-2020	Open	Open	Fortworth TX	BESTWAY LA	Prepay & Add	FCA Shipping point	1,050.00	USD				CC60XX
TECNIM9087	2701062	22-Jan-2020	22-Jan-2020	2.1	VC83-08SOCQBAABA-I	1	2,694.00	2,694.00	19-Feb-2020	Open	Open	Fortworth TX	BESTWAY LA	Prepay & Add	FCA Shipping point	4,490.00	USD				VC83XX
BLSTLA678	2701061	22-Jan-2020	22-Jan-2020	1.1	10023317	2	680.55	1,361.10	28-Feb-2020	Open	Open	Atlanta GA	ROUTING GUIDE (TU & F)	Prepay & Add	FCA Shipping point	1,134.25	USD				Zip Ship
BLSTLA678	2701061	22-Jan-2020	22-Jan-2020	2.1	ZD22042-D11G00EZ	1	247.02	247.02	14-Feb-2020	Open	Open	Fortworth TX	ROUTING GUIDE (TU & F)	Prepay & Add	FCA Shipping point	537.00	USD				ZD220
FUN-007ShipSeRETEST	2700803	22-Jan-2020	17-Jan-2020	1.1	ZD42H42-T01E00EZ	4	489.50	1,958.00	14-Feb-2020	Open	Open	Fortworth TX	Routing Guide	Prepay & Add	FCA Shipping point	979.00	USD				ZD420

Refresh - Export

- To export the report, click the export link at the bottom of the page.

Rows 1 - 10

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FUN-007ShipSeRETEST	2700803	22-Jan-2020	17-Jan-2020	1.1	ZD42H42-T01E00EZ	4	489.50	1,958.00	14-Feb-2020	Open	Open	Fortworth TX	Routing Guide	Prepay & Add	FCA Shipping point	979.00	USD				ZD420

Refresh - Export

- To drill down to the Order Summary for an order, click on the order number.

Refresh - Export

- ### Order Summary

- To drill down to the **Additional Product Information**, click on the **Part Number**
 - The additional information is available for bundles (PTO Kits) and items where supplemental data is required.
 - A PTO Kit can be identified using the PTO Kit column.


Refresh - Export

- | Additional Product Information | | | Data Last Refreshed on 13-Feb-2020 08:05:54 PM GMT | | | | | |
|--|--------------|-------------|--|------------------|-------------|--|--|--|
| This report contains additional information for the item selected. | | | | | | | | |
| PTO Kit / Bundle Information | | | | | | | | |
| PO Number | Order Number | Line Number | Part Number | Ordered Quantity | PTO Kit | | | |
| EDITEST006 | 23902768 | 3.1 | CRD-TC7X-SE5EU-KT2 | 4 | Parent | | | |
| EDITEST006 | 23902768 | 3.1.1 | CRD-TC7X-SE5EU1-01 | 4 | Component | | | |
| EDITEST006 | 23902768 | 3.1.2 | CBL-DC-381A1-01 | 4 | Component | | | |
| EDITEST006 | 23902768 | 3.1.3 | PWR-BGA12V108W0WWW | 4 | Component | | | |
| EDITEST006 | 23902768 | 3.1.4 | 23844-00-00R | 4 | Component | | | |
| Refresh - Export | | | | | | | | |
| Supplemental Data Information | | | | | | | | |
| PO Number | Order Number | Data Type | Data Value | Freq RX MHZ | Freq TX MHZ | | | |
| EDITEST006 | 23902768 | | | | | | | |
| Refresh - Export | | | | | | | | |

Delivery Status Information:

Open: Item has not started the shipping process yet

In Progress: Item is being prepared for shipment

- If the schedule ship date (SSD) field is highlighted in yellow, this shows the date has changed within the last 7 days.
- If there is any additional information available for a line item, this will be shown with an information icon. 
- To view the information, click on the icon which opens a separate window showing information regarding the line status.