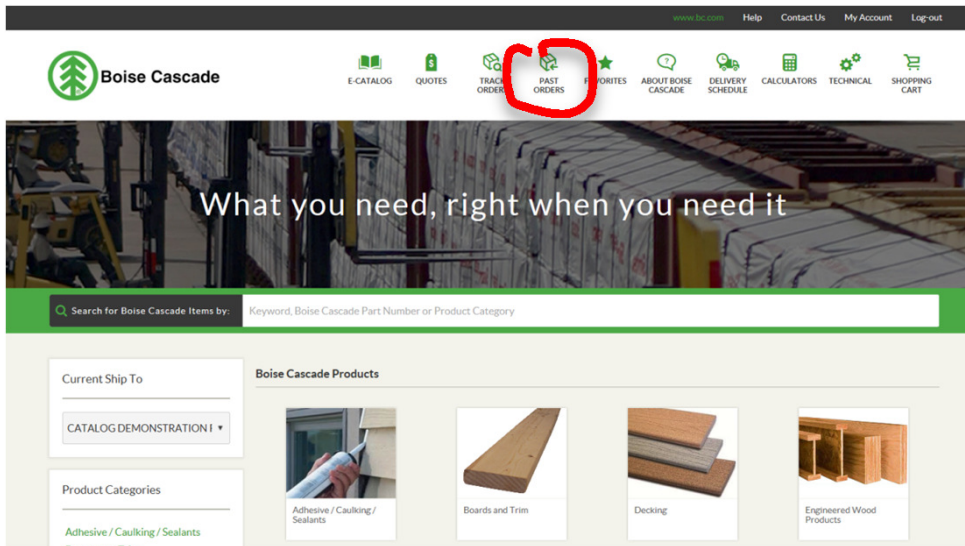


How to Reorder Past (Invoiced) Orders:

Step #1: On Landing Page, click "Past Orders"

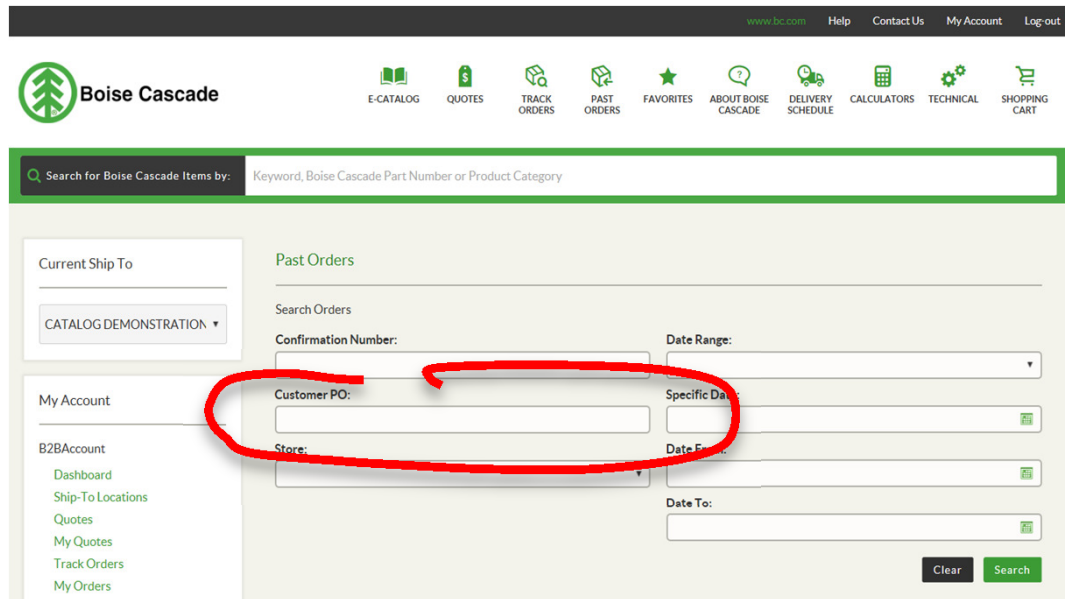


You are now on the "Past Orders" Page. This page lists 90 days of invoiced orders that we have in our system for your location.

Step #2: Locate your PO

Option #1: Type it in the Customer PO field

Option #2: Scroll down the list to find your PO



Step #3: Click on the PO Number on this page to view the order details

Date	Order #	Ship to Name	Status	Amount	Proof of Delivery	Invoice
2/1/2017	50009679	XYZ Lumber #1	Completed	\$7,709.62		
2/1/2017	12345678	XYZ Lumber #1	Completed	\$12.72		
2/1/2017	81021839C	XYZ Lumber #2	Completed	\$118.65		

Step #4: Review the Order and Click "Add To Cart"

Note: Changes to the order can be made in the cart

Order Details

Order Number: 534622
Order Date: Friday, February 3, 2017
Customer PO: PH10391
Placed By: KATIE
Status: Completed
Expected Ship Date
Ship to #:
Store:
Salesperson: Mike Jakubens
Sales Type: Customer Will Call
Comments:

Add to Cart

Line	Part#	Description	UOM	Price	Qty	Total
1	8272156	KLEER 3-5/8" CROWN #5049 10/BDL 11/16" x 3-5/8" x 16"	PC		0	
2	8272667	KLEER HISTORIC SILL MOULDING 1-3/4"X2-1/32"X16"	PC		20	

Displaying items 1 - 2 of 2

Subtotal:
Total:

Print to PDF Print to Excel

Step #5: Options for Editing your Order

Change quantities or remove items and click "Update Cart"

Click on "Continue Shopping" to browse the catalog and add items

Click on "Save as Order Template" to easily recreate stock orders

Click on "Submit Quote" (always available) or "Submit Order" (when live pricing is available for all items in cart)

Shopping Cart

Select your preferred Sales Type

Delivery Will Call

Save as Order Template

Agency #	Product	Your Cost	Qty	Your Total Cost	Remove Item	Comments
8272156	11/16"X3-5/8"X16' KLEER 3-5/8" CROWN		<input type="text" value="0"/>		<input type="checkbox"/> Remove	<input type="button" value="Edit"/>
8272667	1-3/4"X2-1/32"X16" KLEER HISTORIC SILL MOULDING		<input type="text" value="20"/>		<input type="checkbox"/> Remove	<input type="button" value="Edit"/>

Sub Total:

Total:

Disclaimer: Prices in this list may change without notice due to market conditions.

Boise Cascade will review the details of your PO prior to shipment and will contact you if there are any issues.

BACK

Submit Quote

Continue Shopping

Note: Pricing will refresh with most updated, customized prices