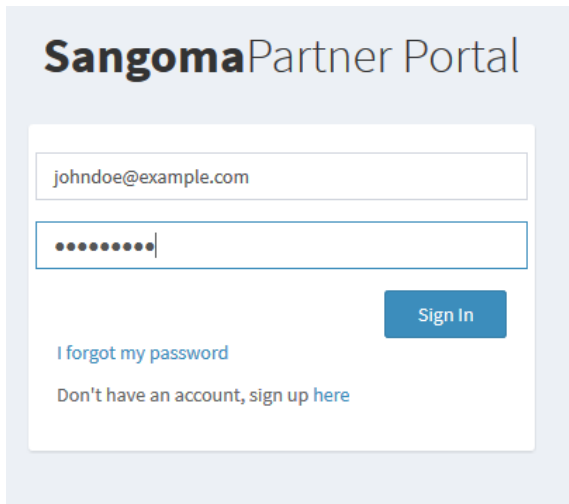


Viewing Orders

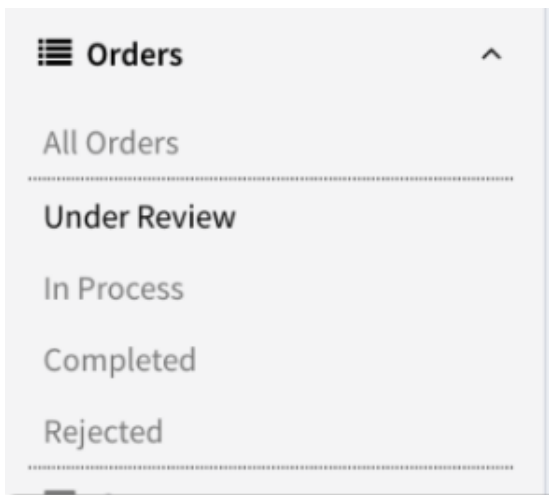
- Log into the Portal at <https://portal.sangoma.com>. If you do not have an account, please see [How to Create a Portal Account](#).



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	\$	
ORD-1245768	2018-07-12	Michael	Voip Supply*	Neenah	Terms	Completed	\$	
ORD-1245495	2018-07-11	Michael	Voip Supply*	Neenah	Terms	Completed	\$	

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

SANGOMA
Everything Connects

Creation date: 2018-07-12

Sangoma US 2414 Industrial Drive Unit D Neenah, WI 54956 US 920-886-8130	Billing Address Voip Supply* 80 Pineview Dr buffalo, NY 14228 US 8003988647	Shipping Address HOUSTON, TX 77058-3607 US 3013048312	Order #: ORD-1245933 PO #: PO-300925 Due Date: 2018-09-10 Ordered By: Michael
--	--	---	--

No invoices found for this order

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

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

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