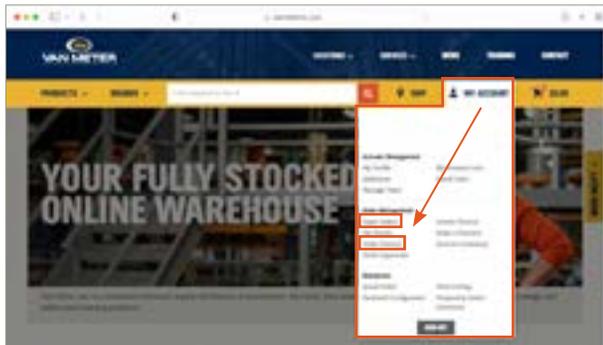


# VANMETERINC.COM

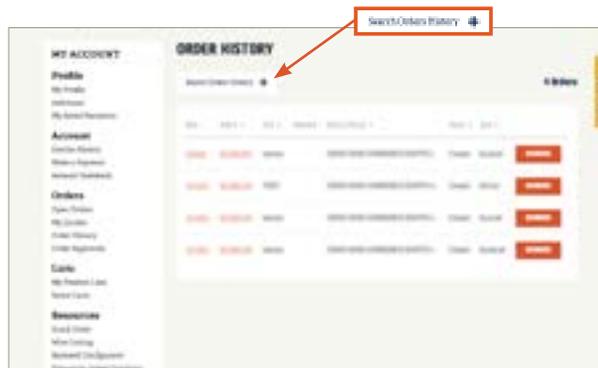
## HOW TO SEARCH ORDERS



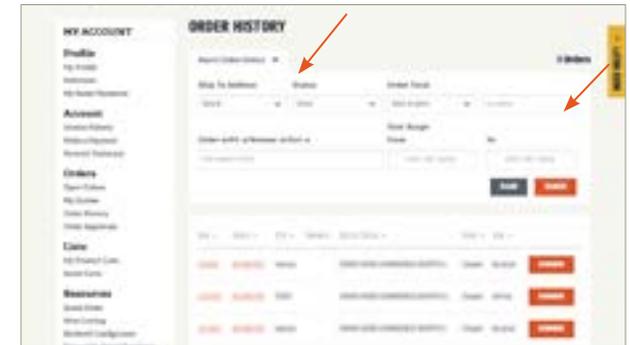
1. Sign into [vanmeterinc.com](https://vanmeterinc.com).
2. Click *Open Orders* or *Order History* from the *My Account* drop down menu or click *My Account* in the yellow navigation bar, then click *Open Orders* or *Order History* in the left sidebar menu.



3. To search orders on *Open Orders* or *Order History*, click *Search Order History* to view all search options.



4. All search criteria is viewable. Select to narrow your search by Ship Address, Status, Order Total, Order #/PO #/Release #/Part # and Date Range. Click *Search* to narrow the results.



If you have questions or have trouble accessing open orders or order history, please contact the Van Meter ecommerce team at [VM.Ecommerce@vanmeterinc.com](mailto:VM.Ecommerce@vanmeterinc.com).

Learn more about invoices, other online ordering tips, tricks and how-to videos at [vanmeterinc.com/howto](https://vanmeterinc.com/howto).