

MPS Order Search Tool (MOST)

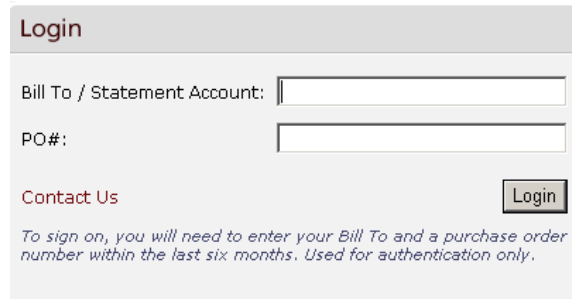
Quick Reference Guide

The MPS Purchase Order Tracking program is a web-based application that allows sales reps and customers to view and track their purchase orders.

Logging on

1. Open your browser and go to www.macmillan.com. At the top of the Macmillan site, click **Bookseller Services** link. On the left side of the screen, click **MPS Order Search Tool (MOST)** link.

The Purchase Order Tracking Login screen appears on your screen, as illustrated below:



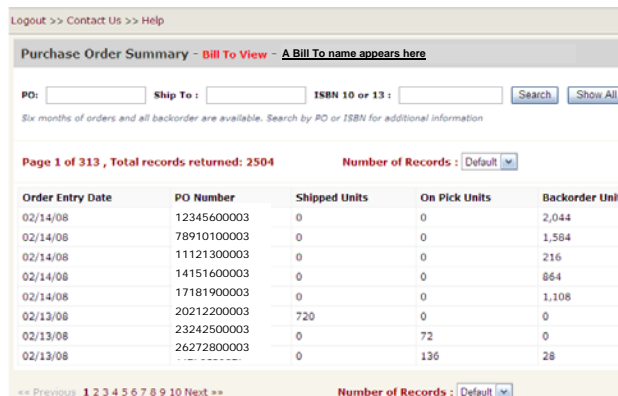
2. Enter a **Bill To/Statement Account** and a *valid* **Purchase Order number**.

Note¹: You must enter a purchase order number that is open or has been shipped in the last six months.

Note²: A purchase order number is required for user authentication.

3. Click **Login**. The **Purchase Order Summary** screen will appear and display a list of purchase orders. An indicator of total pages and records will also be shown.

The Purchase Order Summary Screen



Order Entry Date	PO Number	Shipped Units	On Pick Units	Backorder Units
02/14/08	12345600003	0	0	2,044
02/14/08	78910100003	0	0	1,584
02/14/08	11121300003	0	0	216
02/14/08	14151600003	0	0	864
02/14/08	17181900003	0	0	1,108
02/13/08	20212200003	720	0	0
02/13/08	23242500003	0	72	0
02/13/08	26272800003	0	136	28

Note: Go to the next page to see a description for each screen element.

Item	Description
PO	Allows you to search for a specific purchase order number.
Ship To	Allows you to search for purchase orders within a specific Ship To number.
ISBN 10 or 13	Allows you to search for purchase orders containing a specific ISBN 10 or 13.
Bill To View	Displays purchase order results in a Bill To view. This is the default view.
Ship to View	Displays purchase order results in a Ship To view.
Show All	Returns you to the Summary Screen after a search is performed.
Number of Records	Allows you view 20, 50, and 100 records per page. Default setting is 8 records per page.
Contact us	Provides you a list of company contact information.
Help	Provides you with a list of terms and definitions used in the program.

Navigating Options

To view purchase orders on another page, in the lower left corner of the screen click a page number or the **Next** button. Use the **Previous** button to return to a prior page.

To move to a previous screen, click the **BACK** button on the browser or use the **breadcrumbs** located in the upper left area of the screen.

An example of breadcrumbs

[Logout](#) >> [Contact Us](#) >> [Summary and Search](#) >> [Help](#)

Sorting Options

Purchase orders can be sorted alphabetically or chronologically in ascending or descending order, by clicking once on any column heading. (See picture below.)

Purchase Order Summary - **Bill To View** - *A Bill To name appears here*

PO: Ship To: ISBN 10 or 13:

Six months of orders and all backorder are available. Search by PO or ISBN for additional information

Page 1 of 313 , Total records returned: 2504 Number of Records :

Order Entry Date	PO Number	Shipped Units	On Pick Units	Backorder Units
02/14/08	12145678910	0	0	2,044

Search Options

To locate an order using a specific purchase order number, a Ship to number or ISBN10 or 13, enter a criteria and click **Search**.



Note¹: When searching by a Ship to number, the result will display in Ship to View.

Note²: After a search is performed, click **Show All** to return to Summary Screen.

Purchase Order Detail

To see detailed information about a specific purchase order (commonly known as drill-thru report), click on a purchase number. A Purchase Order Detail screen will appear, as illustrated below.



Order Entry Date	Tracking Date	PO Status	ISBN 10	ISBN 13	Title
02/14/2008	02/15/2008	Backorder	0312500343	9780312500344	SIMPLE FIRST WORDS TALK

Note: Remember, to view all information on the screen, scroll to the right.

Tracking Shipment Details

If a purchase order has a link to a shipper's website, you can view shipment details on that order.

1. Click on a purchase order number. The **Purchase Order Detail** screen will appear.
2. Scroll to the **Shipper** column on the far right side of the screen.
3. Click the shipper name link. The **Tracking Details** screen appears displaying your shipping information. (See illustration below)

Note: If a link does not exist, you will only see the shipper's name in the Shipper column.



Shipper :	FedEX Gnd
Service :	Ground-Domestic
Tracking Number :	9613019024405555765730
Status :	Delivered
Delivered On :	11/05/2007
Delivered To :	Indianapolis US
Signed By :	Big Al

Logging Off

To log off Purchase Order Tracking, click **Logout** located in the upper left area of the screen.

Getting Help

For an explanation of terms used in the Purchase Order Tracking application, click the **Help** link located in the upper left area of any screen. An excerpt of the Help screen is shown below.

Help

Purchase Order Summary Search Options:

- Enter PO and then select **Search** - optional ISBN and Ship To.
- Enter ISBN and then select **Search** - optional PO and Ship To.
- Enter Ship To and then select **Search** - optional PO and ISBN.

See column definitions below:

Author: Primary author for book only.

Backorder Units: Units from a customer order that are or

Cancelled Units: Units from a customer order that have indefinitely, postponed, or out of print.

Credit Hold Units: Units from a customer's order that rem.

Company Name: Name of company associated with the j

Contact Us

For a list of company contact information, click the **Contact Us** link located on any screen.

Contact Us		
MPS General Company Information		
Correspondance Address:	MPS	
	16365 James Madison Highway	
	Gordonsville, VA 22942	
Contact Details		
	Order Entry	Customer Service
Telephone Numbers:	888-330-8477	888-330-8477
	540-672-7600	540-672-7600
Fax Numbers:	800-672-2054	540-672-7703
	540-672-7542	
E-mail:	orders@mpsva.com	customerservice@mpsva.com