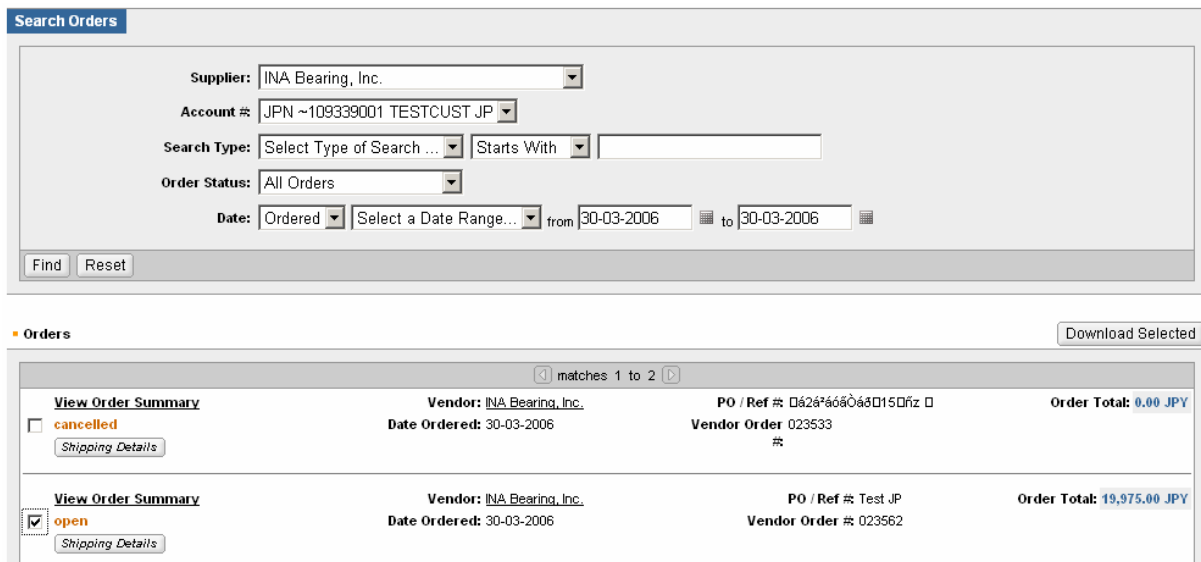


Order Download

As described above in the Order History section, orders can be listed according to various criteria and detailed information of the order status can be seen there. Additionally, it is possible to download the order details information to your own system.

After the order search the results are listed on the screen. To initiate a download, the required order must be marked and then press the button **Download Selected**.



The data will be downloaded as an Excel file (.ORH – format), for this reason different text delimiters and text qualifiers can be selected in the drop-down-field. After that, insert the email address where the download data should be sent to.



Press **Download**, then as confirmation the following message will be displayed:

Download Request has been received - please check your email in a few minutes for download information. [Return to Previous Page](#)

The denoted email address then will receive an email from ocs.support@mro.com with the subject 'Order History Download: supplier...'. Open this email, which contains a link to a file with the order details.

```
#####
### This is an auto-generated system message. Please do not reply to this email. ###
#####
A secure URL has been provided for you to download Order History Information.

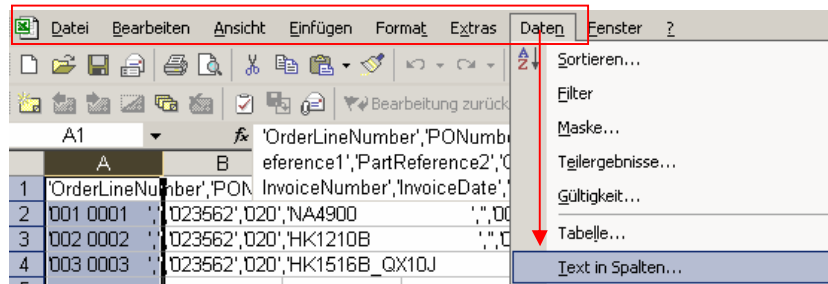
https://downloadmanager.mro.com/downloadmanager/acceptCustomerDownloadRequestOH?ID=8AF5BEDF710BD05B5B1A4FBA5644EE807BB16E9433A209832973C8BA8D57FC4F4761F6CC137AD64
Click on the URL address to initiate the download process.
If you are unable to launch web links directly from your e-mail, copy and paste the URL into your browser's URL address bar. For security reasons this URL will only be available for a 24 hour period after receiving this notification.
*****
```

Follow the link and you will receive an Excel file. [24920_1000041713_1122372671110.ORH](#)

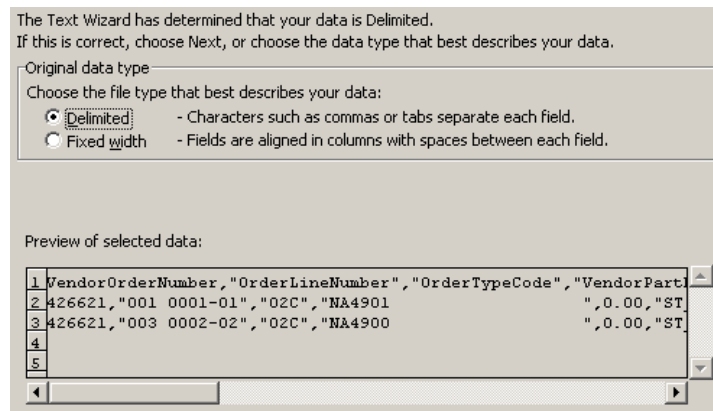
Open the file, save it on your PC and mark column A.

	A	B	reference1',PartReference2
1	'OrderLineNumber',PON	InvoiceNumber',InvoiceDate'	
2	001 0001	023562',020',NA4900	'
3	002 0002	023562',020',HK1210B	'
4	003 0003	023562',020',HK1516B_QX10J	'

Click on 'Data' in the menu bar and afterwards on 'Text to Columns'.



A window 'Convert Text to Columns Wizard' will open.



Mark under data type and continue with

On the next screen you can mark the delimiter that you had already chosen for the download. In this case the comma.

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters:

Tab
 Semicolon
 Comma
 Treat consecutive delimiters as one

Space
 Other:
 Text qualifier: "

Data preview

VendorOrderNumber	OrderLineNumber	OrderTypeCode	VendorPartNumber
426621	001 0001-01	02C	NA4901
426621	003 0002-02	02C	NA4900

The display within the data preview will then be shown in columns. You can now finish the file by clicking on .

The order data will be listed clearly and can either be edited further on or saved in the own ERP-system.

	A	B	C	D	E	F	G	H	I
1	VendorOrder	OrderLineNur	OrderTypeCo	VendorPartN	TotalQuantity	TotalQuantity	OpenQuantity	OpenQuantity	ASNNumbe
2	426621	001 0001-01	02C	NA4901	0.00	ST_1	0.00	ST_1	
3	426621	003 0002-02	02C	NA4900	0.00	ST_1	0.00	ST_1	
4									