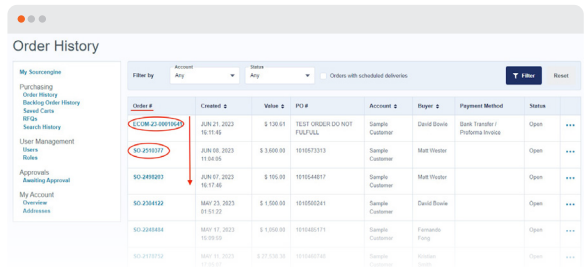
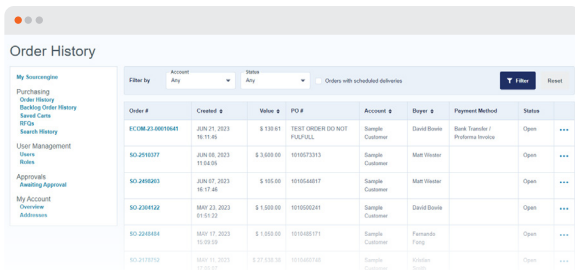


SourcePortal User Guide

Hello and welcome to your user guide to our latest feature enhancement as part of our **SourcePortal** initiative.



Access begins with your personal account on Sourcengine. For those that haven't purchased through Sourcengine before, this is an excellent opportunity to learn what Sourceability's e-commerce site is all about.



Previously, users could only view order history and tracking information for orders placed directly on Sourcengine's e-commerce site. **Now, users are able to view everything, regardless of how the order was placed.**

This includes users that have only ordered through Sourceability sales representatives and never purchased through Sourcengine. All previous orders, no matter where they were placed, can be found on your Sourcengine order history.

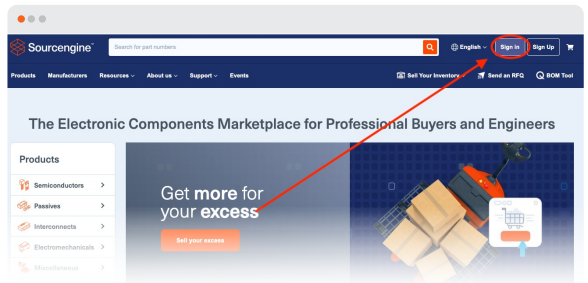
Accessing this information is easy. Go to Sourcengine.com and **log in or register with the same email you use to place orders** through your Sourceability sales representatives.

Currently displayed is the Order History section of the Sourcengine Dashboard.

This order history now contains orders placed through both Sourceability sales representatives and through the Sourcengine e-commerce platform.

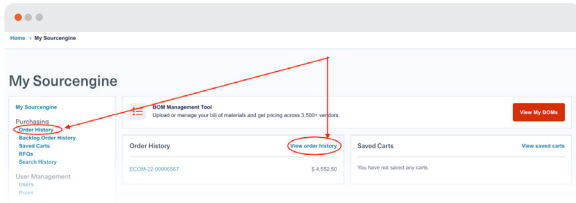
How do you determine which order is placed through Sourcengine and the Sourceability sales team?

- Orders beginning with **ECOM** are orders a user placed through Sourcengine's e-commerce site
- Orders beginning with **SO** are orders a user placed through a Sourceability sales representative.

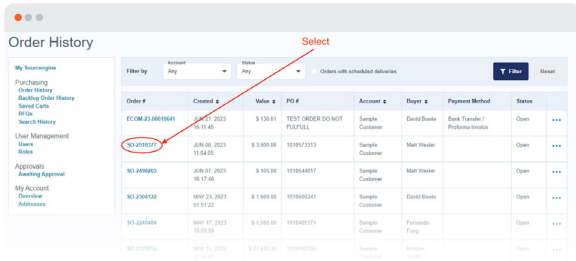


SourcePortal User Guide

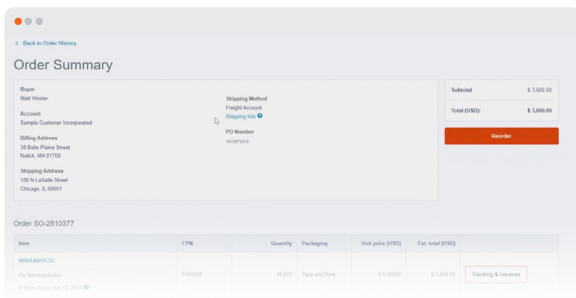
From your dashboard, simply select **Order History** under **Purchasing** to review all current and historical transactions. Or simply select **“View Order History”** from the small Order History window on your dashboard.



To access information details about any current or previous order from your Order History, **select which order you use to learn about by their individual identification number under Order#.**



Detailed information on the individual order will then be available for users to refer to within the Order Summary:

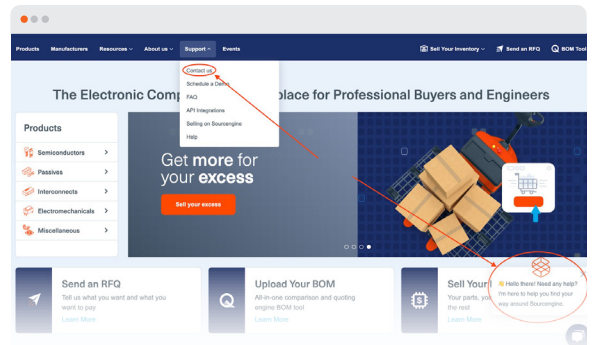


This information is available anytime and anywhere, allowing users to quickly reference shipping and billing information, items ordered, amount purchased, buyer name, and more.

Order history is kept up-to-date and refreshed every two hours. If this is your first time signing up for Sourcengine, it may take up to two hours for your older orders to appear. Currently, tracking and invoice information is only available for purchases made on Sourcengine's e-commerce site but will be updated soon to cover all orders.

Questions? No problem!

Contact your sales representative to learn more about SourcePortal or send us a message through our Contact Us form under Support or through Sourcengine's helpful chatbot!



SourcePortal Update Rollouts

- SourcePortal launches containing information for orders made offline and online through Sourceability sales representatives and Sourcengine beginning in January 2023
- 3-week post-launch: Invoice and Tracking data becomes available for all orders, not just those made through Sourcengine
- 4-week post-launch: Order history for online and offline orders expands beyond 2023.

