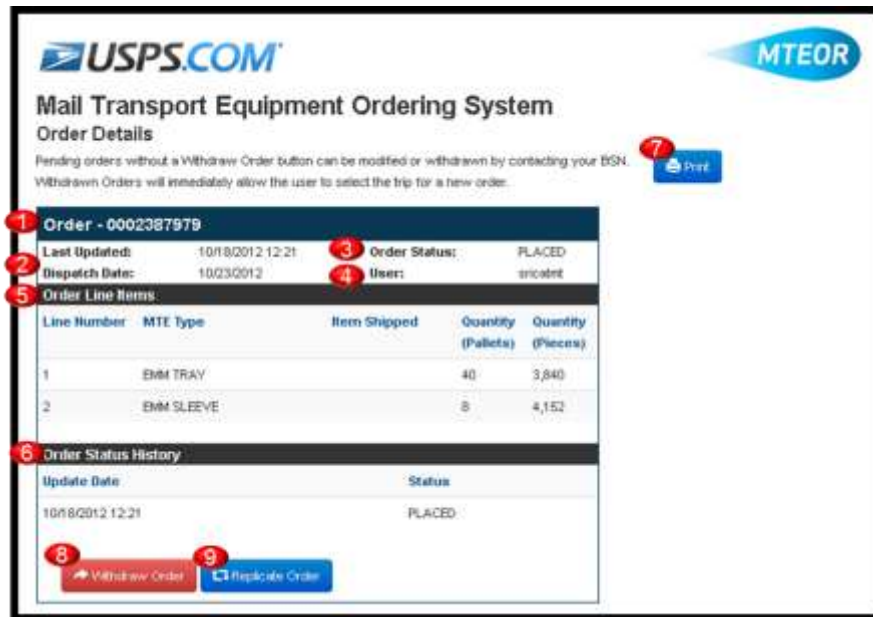


## Order Details Screen Overview

The following is designed to help you to understand the order detail page and associated information.



- 1 **Order Number** Each order in MTEOR has a distinct order number
- 2 **Dispatch Date** Orders are shown by dispatch date

MTEOR has five order statuses, described below:

- 3 **Order Status**
  - **Placed** – Order submitted
  - **In Progress** – Order is being sourced
  - **Backorder** – Order cannot be filled by original sourcing date and goes into Backorder status for up to four days as we attempt to fill the order
  - **Replaced** – An order that was on Backorder can be sourced and is replaced by a new order with a new order number
  - **Shipped** – Order has been sourced and shipped
  - **Withdrawn** – Order has been canceled

User designations show who made changes to an order

- 4 **User**
  - **MTEOR Username** – Changes made by specific user
  - **“SYSTEM”** – Order automatically placed (e.g. standing order) or automatically withdrawn from MTEOR (e.g. order cannot be sourced)
  - **“USPS”** – Changes made by an Order Manager

- 5 **Line Items** Each order is broken down by MTE type and quantity of MTE requested
- 6 **Status History** Records each order status change for easy reference
- 7 **Print** Order details are housed on the MTEOR Dashboard for three days, use the “Print” button to print and save order details for your records

- 8 **Withdraw Order** Use the “Withdraw Order” button to cancel orders
- 9 **Replicate Order** Use the “Replicate Order” button to easily order frequently requested equipment