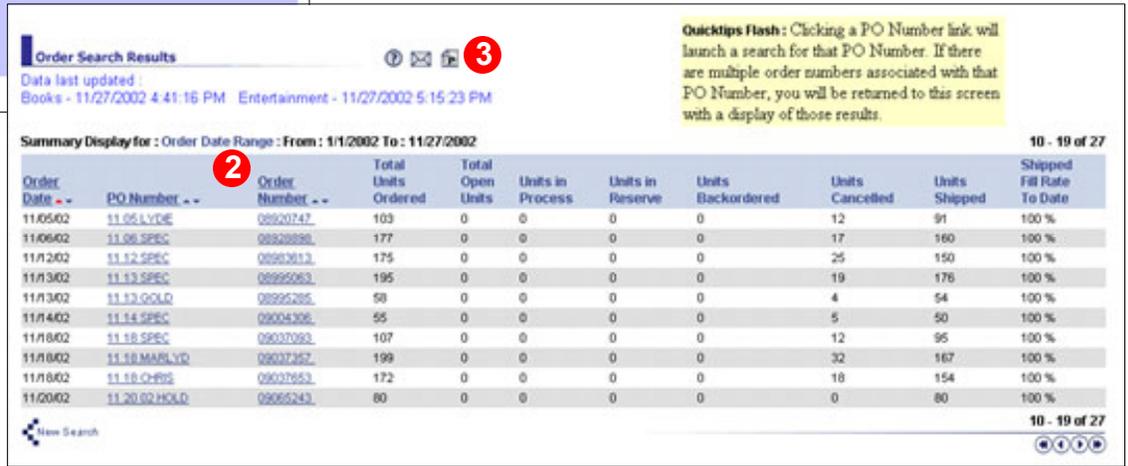




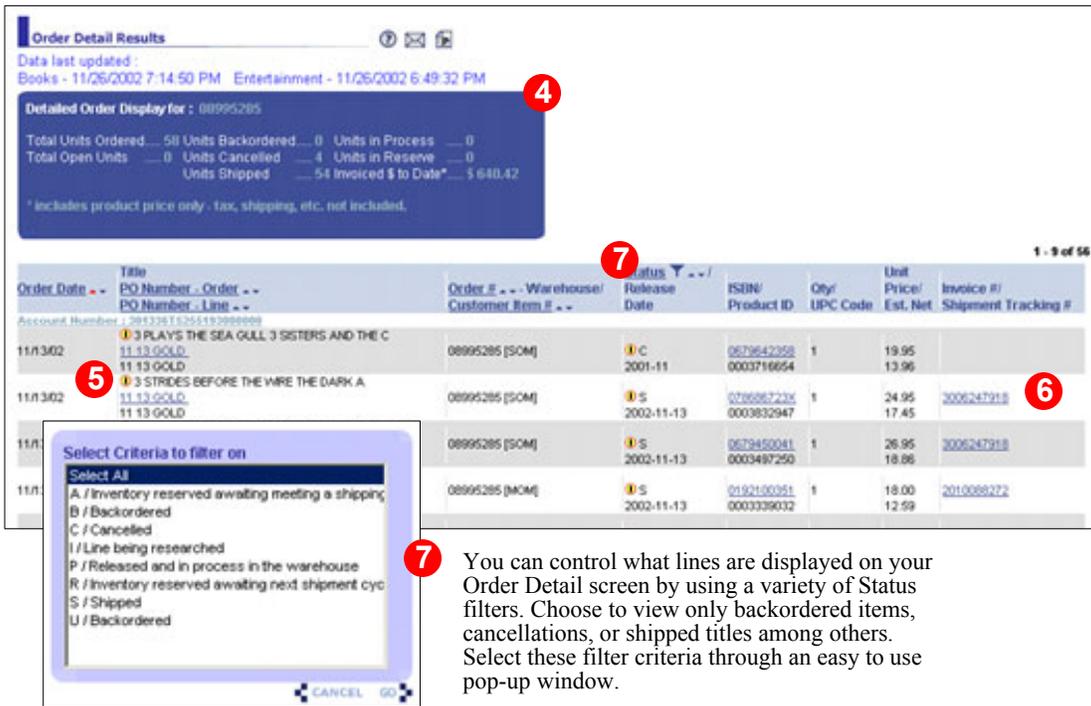
1 Search for Orders in up to 30 unique Accounts simultaneously!

Find your Orders using purchase order number, Baker & Taylor order number, a range of order dates, or just ask to see all open orders. You can also look for orders that contain a specific title, author or ISBN for books, or artist, UPC or Baker & Taylor Product ID for music and video.



2 View the summary status list of all Orders that matched your search criteria. Clicking on the Order Number will take you straight to the detail screen.

3 Send the search results to your printer or e-mail with one click of your mouse. The printed report formats the data without the browser graphics for easy reference.



4 The Order Header gives you a snapshot of all status details related to your selected Order, including backorders, cancellations and shipments.

5 Move your pointer over the to view additional title detail.

6 Click on the Invoice number to go straight to the detail screen for that invoice.

7 You can control what lines are displayed on your Order Detail screen by using a variety of Status filters. Choose to view only backordered items, cancellations, or shipped titles among others. Select these filter criteria through an easy to use pop-up window.

10 Need to track a shipment? Just select the tracking number for participating carriers and get automatic and immediate delivery status straight from the shipper's website.

8 Invoices can be searched and selected just like Orders. The Invoice detail screen shows you all of the products that have been invoiced, including title detail and net price.



9 Never wait for copies of your invoice again. Now one click on this button will immediately give you a printed invoice for any order shipped at least 24 hours ago.