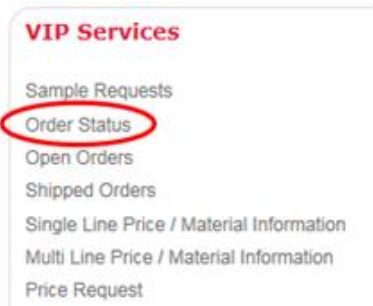


Check Order Status

Use this function to view the status of order(s).

- Under the VIP Services section, click the **Order Status** link.



- The **Check Order Status** search screen is displayed. Complete the following fields:

The screenshot shows the "Check Order Status" search screen. It includes a title, a description, and several input fields. Callouts A through G point to the following elements: A. Order Type (radio buttons for Standard Order, Sample Order, All); B. Status (radio buttons for Open, Shipped, Canceled, All); C. Select Customer Number (dropdown menu showing 109020 MOLEX LISLE); D. Search by (dropdown menu showing Molex Material); E. Enter Related Number Below* (text input field with 39000038 and a "Click Here for a Wildcard Search" link); F. Date ranges (From and To date pickers for Order Creation and Deliveries); G. Wildcard Search (link to utilize lookup functionality).

Element	Description
A. Order Type	Indicate the order type to be displayed. Defaults to <i>All</i> .
B. Status	Indicate the status of orders to be displayed. Defaults to <i>All</i> .
C. Customer Number	Defaults to the main customer number. If user has been set up with multiple accounts, this field displays as a dropdown list. Choose appropriate account from dropdown.
D. Search By	Use the dropdown to select the appropriate search by method. Defaults to <i>Molex Material</i> .
E. Enter Number	Enter the correlating number based on the <i>Search by</i> selection.
F. Date ranges	Select date ranges to narrow search results.
G. Wildcard Search	The wildcard search is dependent on the <i>Search by</i> field selection. Click the hyperlink to utilize the lookup functionality.

- Click **SEARCH**.

Order Status Search Results

- The search results screen is displayed when valid search criteria is entered on the **Check Order Status** screen. ☞ Note: Search results are pulled directly from the Molex system server.

Search Results: 109020 MOLEX LISLE

Click on an order number to view details, expedite to submit an expedite request or on an expedite activity number for status update. Mouseover plant number, RCRD, MPD or CPD to view descriptions. Don't see your order? [SEARCH AGAIN](#)

Order No.	Line	Customer PO	Molex Part No. Eng./Old Part No. Customer Part No.	Order Qty. Confirmed Qty.	Plant	Order Date	RCRD MPD CPD	Order Status	Expedite Status
0202726757	000010		431604306 43160-4306	5 PC 5 PC	3109	01/17/2018	01/22/2018 01/26/2018 01/26/2018	Not Delivered	-
0124793772	000010	3303PW7298100	431604306 43160-4306	1,260 PC 210 PC	3105	10/25/2017	11/08/2017 12/08/2017 12/21/2017	Partial Delivery	-
0124793772	000010	3303PW7298100	431604306 43160-4306	1,260 PC 840 PC	3105	10/25/2017	11/08/2017 12/08/2017 12/21/2017	Expedite	-
0124793772	000010	3303PW7298100	431604306 43160-4306	1,260 PC 210 PC	3105	10/25/2017	11/08/2017 12/08/2017 12/21/2017	Delivery In Progress	-
0124793772	000020	3303PW7298100	431604306 43160-4306	630 PC 630 PC	3105	10/25/2017	12/21/2017 12/21/2017 12/21/2017	Expedite	1003307966 Completed
0124793772	000030	3303PW7298100	431604306 43160-4306	630 PC 630 PC	3105	10/25/2017	01/12/2018 01/12/2018 01/12/2018	Expedite	1003307965 In Process
0124606558	000010	3303PW7234107	431604306 43160-4306	630 PC 630 PC	3105	08/22/2017	09/05/2017 11/02/2017 11/10/2017	Delivered	-
0123986191	000020	3303PW7234107	431604306 43160-4306	630 PC 630 PC	3105	08/22/2017	10/20/2017 11/02/2017 11/10/2017	Canceled	-

Order has been canceled. Contact local Customer Service Representative for additional details

Molex Nogales, Rio Rico, AZ, 85648-6234, US

Element	Description
A. Order Number	Click hyperlink to view order details including customer information, maintenance information and delivery information. ☞ Note: Sample orders begin with number sequence "02" and canceled orders will not have a hyperlink to order details.
B. Order Quantity / Confirmed Quantity	Top value is the total order quantity. Bottom value is the confirmed quantity for the corresponding line item order status.
C. Plant	Displays the delivery plant number. For additional details, hover mouse over plant number.
D. RCRD/MPD/CPD	From top to bottom, dates consist of Revised Customer Request date, Molex Promise Date (calculated by product lead time), and Current Promise Date.
E. Order Status	The order statuses are as follows: <ul style="list-style-type: none"> • <i>Expedite</i> if order has not shipped. Click hyperlink to submit expedite request. ☞ Note: Not all users have security access to expedite. • <i>Delivery in Progress</i> if shipment is being prepared. • <i>Partial Delivery</i> if partial order line item quantity has shipped. • <i>Delivered</i> if entire order line item quantity has shipped. • <i>Canceled</i> if order has been rejected.
F. Expedite Status	Displays the expedite activity number and expedite status (e.g. <i>In Process</i> or <i>Completed</i>). Click hyperlink for additional details.

View Order Details

- To view details of an order, click the order number hyperlink on the **Order Status Search Results**.

Order No.	Line	Customer PO	Molex Part No. Eng./Old Part No. Customer Part No.	Order Qty. Confirmed Qty.	Plant	Order Date	RCRD MPD CPD	Order Status	Expedite Status
0124743140	000010	3303PW7282102	878314420 87831-4420	1,100 PC 1,100 PC	3162	10/09/2017	11/10/2017 11/14/2017 11/10/2017	Delivered	-

- The **Order Details** screen is displayed.

The screenshot shows the 'Order Details' page for order 0124743140. Callouts A through G highlight the following elements:

- A:** Order Number: [0124743140](#)
- B:** Material: [878314420](#)
- C:** Customer Information section, including Sold To, Customer Service Rep, and Customer Ship-to.
- D:** Delivery Information section, including 'View all deliveries' hyperlink.
- E:** Invoice Number: [0932798181](#)
- F:** Delivery section, including Delivery: [0629608747](#)
- G:** Check Order Status section, including the SEARCH button.

Element	Description
A. Order Number	Click hyperlink to view and print a PDF of the order acknowledgment. ⚠ Note: Not all users have security access.
B. Material	Click hyperlink for additional details about the material.
C. Customer Information	Click hyperlinks to see details on Sold-to account, Customer Service Representative, or Customer Ship-to.
D. Delivery Information	Click "View all deliveries" hyperlink for a complete list of delivery information.
E. Invoice Number	Click hyperlink to view and print a PDF of the invoice. ⚠ Note: Not all users have security access.
F. Delivery	Click hyperlink to view and print a PDF of the delivery note.
G. Check Order Status	To check the status of another order, enter all applicable search criteria as outlined in the <i>Check Order Status</i> section of this document. Then click the search button for results.

Submit Expedite Request

1. Access the **Order Status Search Results** screen.
2. Click the *Expedite* hyperlink to submit an expedite delivery request. ⚠ Note: Only one line item can be expedited at a time and not all users have security access to expedite.
3. The **Expedite Request** screen is displayed.

Expedite Request

Order Number:	0124477977	Material Number:	732165431
Line Item Number:	000010	<u>RCRD:</u>	10.07.2017
Material Availability Date:	13.12.2017	<u>CPD:</u>	18.12.2017
		<u>MPD:</u>	21.08.2017

End Customer
 A.

[Search Contract Partner](#) B.

CRD of Expedite: *
 Click for calendar C.

Minimum Quantity
 D.

Line Down Date:
 Click for calendar E.

Reason for Expedite: *
 F.

Additional Information:
G.

* Indicates required field

Element	Description
A. Order Information	Key information is automatically populated.
B. End Customer	If applicable, enter the End Customer number or click on the Search Contract Partner to look up an End Customer Number.
C. CRD of Expedite	Select date that material needs to ship. ⚠ Note: Date must be greater than current date.
D. Minimum Quantity	Enter minimum quantity required.
E. Line Down Date	If applicable, select Line Down Date. ⚠ Note: Date must be greater than current date.
F. Reason for Expedite	Select reason for expedite from the dropdown.
G. Additional Information	Include additional information with expedite request (e.g. "Please ship next day air when available", "Materials required on site no later than XX/XX/XXXX".)

4. Complete all required fields and click .

5. When an expedite request is successfully submitted, the following message will be displayed:

Home > Order List Expedite

Expedite request submitted

Reference Number: 1000951098

6. Notification will be sent automatically to the appropriate Molex responder.
7. An email will also be sent to the email address associated with the Registration ID used to access the Molex VIP site.