



BARTLETT ONLINE ORDERING

Using a Previous Order

Our Products Order by Item Personal Catalog **Order Inquiry** Account Inquiry Contact Us

Customer: 0 - 27
TEST CUSTOMER
TEST ADDRESS
Rep: HOUSE ACCOUNT

Order Inquiry

Order Number	Order Date	Delivery Date	Delivery Day	Order Total
5134244	10/20/11	10/30/11	Sunday	\$314.79
4781600	05/25/11	06/01/11	Wednesday	\$258.98
4693858	00/00/00	04/19/11	Tuesday	\$0.00
4668709	04/07/11	04/08/11	Friday	\$105.91
4668696	04/07/11	04/08/11	Friday	\$32.41
4161423	09/17/10	09/20/10	Monday	\$7.48
4161421	09/17/10	09/20/10	Monday	\$212.47
4157278	09/16/10	09/16/10	Thursday	\$570.97
4151236	09/13/10	09/14/10	Tuesday	\$30.00
4151213	09/13/10	09/14/10	Tuesday	\$193.42

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To repeat previous orders, begin by selecting “Order Inquiry” from the menu running across the top of the site. This displays the details of all your previously completed orders. By clicking on one of the Order Numbers, you will see a detailed view of that order’s information.



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The screenshot shows a web browser window with the URL www.bartlett-online-ordering.com. The page header includes the Bartlett Dairy logo and navigation links: [Our Products](#), [Order by Item](#), [Personal Catalog](#), [Order Inquiry](#), [Account Inquiry](#), and [Contact Us](#). The main content area is titled "Order Status Detail" and displays the following information:

Customer: 0 - 27
TEST CUSTOMER
TEST ADDRESS
Rep: HOUSE ACCOUNT

Order Status Detail

Bill-to: TEST CUSTOMER
TEST ADDRESS

Ship-to: TEST CUSTOMER
TEST ADDRESS

Order Number: 4781600
Order Date: 05/25/11
Order Total Amount: \$258.98

Order Type: N
Ordered by: **CEIORD

Line	Item #	Description	Unit Price	Quantity Ordered	Extended Price
1	3	HVD BAGS MILK 6	\$30.49	2.00	\$60.98
2	10	BART 2% HG PLAS	\$2.46	50.00	\$123.00
3	77777	DELIVERY CHARGE	\$75.00	1.00	\$75.00

From the Order Status Detail screen you can review the particulars of the previous order and then press "Reorder" at the bottom to use it again.