



Customer Portal User Guide

Direct Link to portal- <https://portal.generalformulations.com/Live/?action=logoff>

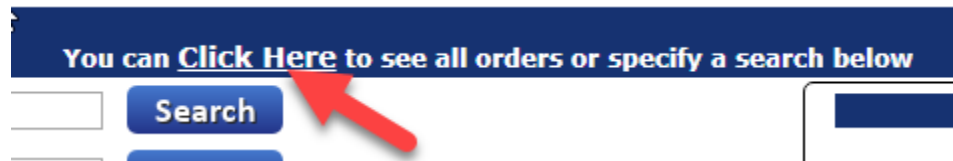
Order Tracking- upon logging in you will be automatically routed to the order tracking section.

From there all search criteria begins in the **select order tab**. Selection of a sales order will enable use of order lines, shipment tracking, and the invoices tabs.

There are 5 basic ways to search for an order.

Purchase Order	<input type="text"/>	<input type="button" value="Search"/>	<div style="background-color: #003366; color: white; text-align: center; padding: 2px;">Search By Date</div> Start Date <input type="text"/> End Date <input type="text"/> <input type="button" value="Search"/>
Part Number	<input type="text"/>	<input type="button" value="Search"/>	
Sales Order	<input type="text"/>	<input type="button" value="Search"/>	
Invoice Number	<input type="text"/>	<input type="button" value="Search"/>	

If you would like to search using any of the methods above without typing in data, click on any search button. Then, click on the “click here” link to display all orders.



Once list of Sales Orders appears, click on sales order number to view order lines for that sales order.

Sales Order	Purchase Order	Date	Status
463988	04/19/19	4/19/2019	Closed
463877	4/18/19 James	4/18/2019	Closed
463518	Xfinity-#36 Marketing	4/15/2019	Closed
463474	Sample 4/15/19	4/15/2019	Closed
463375	ISA Prints	4/12/2019	Closed
463017	ISA2019	4/9/2019	Closed
462848	ISA 2019	4/5/2019	Closed
462832	230/231 sample rolls 4519	4/5/2019	Closed
462768	Sample 4/5/19	4/5/2019	Closed
462663	ISA-Sales	4/4/2019	Closed
462479	ISA 2019-Print Partner GF Brand	4/2/2019	Closed
462394	Marketing/Xfinity Series	4/2/2019	Closed
462351		4/1/2019	Open
462203	238/235 sample	3/29/2019	Closed
462145	03/28/18	3/28/2019	Closed

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Order Lines Tab

The order lines tab will show all lines associated with an order including order line number, part number, description, qty ordered, and ship qty.

Order Line Items					
Line	Part Number	Description	Qty Ordered	Ship Qty	
1/1	238-27Sample	27"X20' MotoMark 12 Mil ARMOR 12 mil gloss clear vinyl laminate, permanent adhesive, 53# liner	1	1	
2/1	235-27Sample	27"X20' MotoMark 4 mil "GRIP" matte white vinyl, high bond permanent adhesive, 90# liner.	1	1	

Shipments Tab

The shipments tab will show all applicable lines of a shipment including shipment number, warehouse product is shipping from, ship date, ship via- carrier, status, and **tracking number**.

Tracking Numbers

General Formulations provides tracking numbers specific to the chosen carrier. A tracking link will appear as a line underneath the tracking number. By clicking the link you will be taken directly to the corresponding carriers website to view tracking details. If there is no link, your order either has not shipped or the carrier does not provide online tracking capabilities. Please contact Customer Service @ 1-800-253-3664.

Shipments						
Shipment	Whse	Ship Date	Ship Via	Status	Tracking Number	
100198	Sparta	3/29/2019	FedEx Intl Eco DutiesRecipient	SHIPPED	489480312290	
	Part Number	Description				Ship Qty
	238-27Sample	27"X20' MotoMark 12 Mil ARMOR 12 mil gloss clear vinyl laminate, permanent adhesive, 53# liner				1
	235-27Sample	27"X20' MotoMark 4 mil "GRIP" matte white vinyl, high bond permanent adhesive, 90# liner.				1

Click here to access carrier tracking details

Invoices Tab

The invoices tab will show all pertinent invoice details as provided by our accounting dept. Click on the link under **Inv No** to view full details of the invoice shown below.

Select Order	Order Lines	Shipments	Invoices				
Invoice detail - Click Here To Return To Order Invoices							
Sold To: GF Sparta 309 S. Union Street Sparta MI 49345 United States		Bill To: GF Sparta 309 S. Union Street Sparta MI 49345 United States					
Invoice No	571623	Invoice Date	4/3/2019				
Shipper No	100198	Ship Date	4/3/2019				
Sales Order	462203	Due Date	5/3/2019				
Purchase Order	238/235 sample	Disc Due Date	4/13/2019				
Line No	Part Number	Description	Quantity	Price	Misc	Discount	Extended
1	238-27Sample	27"X20' MotoMark 12 Mil ARMOR 12 mil gloss clear vinyl laminate, permanent adhesive, 53# liner	1	\$0.00000	\$0.00	\$0.00	\$0.00
2	235-27Sample	27"X20' MotoMark 4 mil "GRIP" matte white vinyl, high bond permanent adhesive, 90# liner.	1	\$0.00000	\$0.00	\$0.00	\$0.00
						Tax	\$0.00
						Freight	\$0.00
						Invoice Amount	\$0.00
						Paid Amount	\$0.00
						Open Amount	\$0.00

Right-click anywhere on the page to print the invoice. This print out will be an exact replica of what would be sent from our Accounting Department.

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I

Quotations (Not a tab)

Click the quotations link to access quotes.

[Order Tracking](#) | [Quotations](#) | [User Management](#) | [Logoff](#)



All search criteria begins in the select Quotations field. There are 3 options to search for quotes. By part number, quote number, or date. If you don't have a specific part number or quote to search with you can leave the box blank and click on any search button. A "click here" link will then appear to show all quotes sorted by most recent. Displaying Quote Number, Part number, Date Entered and Status. Please note when searching by part number anything associated with the first 3 characters will be displayed.

Example: searching "201" will show 201SH, 201RL, 201-54, 201-27SAMPLE or anything with the 201 intro.

Part Number

Sales Quote

Search By Date

Start Date

End Date