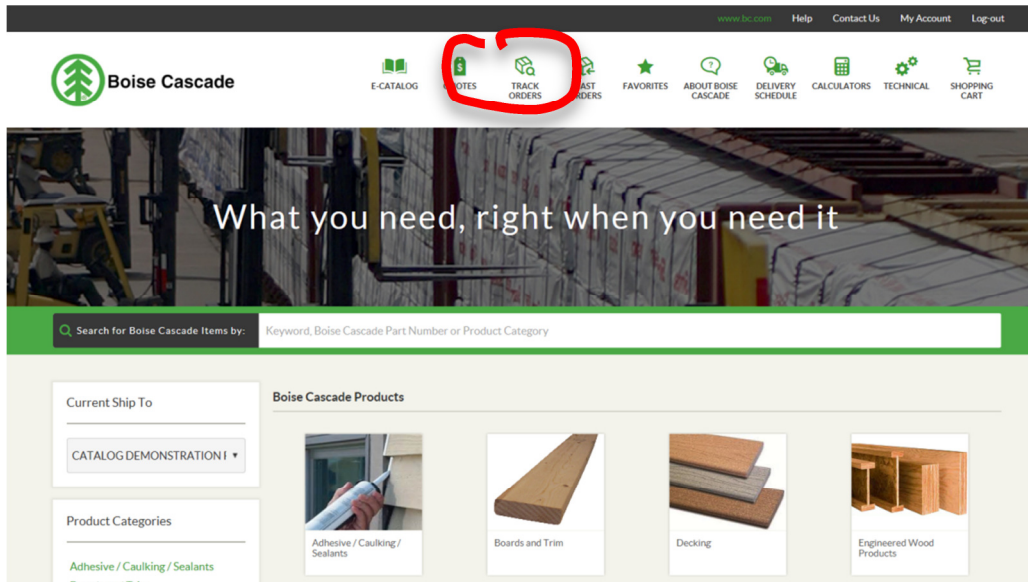


How To Track Open Orders:

Step #1: On Landing Page, click “Track Orders”

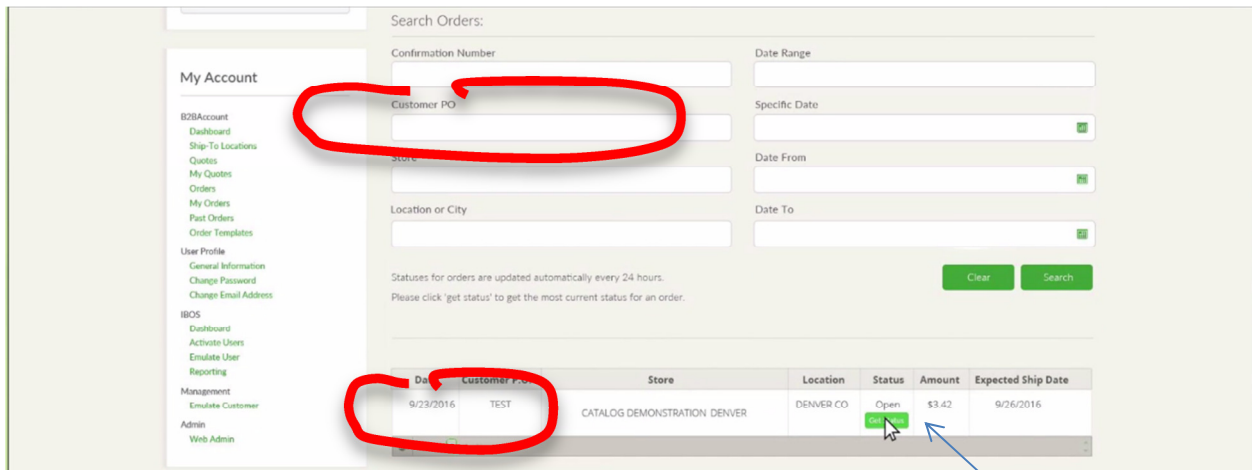


You are now on the “Search Orders” Page. This page lists all the open orders that we have in our system as of the last daily update.

Step #2: Locate your PO

Option #1: Type it in the field

Option #2: Scroll list to find PO



Orders Statuses are updated automatically every 24 hours.

Step #3: Please click 'Get Status' to view the most current status for an order, which will pop up in the last column

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains navigation links for 'My Account', 'B2BAccount', 'User Profile', 'IBOS', 'Management', and 'Admin'. The main content area has a 'Search Orders' section with various input fields and a 'Get Status' button. A pop-up window titled 'Order Status Request' is displayed, showing 'Current order status - Open' and 'Expected ship date - 9/26/2016'. Below the pop-up is a table with columns: Date, Customer P.O., Store, Location, Status, Amount, and Expected Ship Date. The table contains one row with the following data: 9/23/2016, TEST, CATALOG DEMONSTRATION DENVER, DENVER CO, Open, \$3.42, and 9/26/2016. A red circle highlights the 'Expected Ship Date' column, and a blue arrow points from the text above to this column.

Date	Customer P.O.	Store	Location	Status	Amount	Expected Ship Date
9/23/2016	TEST	CATALOG DEMONSTRATION DENVER	DENVER CO	Open	\$3.42	9/26/2016

Status Key:

- o OPEN = Boise Cascade BMD has the order
- o PICKED = Gone out to the yard to be picked
- o STAGED = Ready for Dispatch/Scheduled for Delivery