



Australian Government
Geoscience Australia

Geoscience Australia Online Store: User Guide OM10

Track Orders

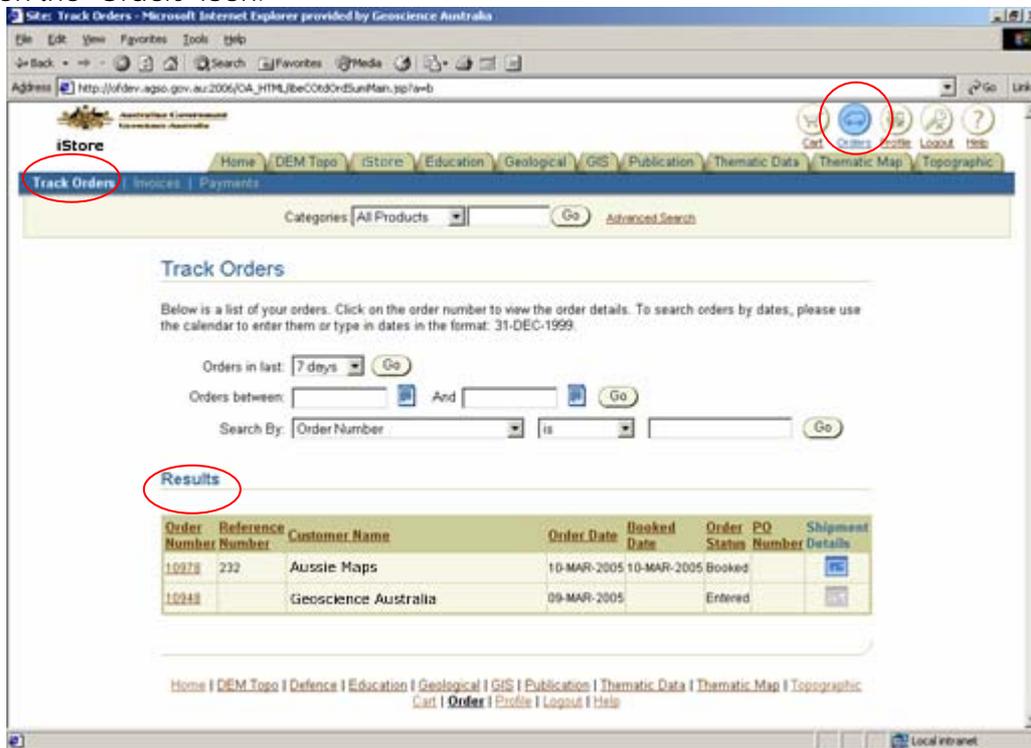
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These notes provide instructions on how to view the progress of orders placed by the user who is logged on to the GA Online Store application. It is intended for the use of Geoscience Australia’s wholesale and retail distribution network. This includes the Defence Imagery and Geospatial Organisation.

Track Orders

Click on the ‘Orders’ icon.



Your list of orders is shown in the ‘Results’ heading. If the list is large then it can be shortened by using one of the three types of selection criteria at the top of the page.

If the customer has enabled the option for Express Checkout, then the headings at the top will include the option for ‘Pending Express Checkout’. To enable Express Checkout see ‘Online Store User Guide OM09 - Enable Express Checkout’.

Retailers Store



Orders in the last number of days.

Track Orders

Below is a list of your orders. Click on the order number to view the order details. To search orders by dates, please use the calendar to enter them or type in dates in the format: 31-DEC-1999.

Orders in last: 7 days

Orders between: 7 days And

Search By: 7 days per is

14 days
30 days
60 days
90 days

Select one of the day number options from the dropdown list, and click 'Go'.

Orders in a date range.

Track Orders

Below is a list of your orders. Click on the order number to view the order details. To use the calendar to enter them or type in dates in the format: 31-DEC-1999.

Orders in last: 7 days

Orders between: 05-JAN-2005 And

Search By: Order Number is

Results

Order Number	Reference Number	Customer Name	Order Date	Booked Date
10978	232	Aussie Maps	10-MAR-2005	10-MAR-2005
10948		Geoscience Australia	09-MAR-2005	Entered

Select a Date - Microsoft Intern...

January 2005

Su	M	Tu	W	Th	F	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Cancel

Enter a date range in the format 'dd-MMM-yyyy'. Alternatively click on the 'calendar' icon to the right of the date field. Use the arrows or the dropdown lists to select the month and year, and then click on the required day number. Click 'Go'.

Orders by other criteria.

Track Orders

Below is a list of your orders. Click on the order number to view the order details. To search orders by dates, please use the calendar to enter them or type in dates in the format: 31-DEC-1999.

Orders in last: 7 days

Orders between: 05-JAN-2005 And 05-JAN-2005

Search By: Order Number is 109

Order Number
Reference Number
Order Date
Order Status
PO Number
Web Confirmation Number
Last 4 digits of Credit Card Number

is
contains
starts with
less than
is not
greater than
ends with

Results

Order Number	Reference Number	Customer Name	Order Date	Booked Date	Order Status	PO Number	Shipment Details
10978	232	Aussie Maps	10-MAR-2005	10-MAR-2005	Booked		
10948		Geoscience Australia	09-MAR-2005		Entered		

Select a search object from the dropdown list. Select a verb from the dropdown list. Enter the value to search for and click 'Go'.

The results of the search will be displayed under the 'Results' heading.

Results

Order Number	Reference Number	Customer Name	Order Date	Booked Date	Order Status	PO Number	Shipment Details
10978	232	Aussie Maps	10-MAR-2005	10-MAR-2005	Booked		
10948		Geoscience Australia	09-MAR-2005		Entered		

Click on the heading links to order the results by that heading. Eg. To order the results by Order Number click on the 'Order Number' heading.

To view the order click on the order number under the 'Order Number' heading.

Results

Order Number	Reference Number	Customer Name	Order Date	Booked Date	Order Status	PO Number	Shipment Details
10978	232	Aussie Maps	10-MAR-2005	10-MAR-2005	Booked		
10948		Geoscience Australia	09-MAR-2005		Entered		

Shipping Address	Billing Address
Chris Citizen Aussie Maps - Melbourne 1 Sydney Road MELBOURNE VIC 3000 AUSTRALIA	Kerry Citizen Aussie Maps 1 George Street SYDNEY NSW 2000 AUSTRALIA

Order Items

Part Number	Item	UOM	Quantity Ordered	Quantity Shipped	Unit Price	Total	Status	Item Details
45558FO	1447 Inscription Topographic Map 100K scale- folded	Each	1		\$0.00	Items \$0.00	Awaiting Shipping	
						Total \$0.00		
45559	1544 Pepper Topographic Map 100K scale	Each	1		\$0.00	Items \$0.00	Awaiting Shipping	
						Total \$0.00		
45560FO	1545 Edel Topographic Map 100K scale- folded	Each	1		\$0.00	Items \$0.00	Awaiting Shipping	
						Total \$0.00		
45561	1546 Denham Topographic Map 100K scale	Each	1		\$0.00	Items \$0.00	Awaiting Shipping	
						Total \$0.00		

[Cancel Order](#)

At this stage the order can be cancelled. To cancel the order **click** on the 'Cancel Order' button.

- * This action is only available while the shipping status for the items is 'Awaiting Shipping'.

To view the individual item details click on the 'page' icon under the 'Item Details' heading.

To view the shipment details for an order **click** on the 'page' icon under the 'Shipment Details' heading.

Results

Order Number	Reference Number	Customer Name	Order Date	Booked Date	Order Status	PO Number	Shipment Details
10978	232	Aussie Maps	10-MAR-2005	10-MAR-2005	Booked		
10948		Geoscience Australia	09-MAR-2005		Entered		

To view the shipping information for individual items click on the 'Shipment Number' link.

Shipment Details for Order Number 10978

Ordered Date: 10-MAR-2005
 Order Total: \$0.00
 Order Status: Booked

Part Number	Item	UOM	Quantity Shipped	Shipment Number	Status	Ship Method	Tracking Number
45558FO	1447 Inscription Topographic Map 100K scale- folded	Each	1	1180231	Awaiting Shipping		
45559	1544 Pepper Topographic Map 100K scale	Each	1	1180231	Awaiting Shipping		
45560FO	1545 Edel Topographic Map 100K scale- folded	Each	1	1180231	Awaiting Shipping		
45561	1546 Denham Topographic Map 100K scale	Each	1	1180231	Awaiting Shipping		

Shipment Details for Order Number 11013

Ordered Date: 17-MAR-2005
 Order Total: \$805.48
 Order Status: Booked

Part Number	Item	UOM	Quantity Shipped	Shipment Number	Status	Ship Method	Tracking Number
42276	Kakadu National Park Thematic Map Tourist	Each	100	1180356	Awaiting Shipping	AU - Off Peak	
42276	Kakadu National Park Thematic Map Tourist	Each	45	1180356	Awaiting Shipping	AU - Off Peak	

If the order is 'Awaiting Shipping' then only the order summary information is shown.

If the order has been shipped the Shipping details are shown. If an invoice has been raised the invoice link will also be displayed.

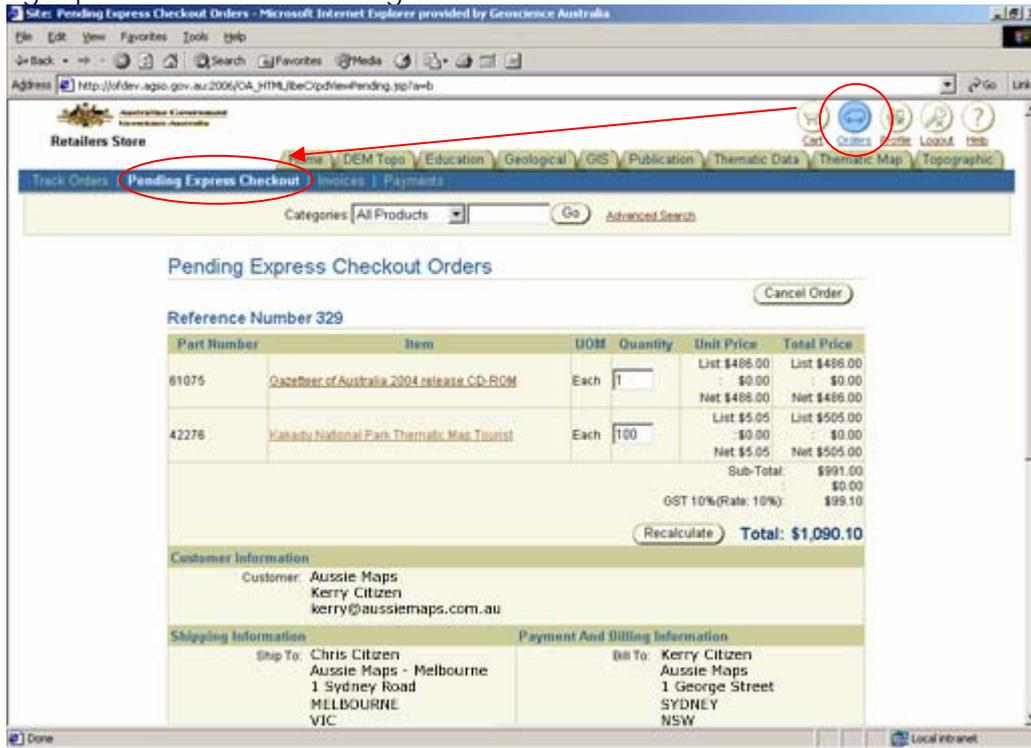
Shipment Details for Shipment Number 1180232

Shipment Number: 1180232
 Shipment Status: Closed
 Ship To: 1 Sydney Road
 MELBOURNE
 VIC
 3000
 AUSTRALIA
 Waybill:
 Freight Terms:
 Weight:
 Ship Date: 10-MAR-2005
 Ship Method: AU - Off Peak

Part Number	Item	Order Number	UOM	Quantity	Tracking Number	Invoices
45561	1546 Denham Topographic Map 100K scale	10980	Each	1		
45560	1545 Edel Topographic Map 100K scale	10980	Each	5		
45559	1544 Pepper Topographic Map 100K scale	10980	Each	5		
45558FO	1447 Inscription Topographic Map 100K scale- folded	10980	Each	5		
45558	1447 Inscription Topographic Map 100K scale	10980	Each	5		15128

Pending Express Checkout

If Express Checkout has been enabled for the customer the 'Pending Express Checkout' heading will be displayed. To view your Pending Express Checkout orders [click](#) on the 'Pending Express Checkout' heading.



If items have been requested for Express Checkout then the items will be shown. The shopping cart, now a pending order, is ready to be created as an order in the GA Financials ordering system. A process is run regularly to collect the completed shopping carts and process them further. Until this point the pending order can be cancelled. To cancel the pending order, [click](#) on the 'Cancel Order' button.

If the process has run or no items are awaiting express order then the list will be empty.

Pending Express Checkout Orders

[Continue Shopping](#)

If a number of orders have been created the list of pending express checkout orders will be displayed at the bottom of the screen.

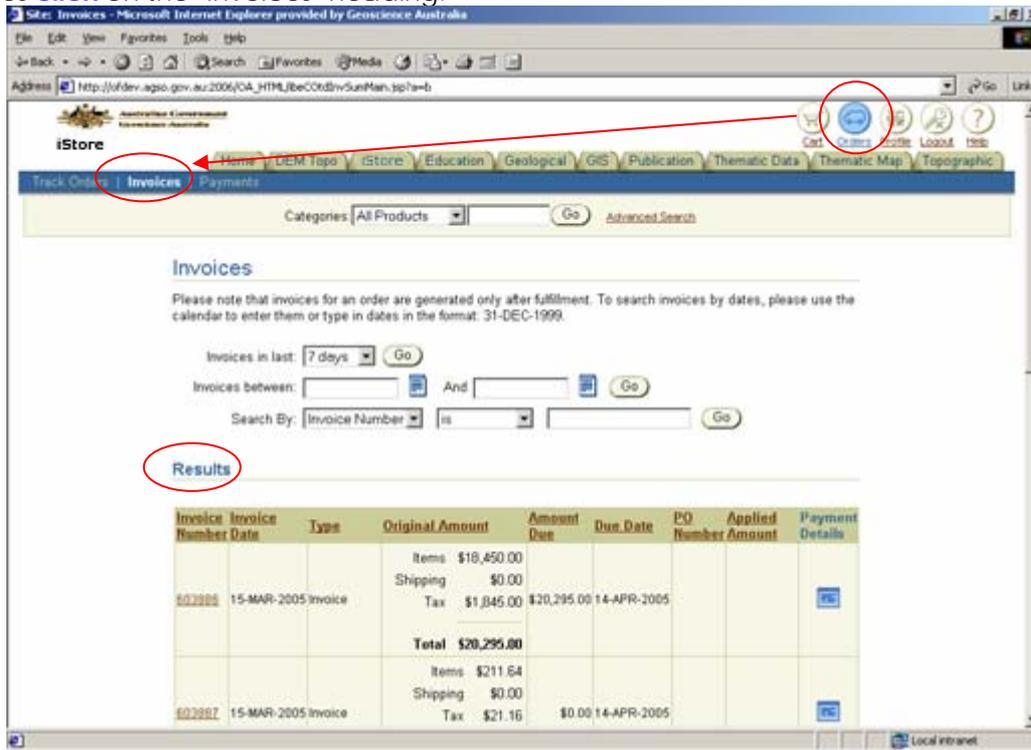
Other Express Checkout Orders Pending Submission

Reference Number	Last Updated	Total Amount
290	16-MAR-2005	\$1,408.55
327	16-MAR-2005	\$534.60
307	16-MAR-2005	\$805.48

To view a different express order click on the 'Reference Number' link.

Invoices

Once the order has been entered and booked an invoice is created. To view your order invoices [click](#) on the 'Invoices' heading.



Your list of invoices is shown in the 'Results' heading. If the list is large then it can be shortened by using the similar criteria described earlier.

As with the orders screen the results can be ordered by clicking on the headings.

To view an Invoice Number [click](#) on the required invoice number link.

Results

Invoice Number	Invoice Date	Type	Original Amount	Amount Due	Due Date	PO Number	Applied Amount	Payment Details
603886	15-MAR-2005	Invoice	Items \$18,450.00 Shipping \$0.00 Tax \$1,845.00 Total \$20,295.00	\$20,295.00	14-APR-2005			
603887	15-MAR-2005	Invoice	Items \$211.64 Shipping \$0.00 Tax \$21.16 Total \$232.80	\$0.00	14-APR-2005			

Invoice Details for Invoice Number 603886

Invoice Number: 603886
 Invoice Date: 15-MAR-2005
 Type: Invoice
 Original Amount: \$20,295.00
 Amount Due: \$20,295.00
 Due Date: 14-APR-2005
 PO Number:

Line Number	Description	Quantity	Selling Price	Total	Type
1	Geoscience Australia	1	\$18,450.00	\$18,450.00	Line
1		1		\$1,845.00	Tax

To view the payment details for an invoice [click](#) on the 'page' icon under the 'Payment Details' heading.

Results

Invoice Number	Invoice Date	Type	Original Amount	Amount Due	Due Date	PO Number	Applied Amount	Payment Details
603886	15-MAR-2005	Invoice	Items	\$18,450.00	\$20,295.00			
			Shipping	\$0.00				
			Tax	\$1,845.00				
			Total	\$20,295.00				
603887	15-MAR-2005	Invoice	Items	\$211.64	\$0.00	14-APR-2005		
			Shipping	\$0.00				
			Tax	\$21.16				
			Total	\$232.80				
			Items	\$300.00				

If there have been payments processed for this invoice the information will be displayed.

Payments

To view payments made for your invoices [click](#) on the 'Payments' heading.

Your list of payments is shown in the 'Results' heading. If the list is large then it can be shortened by using the similar criteria described earlier. As with the orders screen the results can be ordered by clicking on the headings.

Payments

Please note that payments for an order are reflected only upon actual receipt. To search payments by dates, please use the calendar to enter them or type in dates in the format: 31-DEC-1999.

Payments in last:

Payments between: And

Search By: is

Results

Payment Number	Customer Name	Receipt Date	Type	Payment Amount	Unapplied Amount	Due Date
15364		15-APR-2005	Cash	\$168.63	\$0.00	15-APR-2005

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