

RUNNING THE PENDING DELIVERIES AND ORDER STATUS REPORTS

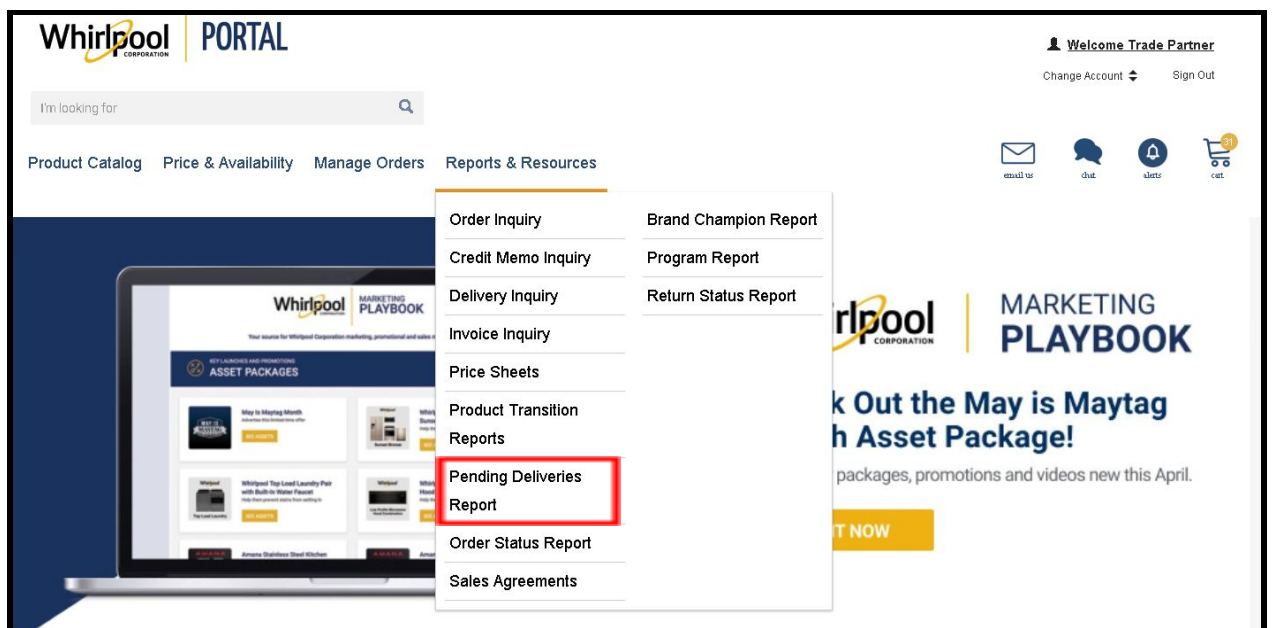
Purpose

Use this Quick Reference Guide to view the steps to run the following reports:

- **Pending Deliveries Report** – This report lists orders that are scheduled for delivery for your account, but have not yet been delivered.
- **Order Status Report** – This report identifies the delivery status for each item in an order.

Steps: Running the Pending Deliveries Report

1. From the Whirlpool Portal **Home** page, click the **Reports & Resources** menu and select **Pending Deliveries Report**.



The report displays.

Pending Delivery Report

Delivery documents exist for these models but they have not been delivered to your location.

Please Note: The Pending Deliveries Report uses the account ZIP/Postal code on file for the account specified. For orders with a different delivery ZIP/Postal code, please view the order details for actual order information.

Account: 0002

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RESERVED FOR DELIVERY DATE	PO #	ORDER #	MODEL #	DELIVERY QTY	DELIVERY DOCUMENT	DELIVERY METHOD
05/17/2017	562015EP	0721864103	WDF760SADT	1	0289443612	AD
05/22/2018	K074	0722455480	WRV986FDEM	1	0289803767	SD

- To export the report results, from the **Download Page** drop-down menu, select **To Excel** or **To PDF**, and then click **Go**. You can save the results to your computer and then review or manipulate them later.

Note: If you choose to export the data, remember that you may not be looking at the most current information.

- To search for a specific order on the report, enter the order number in the **Search** field. As you type, the results narrow down until the desired order displays.

Pending Delivery Report

Delivery documents exist for these models but they have not been delivered to your location.

Please Note: The Pending Deliveries Report uses the account ZIP/Postal code on file for the account specified. For orders with a different delivery ZIP/Postal code, please view the order details for actual order information.

Account: 0002

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RESERVED FOR DELIVERY DATE	PO #	ORDER #	MODEL #	DELIVERY QTY	DELIVERY DOCUMENT	DELIVERY METHOD
05/17/2017	562015EP	0721864103	WDF760SADT	1	0289443612	AD

- To view the **Order Details** page, click the **Order #**.

Pending Delivery Report

Delivery documents exist for these models but they have not been delivered to your location.

Please Note: The Pending Deliveries Report uses the account ZIP/Postal code on file for the account specified. For orders with a different delivery ZIP/Postal code, please view the order details for actual order information.

Account: 0002159326 WHIRLPOOL WEB WORLD TEST

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RESERVED FOR DELIVERY DATE	PO #	ORDER #	MODEL #	DELIVERY QTY	DELIVERY DOCUMENT	DELIVERY METHOD
05/17/2017	562015EP	0721864103	WDF760SADT	1	0289443612	AD

- Click the **Back to Results** button to return to the report.
- To view information about items in the order, click the **Model #**.

Order Details (0721864103)

PO Number: 562015EP
Status: Incomplete
Account: 001
WHIRLPOOL
145 W MAIN ST
BENTON HARBOR, MI 49022, US
Phone: 2695551212

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Order date: 05/03/2017

Order Details


MODEL # / DESCRIPTION	PRICE PER UNIT	EXTENDED NET PRICE	QTY REQ	DELIVERY INFO
WDF760SADT Whirlpool® ENERGY Star® Certified Dishwasher with TotalCoverage Spray Arm Color: Biscuit MAJOR APPLIANCE	\$479.00	\$479.00	1	Delivery Window Qty shipped or on delivery: 05/17/2017- 0 05/17/2017 Source: RDC

ORDER TOTALS	
Total number of items: 1	Merchandise Total: \$479.00
Delivery: \$100.00	Tax: \$41.91
Total Savings: \$0.00	Total: \$620.91

Delivery Documents

Comments

7. The **Model** description displays.



Model: WDF760SADT
ENERGY Star® Certified Dishwasher with TotalCoverage Spray Arm

Color: Biscuit
Major Appliance
Active

MSRP: \$649.00


Quantity:









[Recheck Price & Availability](#)
Note: Availability dates are based on delivery method and ZIP/Postal code specified. Availability may vary by area and method of delivery.

[Add to Cart](#)

[Add to Saved Order](#)

COMPARE (0)



[Product Description](#)

8. Click your browser's **Back** button to return to the report.

9. To view the **Delivery Details** page, click the **Delivery Document**.

Order Details						
MODEL # / DESCRIPTION	PRICE PER UNIT	EXTENDED NET PRICE	QTY REQ	DELIVERY INFO		
<p>WRT134TFDW <input style="width: 20px; height: 15px;" type="checkbox"/></p> <p>Whirlpool® 28-inch Wide Top Freezer Refrigerator - 14 cu. ft.</p> <p>Color: White Major appliance</p>	\$0.00	\$0.00	1	<p>Delivery Window</p> <p>04/20/2017-04/20/2017</p> <p>Source: RDC</p>	<p>Qty shipped or on delivery:</p> <p>0</p>	
Delivery Documents						
TOTAL ITEM QTY	DELIVERY DOCUMENT DATE	ESTIMATED DELIVERY DATE	DELIVERY NUMBER	MODEL #	ACTIONS	
1	0000-00-00	2017-04-20	0289414835	WRT134TFDW	📍	📄

10. Click the **Back to Results** button to return to the report.

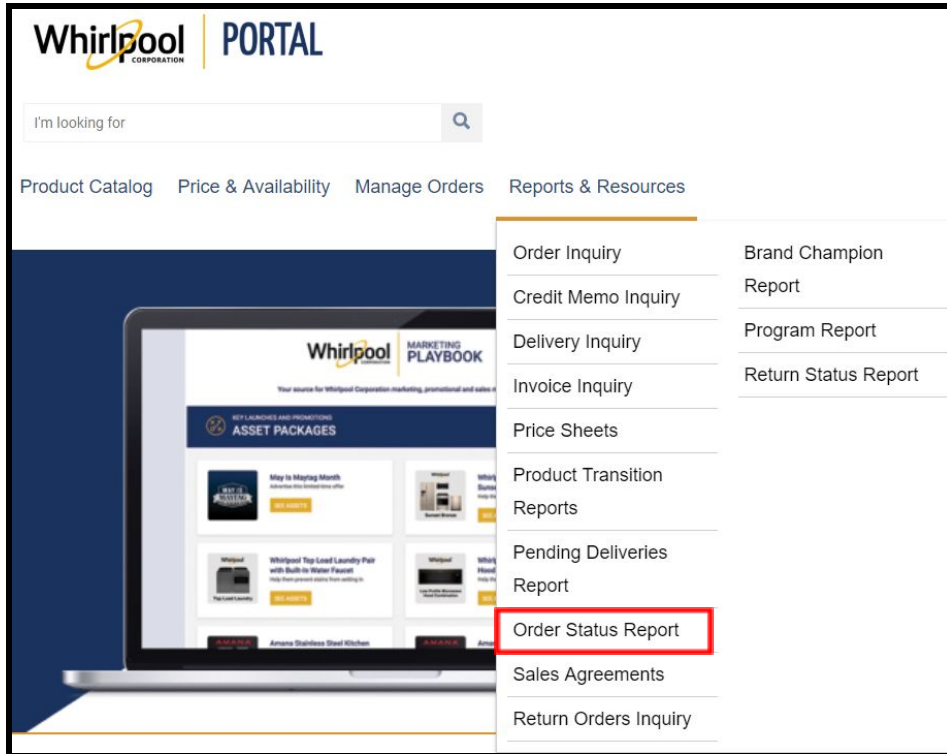


11. In the body of the report, you can also view the following information:

Field	Description
Reserved for Delivery Date	The date on which the items are expected to be delivered.
PO #	The Purchase Order number associated with this order.
Delivery Qty	The number of items ordered for this model.
Delivery Method	The delivery method for this model.

Steps: Running the Order Status Report

1. From the Whirlpool Portal **Home** page, click the **Reports & Resources** menu and select **Order Status Report**.



The report displays.

Order Status Report											
<p>Please Note: The Order Status Report uses the account ZIP/Postal code on file for the account specified. For orders with a different delivery ZIP/Postal code, please view the order details for actual order information.</p>											
Account: 0002									DOWNLOAD PAGE To Excel		GO
Ordered total: 148			Delivered total: 0			Ready for delivery total: 4			Points Total: 29.82		
SEARCH:		SHOW:									
<input type="text"/>		50									
ORDER NUMBER	PLANT	PO #	MODEL #	QTY ORDERED	QTY DELIVERED	QTY READY FOR DELIVERY	QTY REMAINING	DELIVERY METHOD	POINTS	QTY REMAINING TO DELIVERY BY	
0721864103	Perris RDC	562015EP	WDF760SADT	1	0	1	0	AD	0.37	05/17/2017	
Total:				1					Freight Charge	100.00	

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Field	Description
Ordered total	The total number of items ordered for the lifetime of this account.
Delivered total	The total number of items delivered for this account.
Ready for delivery total	The total number of items that are ready to be delivered for this account.
Points Total	The total number of points earned for this account.

- At the top of the report, you can view the following:

Ordered total: 148	Delivered total: 0	Ready for delivery total: 4	Points Total: 29.82
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- Like the Pending Deliveries Report, you can drill down to **Order Details** by clicking the **Order Number**, or item information by clicking the **Model #**.

ORDER NUMBER	PLANT	PO #	MODEL #
0722426002	Chicago RDC R452	JJ	ACR4303MFB

- In the body of the report, you can also view the following:

QTY ORDERED	QTY DELIVERED	QTY READY FOR DELIVERY	QTY REMAINING	DELIVERY METHOD	POINTS	QTY REMAINING TO DELIVERY BY
1	0	1	0	AD	0.37	05/17/2017
1					Freight Charge	100.00

Field	Description
Plant	
PO #	The Purchase Order number associated with this order.
Qty Ordered	The number of items ordered for this model.
Qty Delivered	The number of items delivered for this model.
Qty Ready for Delivery	The number of remaining items for this model that are ready for delivery.
Qty Remaining	The number of remaining items for this model that are <i>not</i> ready for delivery.
Delivery Method	The delivery method for this model.
Points	The number of points earned for this model and number ordered.
Qty Remaining to Delivery By	The date that the remaining items will be delivered by.