

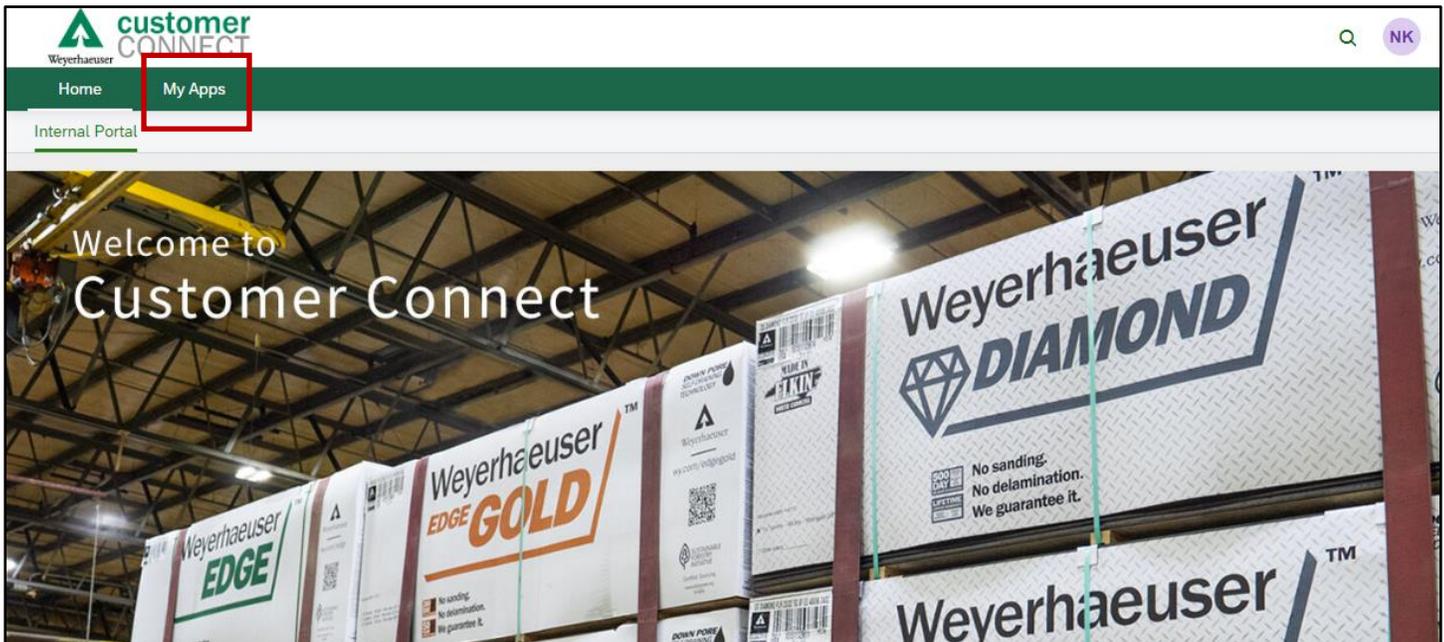


USING THE ORDER STATUS TILE IN THE CUSTOMER CONNECT PORTAL

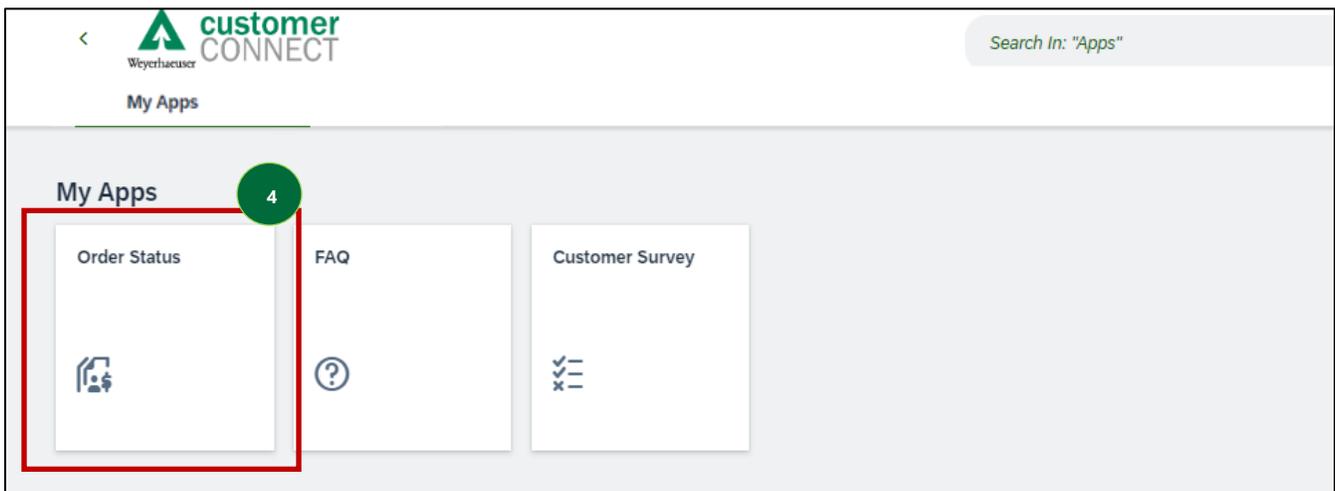
Searching in the Order Status Tile in the Customer Portal

To access the Order Status tile:

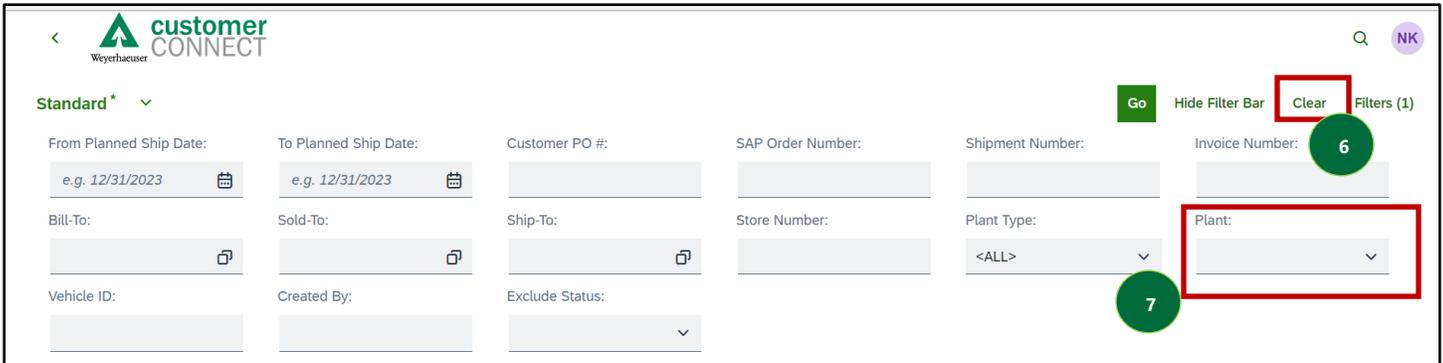
1. Start at the **Home Page** for [Customer Portal](#).
2. Click the **My Apps** tab.



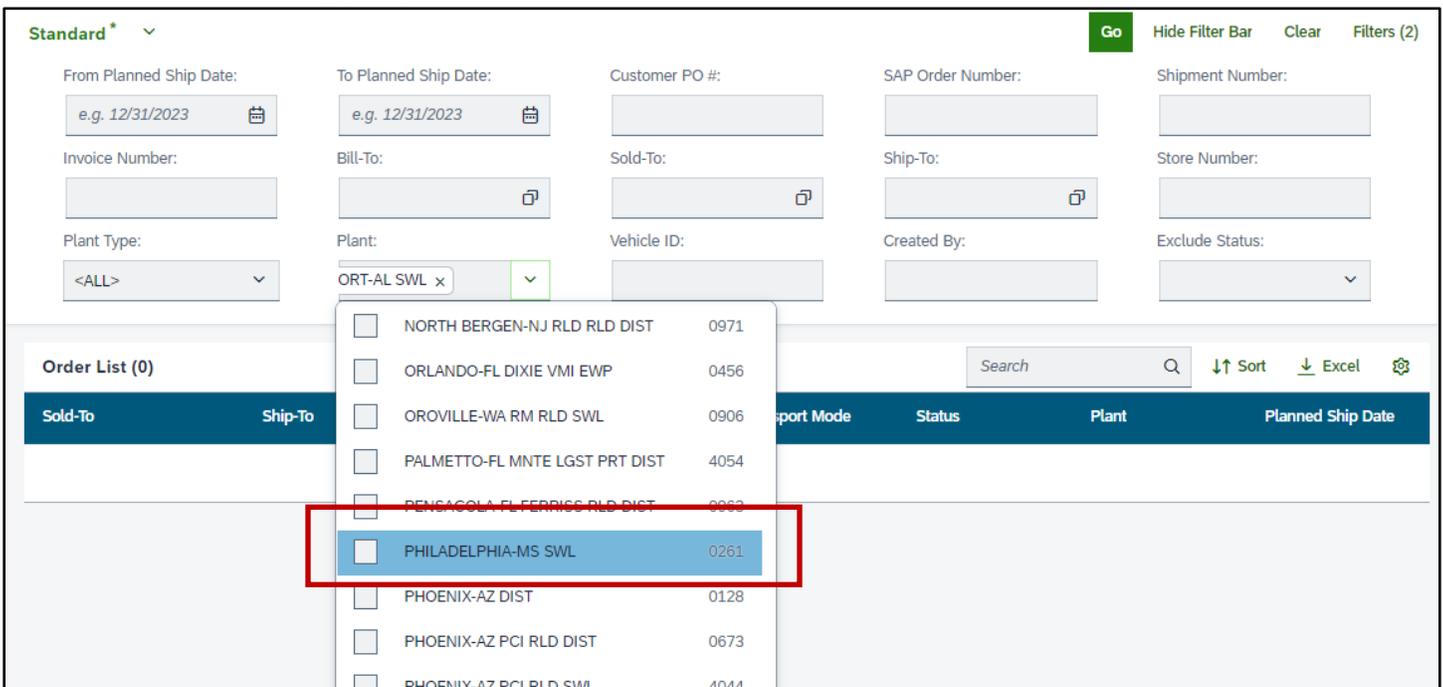
3. The **My Apps** tile page will open. The number and variety of tiles that you see will vary by role.
4. Click the **Order Status** tile.



- The **Order Status** page will open.
- To ensure that you are starting a new **Search** without any unwanted data, click **Clear**. (This also **Clears** the auto-populated **Date** range).
- For this example, we are going to **Search** for **Orders** by **Plant** (though you have the option of using any of the displayed categories to **Search** by and the process is the same). Click the down arrow in the **Plant** line.



- A drop-down menu of **Plants**, listed alphabetically, opens.
- Scroll through the list until you find the **Plant(s)** that you are looking for. In this case we will start by selecting **PHILADELPHIA-MS SWL**.



10. Click on another **Plant** to add it to your selections (**MILLPORT-MS SWL**).

The screenshot shows a search filter interface with various input fields. A dropdown menu is open for the 'Plant' field, listing several options. The option 'MILLPORT-AL SWL' is highlighted with a red box, and a green circle with the number '10' is overlaid on it. The background shows a table with columns for 'Sold-To', 'Ship-To', 'Transport Mode', 'Status', 'Plant', and 'Planned Ship Date'.

11. The **Plant** line reads **2 Items** (the two **Plants** that you selected).

12. Click **Go**.

13. The **Search** displays **20** results in the **Order List**.

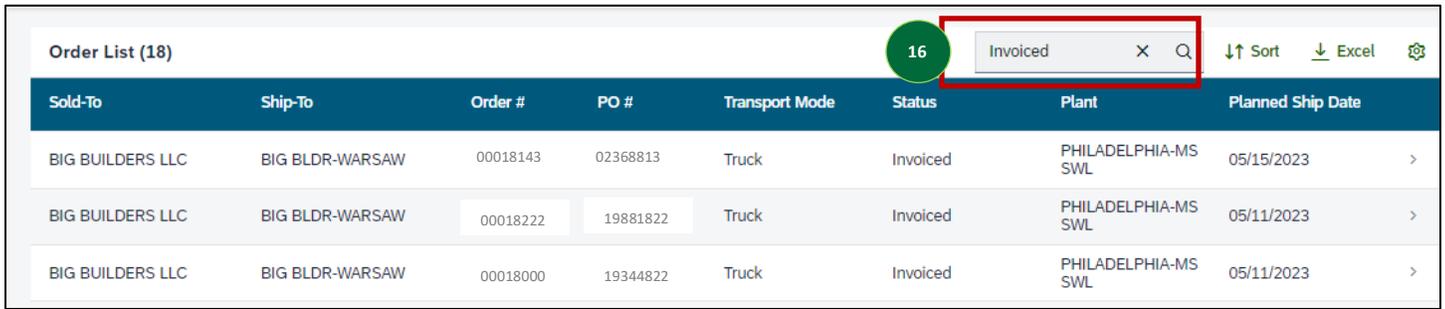
Order List (20)								Search	Sort	Excel	Settings
Sold-To	Ship-To	Order #	PO #	Transport Mode	Status	Plant	Planned Ship Date				
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018181	00018181	Truck	Order Accepted	MILLPORT-AL SWL	05/30/2023				
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018143	00018143	Truck	Invoiced	PHILADELPHIA-MS SWL	05/15/2023				
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018142	00018142	Truck	Invoiced	PHILADELPHIA-MS SWL	05/11/2023				
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018242	00018242	Truck	Invoiced	PHILADELPHIA-MS SWL	05/11/2023				
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018248	00018248	Truck	Invoiced	PHILADELPHIA-MS SWL	05/11/2023				

14. Use the **Search** box in the **Order List** section to filter your results.

15. For example, you could enter **Invoiced** to filter the **Order List** to only include **Orders** that have an invoiced **Status**.

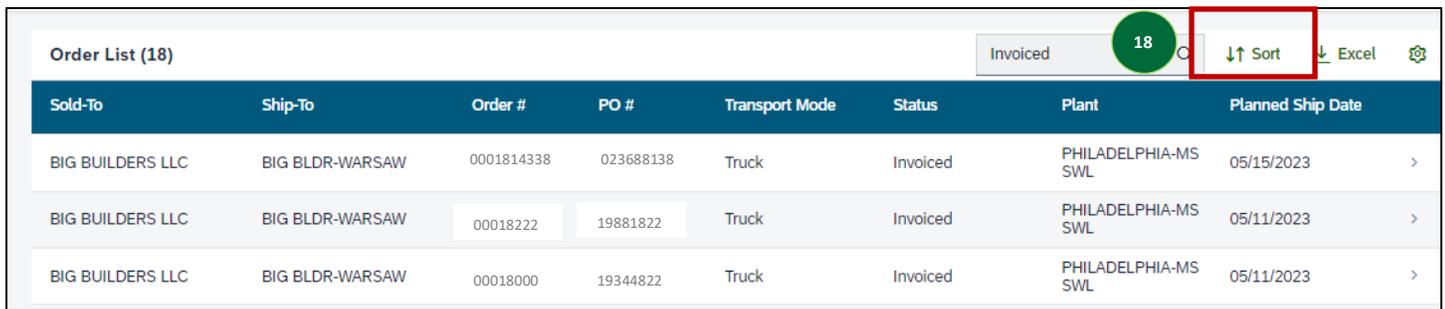
16. Click the **Search (Magnifying Glass)** icon.

17. The **Search** yields **18 Orders** that list **Invoiced** as their **Status**.



Sold-To	Ship-To	Order #	PO #	Transport Mode	Status	Plant	Planned Ship Date
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018143	02368813	Truck	Invoiced	PHILADELPHIA-MS SWL	05/15/2023
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018222	19881822	Truck	Invoiced	PHILADELPHIA-MS SWL	05/11/2023
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018000	19344822	Truck	Invoiced	PHILADELPHIA-MS SWL	05/11/2023

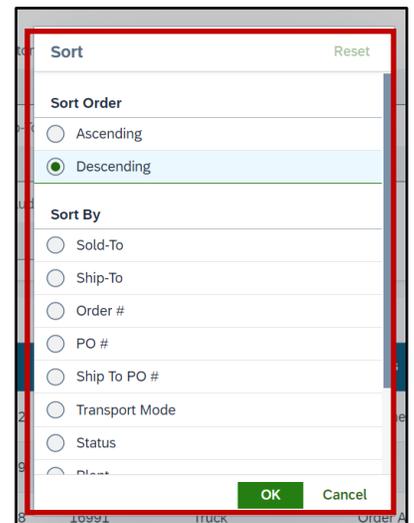
18. Another way to filter your results is to use the **Sort** option. Click **Sort**.



Sold-To	Ship-To	Order #	PO #	Transport Mode	Status	Plant	Planned Ship Date
BIG BUILDERS LLC	BIG BLDR-WARSAW	0001814338	023688138	Truck	Invoiced	PHILADELPHIA-MS SWL	05/15/2023
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018222	19881822	Truck	Invoiced	PHILADELPHIA-MS SWL	05/11/2023
BIG BUILDERS LLC	BIG BLDR-WARSAW	00018000	19344822	Truck	Invoiced	PHILADELPHIA-MS SWL	05/11/2023

19. The **Sort** pop-up window will open. You have the option of selecting a **Sort Order (Ascending or Descending)** and a **Sort By** (a list of categories that you'll need to scroll down to view all of them).

 This will not reduce the number of Orders in the Order List, but it will organize them with different priorities based on your Sort selections.



Sort

Reset

Sort Order

Ascending

Descending

Sort By

Sold-To

Ship-To

Order #

PO #

Ship To PO #

Transport Mode

Status

Plant

OK Cancel

20. As an example, you could select **Ascending** as the **Sort Order**.

21. And then select **Sold-To** as the **Sort By** option.

22. Click **OK** to generate the **Sort** results.



You can continue Sorting and/or Searching by different categories and combinations to manipulate the data to find what you are looking for.

Sort Reset

Sort Order

Ascending

Descending

Sort By

Sold-To

Ship-To

Order #

PO #

Ship To PO #

Transport Mode

Status

Plant

OK Cancel

23. Once you have found your orders, you can view further information about the order. Click on the order you want to view.

24. It will open up a new screen with further details: **Items, Invoices, Partners, Packing List, Shipment Details** and **Notes**.

Item #	Description	SKU	Cust SKU	Order Quantity	Shipped Quantity	Unit Price	Total
10	SoPine Kiln Wet S4S MR NGS 2"X12"-12'	71029234		4.000 PAC	4.000 PAC		PTS
20	SoPine Kiln Wet S4S MR NGS 2"X10"-12'	71030457		7.000 PAC	7.000 PAC		PTS
30	SoPine Kiln Wet S4S MR NGS 2"X06"-14'	71028569		1.000 PAC	1.000 PAC		PTS
40	SoPine Kiln Wet S4S MR NGS 2"X06"-18'	71028570		2.000 PAC	2.000 PAC		PTS

25. The **Order** page will open in the default **Items** view.

26. This view shows you the **Item #, Description, SKU, Cust SKU** (if applicable), **Order Quantity, Unit Price,** and **Total**.

customer CONNECT
Weyerhaeuser

SAP Order Number: SDI0987889

Ship To PO #: PO #: 56000 Status: Invoiced Weight: 193,284 LB Order Amount: PTS Created: ANDERSLI 01/17/23

Items Invoices Partners Packing List Shipment Details Notes

Item #	Description	SKU	Cust SKU	Order Quantity	Shipped Quantity	Unit Price	Total
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27. Clicking on the **Invoices** tab will open the invoice details. From here you can view the invoice, download and save it to your computer or print it out as required.

28. The **Packing List** tab will show you the details of the items that are included, and you will also be able to print or download a Packing list PDF if required.

SAP Order Number: SDI0987889

Ship To PO #: PO #: 56000 Status: Invoiced Weight: 45,580.8 LB Order Amount: PTS Created: CORDELM 05/11/23

Items Invoices Partners Packing List Shipment Details Notes

Delivery Vehicle ID: 1761 [Excel](#) [PDF](#)

Item #	Material	Description	Identifier	Gross Weight	Shipped Quantity
10	71029234	SWL SP KWT S4S MR NGS 2X12-12	SDI0987889	2,995.200 LB	64,000 PCE
			SDI0988389	2,995.200 LB	64,000 PCE
			SDI0956889	2,995.200 LB	64,000 PCE
			SDI1087889	2,995.200 LB	64,000 PCE
20	71030457	SWL SP KWT S4S MR NGS 2X10-12	SDI00977889	3,072.000 LB	80,000 PCE
			SDI09667889	3,072.000 LB	80,000 PCE

- 29. Clicking on the **Shipment Details** tab will show you the **Shipment/BOL Mode, Delivery Shipment Status, Shipped On, Plant, Planned Ship – Actual Ship, Shipment Appointment, and ETA.**
- 30. If the order was sent by rail, you will also be able to view the **Railcar details.**

SAP Order Number: SDI0987889

Ship To PO #: PO #: 56000 Status: Invoiced Weight: 193,284 LB Order Amount: PTS Created: ANDERSLI 01/17/23

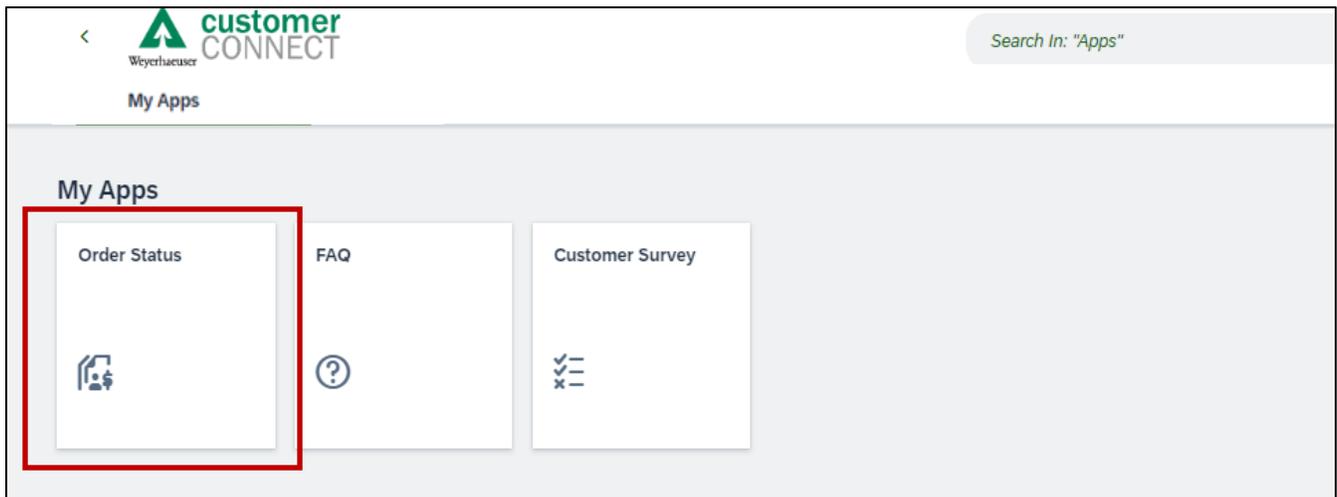
Items Invoices Partners Packing List **Shipment Details** 29

Shipment/BOL Mode	Delivery Shipment Status	Shipped On	Plant	Planned Ship Actual Ship	Shipment Appointment	ETA
504811462 Rail	809792659 Invoiced	60' Hi-Cube Boxcar UNION PACIFIC RAILROAD 888-870-8777 TBOX667730	HUDSON BAY-SK OSB	01/27/2023 01/23/2023		2/9/2023

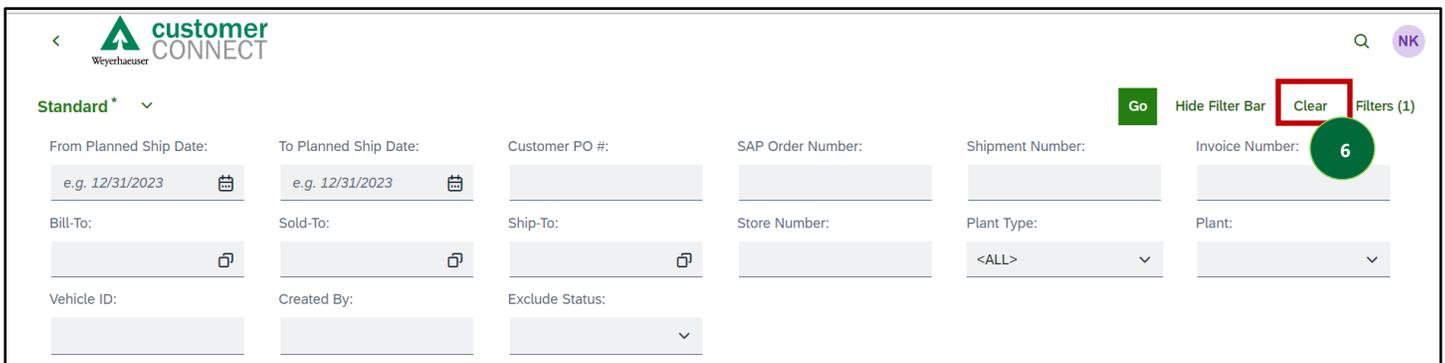
Railcar Details 30

Adapting Filters in the Order Status Tile

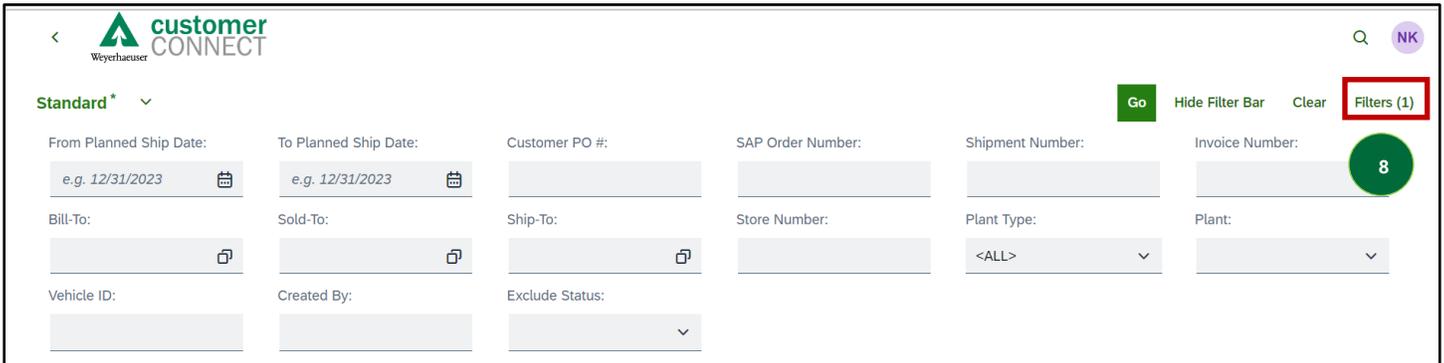
1. Start at the **Home Page** for [Customer Portal](#).
2. Click the **My Apps** tab.
3. The **Application** tile page will open. The number and variety of tiles that you see will vary by role.
4. Click the **Order Status** tile.



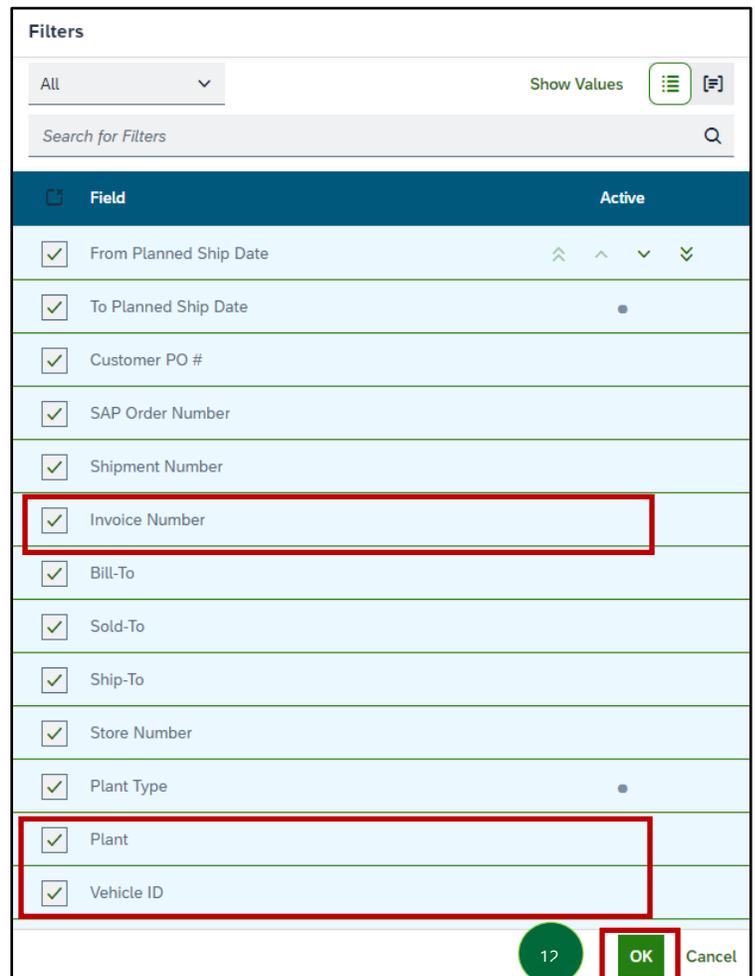
5. The **Order Status** page will open.
6. To ensure that you are starting a new **Search** without any unwanted data, click **Clear**. (This also **Clears** the auto-populated **Date** range).



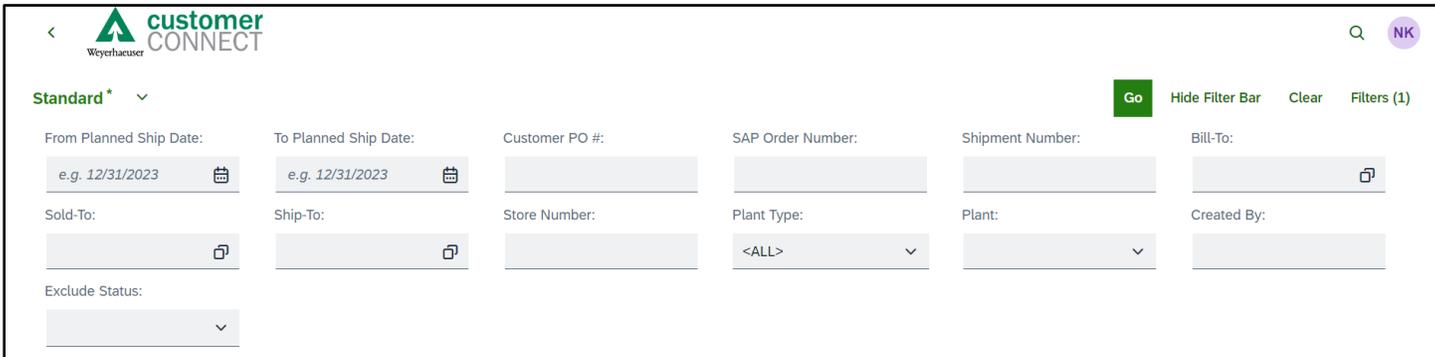
- The **Order Status** page has pre-set **Filter** fields.
- If you want to change the **Filters** that are displayed, click **Filters**.



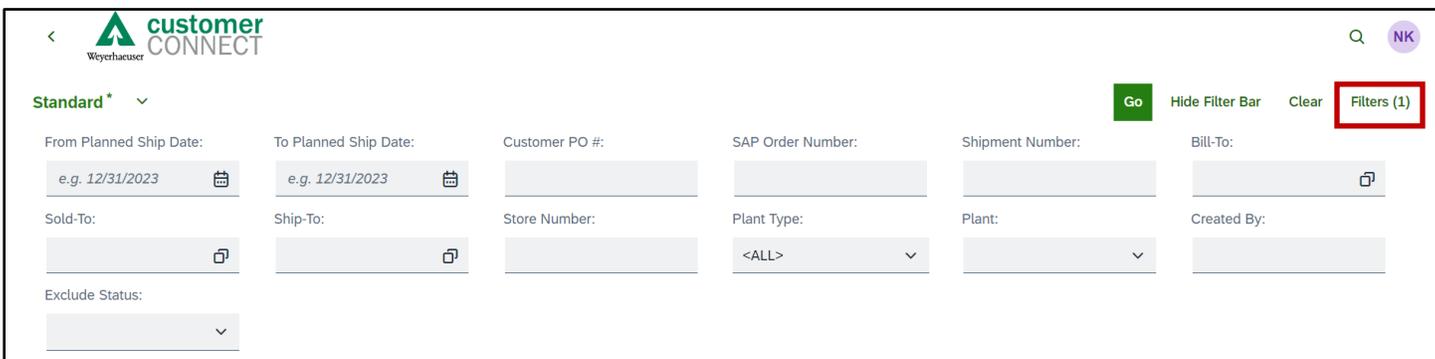
- The **Filters** pop-up menu will open.
- The **Fields** that are checked are the ones that are displayed on the **Order Status** page (scroll down to view all).
- If you do not feel that you will use some **Fields**, you can remove them. For this example, we will remove the **Plant**, **Invoice Number** and **Vehicle ID** fields by unchecking them (you will need to scroll through the menu to locate them all).
- Click **OK**.
- You are returned to the **Order Status** page.



14. The unchecked **Fields** no longer display. This option can give you a cleaner looking page that is easier to navigate.

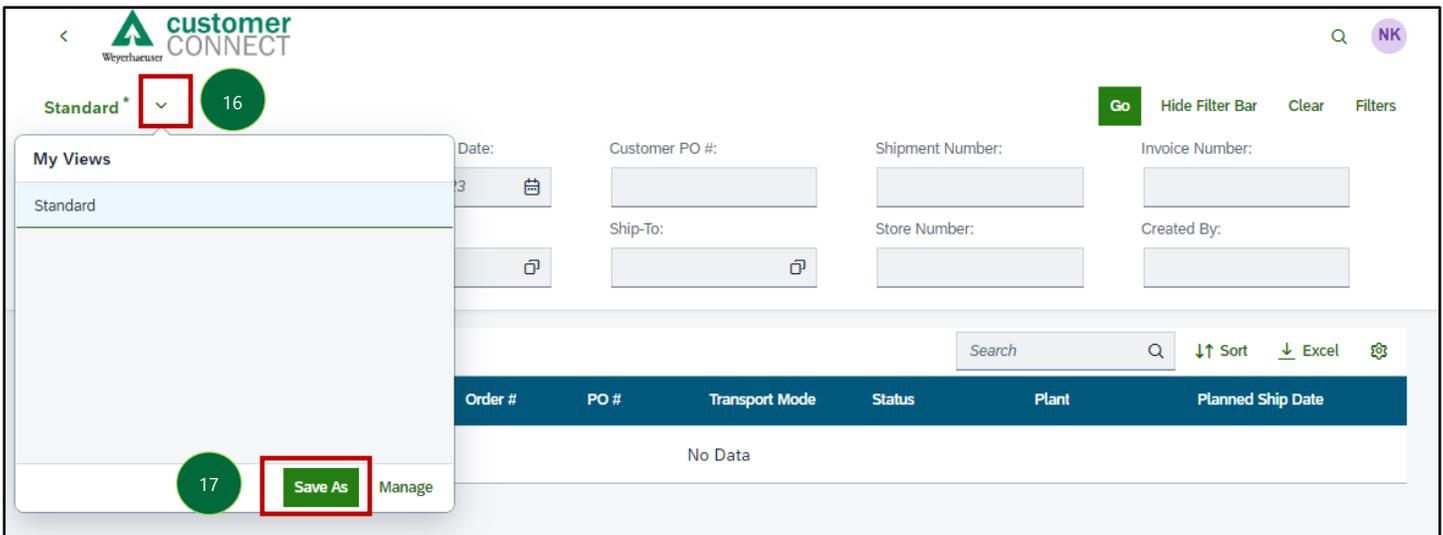


15. Any **Fields** that you remove via the **Filters** button can be added back to your page by using the **Filter** and selecting the **Fields** that you want to return to the default view.



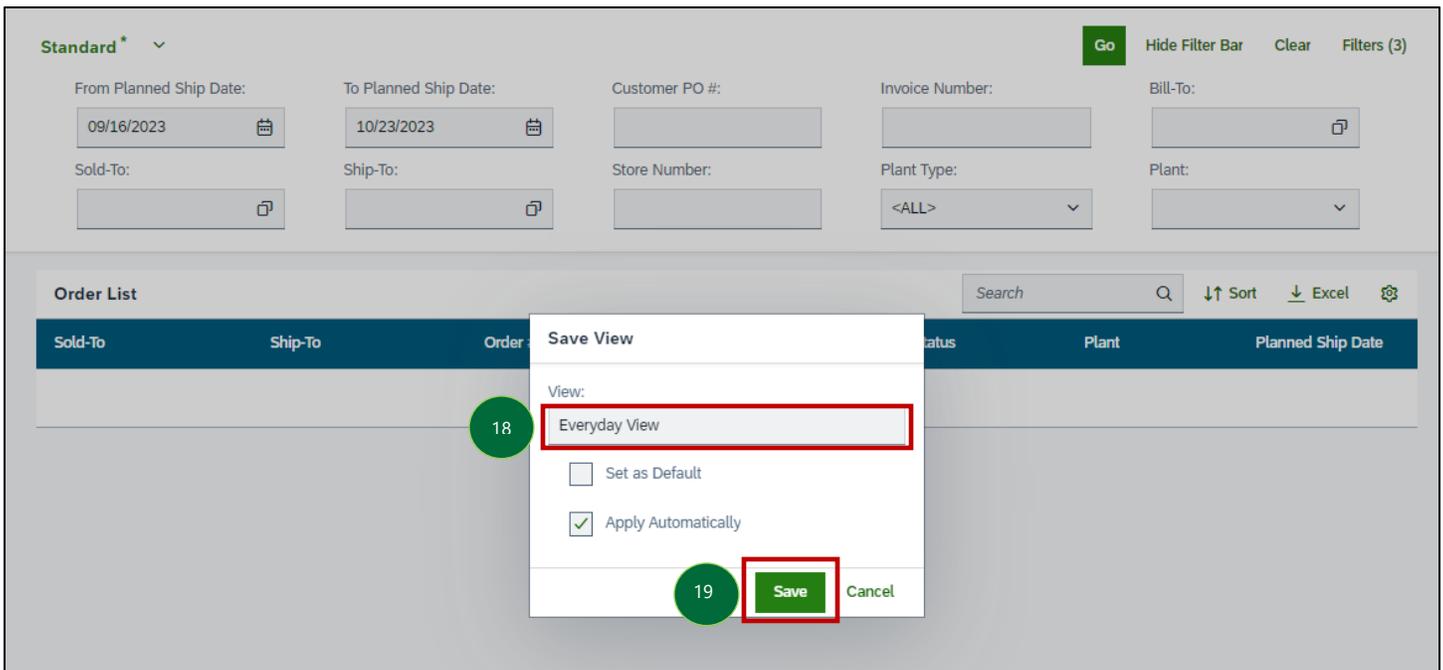
16. To save the filter view that you just modified, click on the caret next to **Standard**.

17. From the dropdown, select **Save As**.



18. On the next screen, give the customized view a name, for example, **Everyday View** and check the box next to **Apply Automatically**.

19. Click **Save**.



20. This will save the filter view you just customized. This saved filter view is also known as **Variants**. The next time you log into the portal, you will be able to toggle between **Standard View** and **Variants**. You can have multiple **Variants** saved.