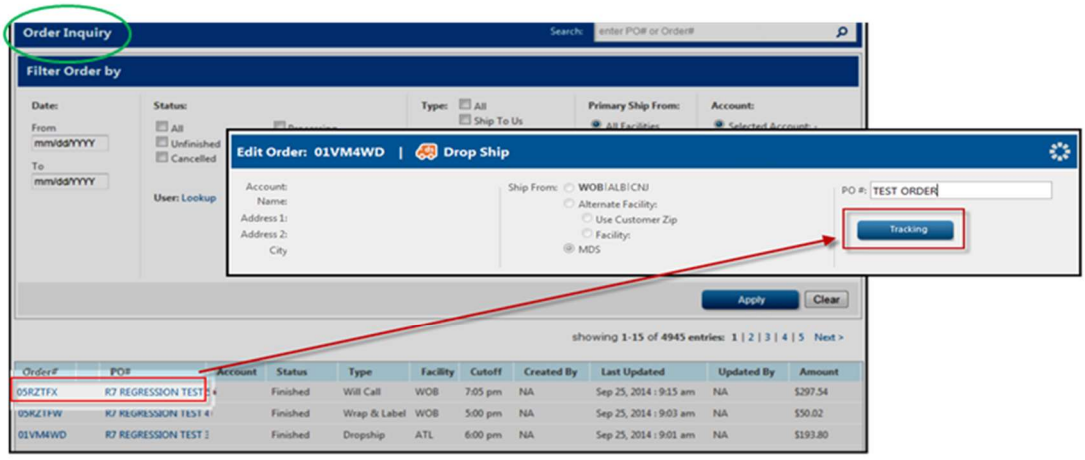
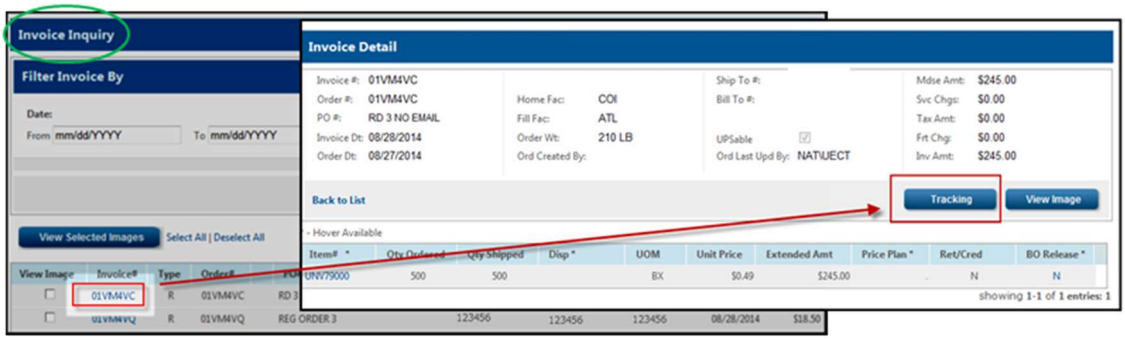
ESSENDANT™

ORDER TRACKING

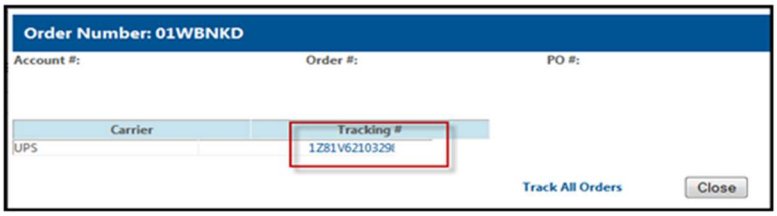
You can **access tracking information** in the **'Order Inquiry'** or **'Invoice Inquiry'** screens as shown below. These screens can be found in the 'Order & Invoices' navigation menu by selecting 'Recent Orders' or 'Invoice & Purchase History.'

In either screen, select the order or invoice you would like to track and click the 'Tracking' button in the pop-up box.





Once you select the 'Tracking' button the following screen will appear with all tracking numbers for the selected order.



- For UPS orders, you can select the tracking number hyperlink and view order information on the UPS website
- For all other carriers, the tracking number can be copied and pasted into the carrier's website