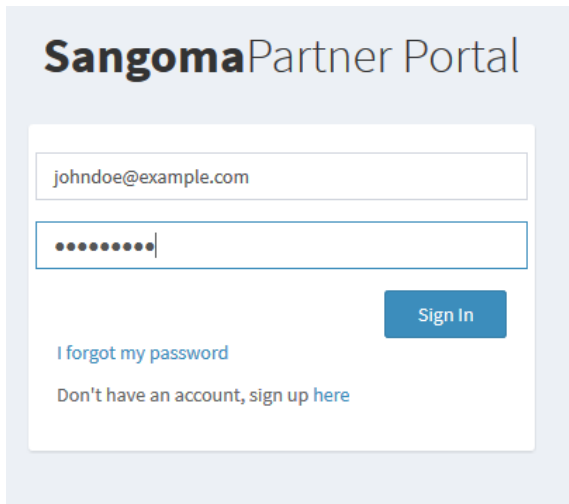


# Viewing Orders

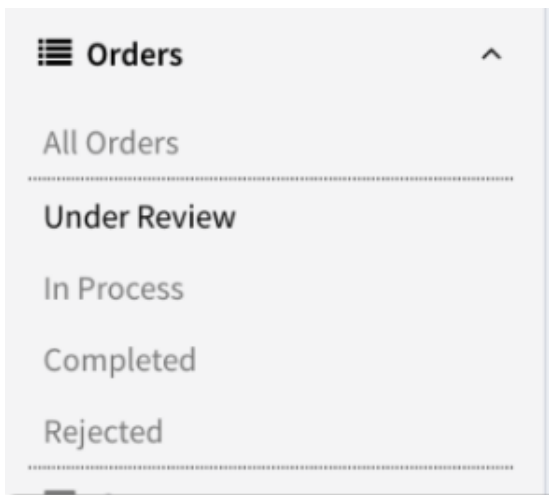
- Log into the Portal at <https://portal.sangoma.com>. If you do not have an account, please see [How to Create a Portal Account](#).



The screenshot shows the Sangoma Partner Portal login interface. At the top, the text "Sangoma Partner Portal" is displayed. Below this, there is a white login box containing two input fields: the first for an email address (pre-filled with "johndoe@example.com") and the second for a password (masked with dots). A blue "Sign In" button is positioned to the right of the password field. Below the input fields, there are two links: "I forgot my password" and "Don't have an account, sign up here".

*Forgot your password? Click the **I forgot my password** link if you need assistance.*

- You can view all your existing orders at anytime in the portal under the Orders tab at the left menu
  - Under Review – Orders that require shipping or human intervention that have not been accepted yet by the Order Desk
  - In Process – Orders that have been accepted and are in process of being completed by the Order Desk
  - Completed – Orders that have been shipped and invoiced in full
  - Rejected – Orders that were rejected by the Order Desk and include a reason why
  - All Orders – Shows all orders regardless of current status or state




- From the list of orders, you can click on the Order Number to view the order.
  - You can also see from the list of orders the current status of the order and which warehouse is handling the processing of the order

Show 50 entries Search:   Search Type: All

Order	Date	By	Organization	Warehouse	Type	Status	Estimated Total	Options
ORD-1245933	2018-07-12	Michael	Voip Supply*	Neenah	Terms	Under Review	\$	<input type="button" value="Q"/>
ORD-1245768	2018-07-12	Michael	Voip Supply*	Neenah	Terms	Completed	\$	<input type="button" value="Q"/>
ORD-1245495	2018-07-11	Michael	Voip Supply*	Neenah	Terms	Completed	\$	<input type="button" value="Q"/>

- Viewing the order will show you the order details, including cost and estimated shipping cost, and let you print the order as a PDF


Creation date: 2018-07-12

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<b>Sangoma US</b> 2414 Industrial Drive Unit D Neenah, WI 54956 US 920-886-8130	<b>Billing Address</b> <b>Voip Supply*</b> 80 Pineview Dr buffalo, NY 14228 US 8003988647	<b>Shipping Address</b> HOUSTON, TX 77058-3607 US 3013048312	<b>Order #:</b> ORD-1245933 <b>PO #:</b> PO-300925 <b>Due Date:</b> 2018-09-10 <b>Ordered By:</b> Michael
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No invoices found for this order

Item Name	Quantity	Organization	Unit Price	Total Price
A102E	2	Voip Supply*	\$	\$

<b>Item(s) Subtotal:</b>	\$
<b>Customer Provided Shipping: FDX-316138535 - FedEx US Ground:</b>	\$0.00
<b>Total before tax:</b>	\$
<b>Estimated tax:</b>	\$0.00
<b>Payments:</b>	\$0.00
<b>Balance Due:</b>	\$

- You can view the invoice as a PDF and print or save a copy