## **HOW TO SEARCH ORDERS**



- 1. Sign into *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.
- 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.

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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*.

Learn more about invoices, other online ordering tips, tricks and how-to videos at *vanmeterinc.com/howto*.