

HOW TO SEARCH OPEN LINE POSITION STATUS

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How to Search Open Line Position Status



- Go to My Account → click on My Orders → click on Open Positions
- Change Customer ID (if multiple IDs available). User can search open positions based on Customer PO Number, Bendix Order Number, Bendix Part Number, and/or Customer Part Number
- The Order Date From and Order Date To fields are mandatory
- Click on **Show Orders of Coworkers** to see all orders placed under the selected Customer ID
- Users can click on individual PO Numbers or Bendix Order Numbers hyperlinks to see order status details
- Users can click on the **Export** button and export the entire list into an Excel file



