

TRACK AND TRACE CUSTOMER GUIDE







TRACE

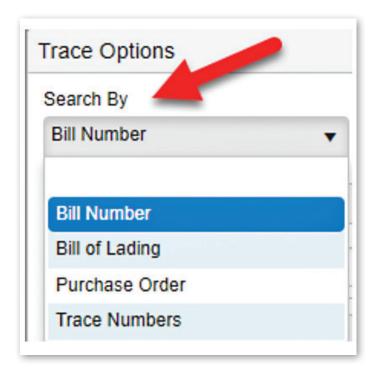
- · TRACE IS THE MOST POPULAR TOOL ON OUR WEBSITE
- · PROVIDES THE ABILITY TO TRACE BY ANY TRACE NUMBER PROVIDED ON THE BOL
- · CUSTOM TRACE CRITERIA CAN BE SETUP TO PROVIDE A TAILORED SOLUTION
- · SCANNED DOCUMENTATION FOR EACH SHIPMENT IS AVAILABLE THROUGH TRACE

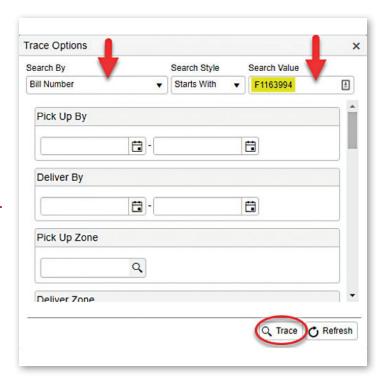






CLICKING ON TRACE WILL PROMPT YOU WITH THE TRACE OPTIONS DIALOG BOX;
PROPER SEARCH BY CHOICES ARE KEY TO ACCURATE RESULTS



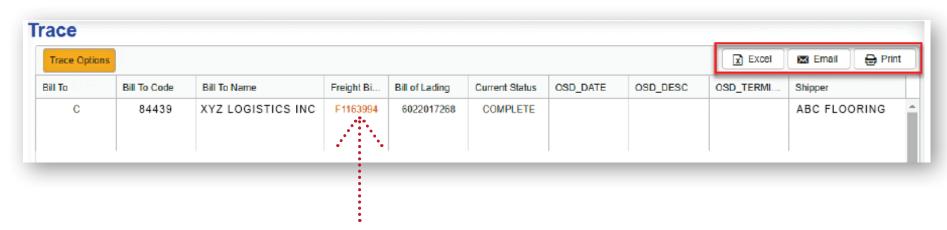








- · SEARCH RESULTS ARE DISPLAYED ON GRID
- · GRID CAN BE CUSTOMIZED ON REQUEST
- · RESULTS CAN BE EXPORTED TO EXCEL, PRINTED OR EMAILED





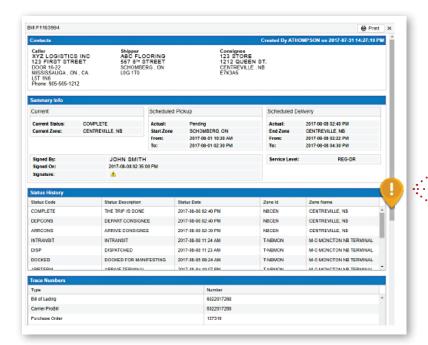




DETAILED SCREEN PROVIDES THE SAME REAL-TIME INFORMATION AVAILABLE TO
 M-O® CUSTOMER SERVICE REPRESENTATIVES

· BY DEFAULT MANY FIELDS ARE SHOWN BUT CAN BE SCALED BACK OR REORGANIZED

BY REQUEST



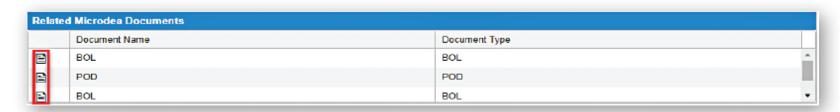
SCROLL FOR MORE INFORMATION AND SCANNED DOCUMENTS!

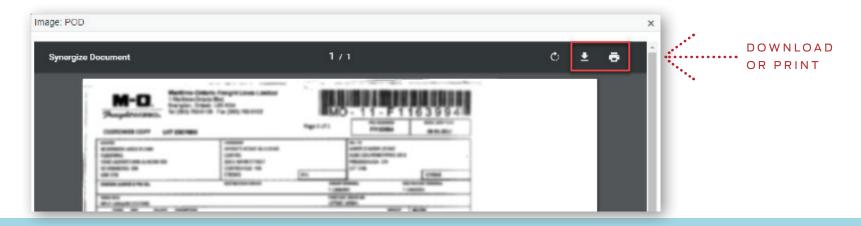






- · IMAGED DOCUMENTS AVAILABLE AT THE BOTTOM OF BILL DETAILS
- BOLS AND PODS ARE PROVIDED BY DEFAULT BUT OTHER DOCUMENT TYPES SUCH AS INVOICE ARE AVAILABLE UPON REQUEST











ADVANCED TRACE - HOW TO

• TRACE OPTIONS HAS ADVANCED PARAMETERS THAT CAN BE USED TO CREATE CUSTOM SEARCHES

