



Tracking an Order in VIC

After an order is placed in VIC, the user has the ability to check to see if the order was acknowledged and/or shipped.

Once the order has been placed, an acknowledgement will be sent by the Supplier usually within a couple hours of receipt. You can check this by clicking the **Order Tracking** icon on the left-hand side of the screen.

A screenshot of the VIC GCommerce web application interface. On the left is a vertical navigation menu with four items: 'Search' (magnifying glass icon), 'Quotes' (shopping cart icon), 'Reports' (bar chart icon), and 'Order Tracking' (pencil icon). The 'Order Tracking' item is highlighted in a darker blue, and a red arrow points to it from the text above. The main content area is titled 'PARTS SEARCH' with a wrench icon. It contains several search fields: 'VENDOR:' with a dropdown menu and a 'Details' button; 'BRAND:' with a dropdown menu; 'PART NUMBER OR DESCRIPTION:' with a text input field; 'QUANTITY:' with a text input field containing '1'; and 'EXACT SEARCH:' with a checked checkbox. At the bottom are 'Search' and 'Clear' buttons.

This will open the **Order Tracking** screen, where by default, you can view all of the orders placed that day.

The screenshot shows the 'ORDER TRACKING' interface. At the top, there are search filters for 'START DATE' (05/25/2017), 'END DATE' (05/25/2017), and 'ORDER NUMBER' (Order Number). A blue 'Search' button is to the right. Below the filters is a 'SHOW' dropdown menu set to '5'. To the right of the dropdown is a 'FILTER:' input field. The main area contains a table with columns: ORDER DATE, ORDER NUMBER, BUYER, VENDOR, ACKNOWLEDGED, SHIPPED, ORDER DETAILS, and SHIPMENT DETAILS. One entry is visible: 5/25/2017 12:04:02 PM, 515-1002, Max Baker, VIC_MJ Products, with checkboxes for 'ACKNOWLEDGED' (checked) and 'SHIPPED' (unchecked). A blue 'Details' button is next to the 'ORDER DETAILS' column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

The date range can be adjusted to allow you to search a longer date range (i.e. the past week). By default, it will only show the past 5 orders. You can change this by clicking the **Show** dropdown box and changing the number to a number greater than 5.

This screenshot is similar to the first one but shows a date range from 05/19/2017 to 05/25/2017. The 'SHOW' dropdown menu is highlighted with a red arrow pointing to it. The table now displays two entries: 5/25/2017 12:04:02 PM (515-1002, Max Baker, VIC_MJ Products) and 5/19/2017 9:55:50 PM (IRV-1001, Max Baker, VIC_Midwest Tool). The bottom status bar says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

On the right-hand side of the screen, there are 4 columns: Acknowledged, Shipped, Order Details and Shipment Details.

ACKNOWLEDGED	SHIPPED	ORDER DETAILS	SHIPMENT DETAILS
<input type="checkbox"/>	<input type="checkbox"/>	Details	Details
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Details	Details

If the **Acknowledged** box is checked, the order has been received. If the **Shipped** box is checked, the order has been shipped.

Clicking the blue **Details** box under the **Order Details** column will give you additional details of the order that was placed (i.e. order date, ship to address, ship from address, shipping carrier/method, part information, etc.).

ORDER DETAILS					
Order Information					
Order Number:	S15-1002				
Order Date:	5/25/2017 12:04:02 PM				
Vendor:	VIC_MJ Products				
Order Status:	ACKNOWLEDGED				
Ship To Address:	1532 Dodge St, Fort Hancock, TX, US, 79839				
Ship From Address:	676 Hwy 51, Rockford, IL, US, 61104				
Customer Information					
Account Number:					
Reference Number:					
Name & Address:					
Projected Charges					
Extended Item Amount:	\$5.19				
Estimated Freight:	\$17.39				
Core Charges:	\$0.00				
Special Charges:	\$18.00				
Total Charges:	\$40.58				
Freight Information					
Shipping Carrier:	UPS				
Shipping Method:	UPS Ground				
Order Items					
♦ PART NUMBER	♦ PART DESCRIPTION	♦ BRAND ID	♦ QTY ORDERED	♦ ITEM PRICE	♦ QTY UOM
22233	16 IN Replacement Bulb	BHJZ	1	\$5.19	EA

Clicking the blue **Details** box under the **Shipment Details** column will give you the shipment information for the order (i.e. shipped date, expected delivery date, ship to address, ship from address, tracking number, etc.).

SHIPMENT DETAILS

PO Information

Order Number:	IRV-1001	Order Date:	5/19/2017 9:55:50 PM-local time
Vendor:	VIC_Midwest Tool	Order Type:	NOT Drop Ship
Order Status:	SHIPPED		

Shipment Information

Shipment Number:	N/A	Document Date:	5/25/2017 11:43:00 PM
Shipped Date:	5/25/2017 11:43:00 PM	Expected Delivery Date:	05/25/2017
Ship To Address:	VIC_ABC SUPPLY, 222 5th St SE, IRVINE, CA, 92606		
Ship From Address:	VIC_MIDWEST TOOL, 5654 Poplar Ave., HARLAN, IA, 51537		

Freight Information

Shipping Carrier:	UPS GROUND	Packing List Number:	3833122
Shipping Method:		Bill of Lading Number:	3833122
		Tracking Number:	1ZX235750318920747

Order Items

◆ PART NUMBER	◆ PART DESCRIPTION	◆ QTY ORDERED	◆ QTY SHIPPED	◆ QTY UOM	◆ TRACKING ID
17850-1	Axle Seal Driver	1	1	EA	1ZX235750318920747

If the Shipment Details includes a tracking number, this will display as a link:

Packing List Number:	3833122
Bill of Lading Number:	3833122
Tracking Number:	1ZX235750318920747

Clicking on this link will take you to the Carrier's website and give additional shipment details:

The screenshot displays the UPS tracking interface for a shipment with tracking number 1ZX235750318920747. The page is titled "Tracking Detail" and shows the status as "Delivered" with a checkmark icon. The delivery occurred on Tuesday, 05/02/2017 at 11:03 A.M. at the Front Desk, received by JOSEHG. A "Continue" button is prominently displayed, along with a "Notify me with Updates" button. The page also includes a "Need more information?" section with a "Get Help" button, a "Shipping Information" section showing the destination as BUCKHANNON, WV, US, and a "Service" section listing "UPS Ground". At the bottom, there is a "Subscribe to UPS E-mail" section with a text input field and a "Sign Up" button.

United States [New User](#) | [Log-In](#) | [Changing Languages](#) | [Contact UPS](#) | [The UPS Store](#)

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Tracking Number [Track](#) [Log-In](#) for additional tracking details. [Other Tracking Options](#)

Tracking Detail [Like 1.7M](#) [Share](#) [Print](#) [Help](#) [A](#) [A](#) [A](#)

1ZX235750318920747 Updated: 05/31/2017 11:27 A.M. Eastern Time

Delivered ✓

Delivered On:
Tuesday, 05/02/2017 at 11:03 A.M. [Notify me with Updates »](#)

Left At:
Front Desk

Received By:
JOSEHG
[Proof of Delivery](#)

What time will your package be delivered to your home?
Get **FREE** estimated Delivery Windows on most UPS packages. [I am already a UPS My Choice® Member](#)

Continue

Need more information?
[Get Help](#)

Shipping Information

To:
BUCKHANNON, WV, US

Service

UPS Ground

► **Shipment Progress** [What's This?](#)

▼ **Additional Information**

Shipment Category:	Package
Shipped/Billed On:	05/01/2017
Weight:	1.40 lbs

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If you have any additional questions, please contact GCommerce Support at (515) 288-5850 x401 or via email at support@gcommerceinc.com.