

Kichler Dealer Portal – Check Orders Status/Print Order Acknowledgement

Login to the Dealer Portal Account. This will take you to the Home Page of the Dealer Portal:

KICHLER.

Home

Products

Helpful Links

Account View

Select your Ship to enable the 'My Tools section of the portal:

(If you are unsure of the Ship To on the order, just select your first Ship To ID)

Ship To:

-- Select Ship To --

My Tools

Invoices

Purchase History

Orders Status

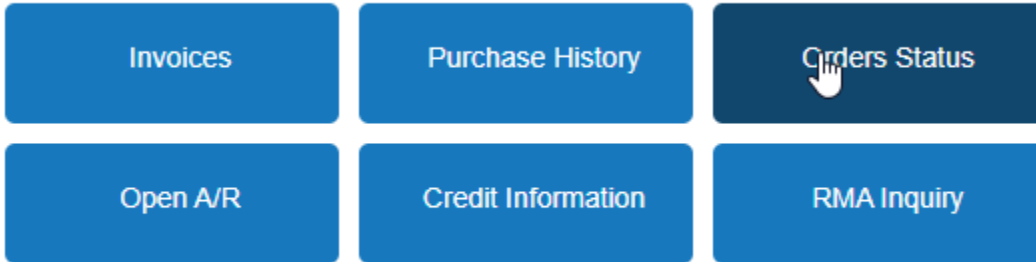
Open A/R

Credit Information

RMA Inquiry

Click "Orders Status" when the buttons have been activated.

My Tools



Once you have selected a ship to, Click the desired order status and enter a range of dates that the order was placed in. **If you do not know the Ship To ID on the order, select All.**

Order Status

Start Date: 

End Date: 

Ship-To

- or -

Search By [Leave blank for Any. Wildcard \(%\) may be used.](#)

You can also search for an order, Purchase Order, by Item Code, and Web Reference Number.

If you know a portion of any of this information, you may use the % as a wildcard option.

Example: If my Purchase Order begins with KICHLER, I can use KICHLER% to search for all purchase orders that begin with KICHLER.

Search By [Leave blank for Any. Wildcard \(%\) may be used.](#)

- Order #
- Order #
- PO #
- Item Code
- Web Reference #

This should pull up all orders based on your search criteria.

Each order is a clickable link to the order acknowledgement that can be downloaded as a PDF file.