MPS Order Search Tool (MOST)

Quick Reference Guide

The MPS Purchase Order Tracking program is a web-based application that allows sales reps and customers to view and track purchase orders.

Logging on

1. Open your browser and go to www.macmillan.com. At the top of the Macmillan site, click Bookseller Services link. On the left side of the screen, click MPS Order Search Tool (MOST) link.

   The Purchase Order Tracking Login screen appears on your screen, as shown below:

   ![Login Screen](image)

   2. Enter a Bill To/Statement Account and a Zip Code.

   3. Click Login. The Purchase Order Summary screen will appear and display a list of purchase orders. An indicator of total pages and records will also be shown.

   ![Purchase Order Summary Screen](image)

   Note: Go to the next page to see a description for each screen element.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO</td>
<td>Allows you to search for a specific purchase order number.</td>
</tr>
<tr>
<td>Ship To</td>
<td>Allows you to search for purchase orders within a specific Ship To number.</td>
</tr>
<tr>
<td>ISBN 10 or 13</td>
<td>Allows you to search for purchase orders containing a specific ISBN 10 or 13</td>
</tr>
<tr>
<td>Bill To View</td>
<td>Displays purchase order results in a Bill To view. This is the default view.</td>
</tr>
<tr>
<td>Ship to View</td>
<td>Displays purchase order results in a Ship To view.</td>
</tr>
<tr>
<td>Show All</td>
<td>Returns you to the Summary Screen after a search is performed.</td>
</tr>
<tr>
<td>Number of Records</td>
<td>Allows you view 20, 50, and 100 records per page. Default setting is 8 records per page.</td>
</tr>
<tr>
<td>Contact us</td>
<td>Provides you a list of company contact information.</td>
</tr>
<tr>
<td>Help</td>
<td>Provides you with a list of terms and definitions used in the program.</td>
</tr>
</tbody>
</table>

**Navigating Options**

To view purchase orders on another page, in the lower left corner of the screen click a page number or the Next button. Use the Previous button to return to a prior page.

To move to a previous screen, click the BACK button on the browser or use the breadcrumbs located in the upper left area of the screen.

*An example of breadcrumbs*

Logout >> Contact Us >> Summary and Search >> Help

**Sorting Options**

Purchase orders can be sorted alphabetically or chronologically in ascending or descending order, by clicking once on any column heading. (See picture below.)
Search Options
To locate an order using a specific purchase order number, a Ship to number or ISBN10 or 13, enter a criteria and click Search.

![Purchase Order Summary](image)

Note¹: When searching by a Ship to number, the result will display in Ship to View.
Note²: After a search is performed, click Show All to return to Summary Screen.

Purchase Order Detail
To see detailed information about a specific purchase order (commonly known as drill-thru report), click on a purchase number. A Purchase Order Detail screen will appear, as illustrated below.

![Purchase Order Detail](image)

Note: Remember, to view all information on the screen, scroll to the right.

Tracking Shipment Details
If a purchase order has a link to a shipper’s website, you can view shipment details on that order.

1. Click on a purchase order number. The Purchase Order Detail screen will appear.
2. Scroll to the Shipper column on the far right side of the screen.
3. Click the shipper name link. The Tracking Details screen appears displaying your shipping information. (See illustration below)

Note: If a link does not exist, you will only see the shipper’s name in the Shipper column.
Logging Off
To log off Purchase Order Tracking, click **Logout** located in the upper left area of the screen.

Getting Help
For an explanation of terms used in the Purchase Order Tracking application, click the **Help** link located in the upper left area of any screen. An excerpt of the Help screen is shown below.

**Purchase Order Summary Search Options:**
- Enter PO and then select **Search** - optional ISBN and Ship To.
- Enter ISBN and then select **Search** - optional PO and Ship To.
- Enter Ship To and then select **Search** - optional PO and ISBN.

See column definitions below:

<table>
<thead>
<tr>
<th>Author</th>
<th>Primary author for book only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backorder Units</td>
<td>Units from a customer order that are or</td>
</tr>
<tr>
<td>Cancelled Units</td>
<td>Units from a customer order that have indefinitely, postponed, or out of print.</td>
</tr>
<tr>
<td>Credit Hold Units</td>
<td>Units from a customer’s order that remain.</td>
</tr>
<tr>
<td>Company Name</td>
<td>Name of company associated with the</td>
</tr>
</tbody>
</table>

Contact Us
For a list of company contact information, click the **Contact Us** link located on any screen.