

## Kichler Dealer Portal – Print Invoices / Check Tracking Information

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 'Invoices' after the buttons have been activated.

### My Tools

Invoices

Purchase History

Orders Status

Open A/R

Credit Information

RMA Inquiry

Once you have selected a ship to, enter the date range of the invoices you would like to select. **If you do not know the Ship To ID on the order, select All.**

You may also search by Invoice, Purchase Order, and Kichler Order 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.**

## Invoice Report Parameters

### Bill To:

Customer ID: Your Customer Code  
Customer Name: Your Company Name  
Customer Address: Your Company Address

### Run A Report

Enter criteria to display your report below, then click the 'submit' button.

Invoice Status

Any ▼

Start Date:



End Date:



Ship-To:

All ▼

- or -

Search by:

Invoice # ▼

Invoice #

PO #

Order #

Leave blank for Any. Wildcard (%) may be used.

Submit

A grid with the following columns will load based on your search criteria.

Click on the desired invoice number in the Invoice Number column to download a copy in PDF format.

You may also click on the tracking number in the Tracking Number column to receive up-to-date tracking information.

Invoice Number	Ship To Id	Status	Customer PO Number	Invoice Date	Order Number	Invoice Amount	Tracking Number	Carrier Website
----------------	------------	--------	--------------------	--------------	--------------	----------------	-----------------	-----------------