Order History

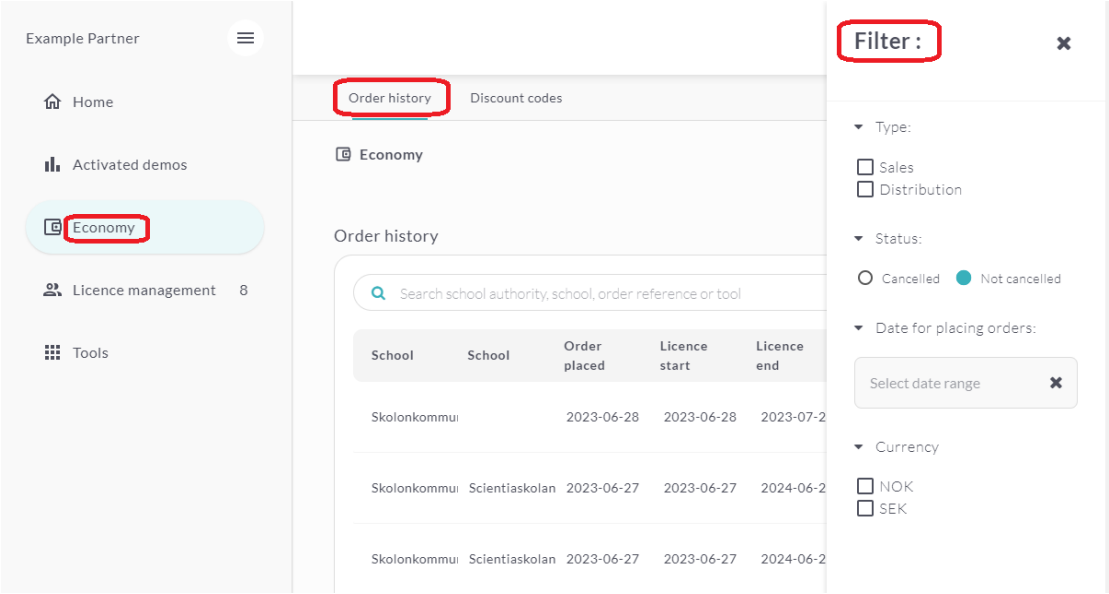
Ulf Kronsell - 2023-07-03 - Order History

In the order history you will find information for each order, it is also possible to search for organisation, school or tool.

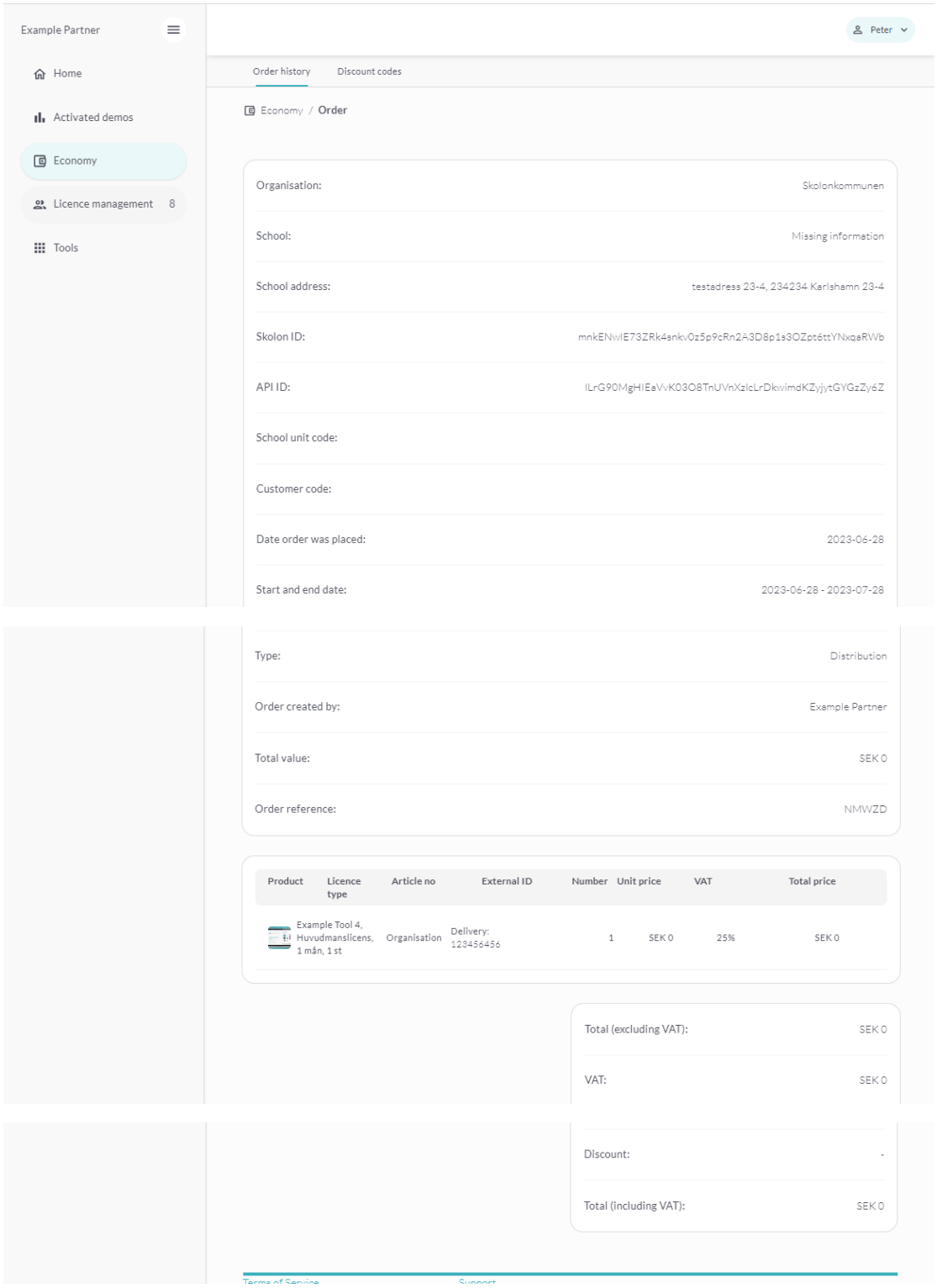
In the order history you can filter orders by type, status, date an currency.

The order history displays organisation/school, school unit code, order date, start- and end date for the licences, if it is a distribution or sales order, order created by, value and order reference, tool, ISBN-number, price and any discount.

1. Log in to the Partner portal through www.skolon.com. Don't have an account? Contact us at: support@skolon.eu
2. Click **Economy** in the left menue.
3. The order history is displayed and it is possible to search for and filter orders.



4. Click an order to view detailed information, for instance school unit code, order date, start- and end date for the licences, if it is a distribution or sales order, order created by, value and order reference.
5. In this view you will also se information on licence type, ISBN-number, price and VAT rate.


Example Partner
Home
Activated demos
Economy
Licence management 8
Tools
Peter
Order history
Discount codes
Economy / Order
Organisation: Skolonkommunen
School: Missing information
School address: testadress 23-4, 234234 Karlshamn 23-4
Skolon ID: mnkENwIE73ZRk4snkv0z5p9cRn2A3D8p1s3OZpt6ttYNxqaRWb
API ID: lLrG90MgHIEaVvK03O8TnUVnXzIcLrDkwimdKZyjytGYGzZy6Z
School unit code:
Customer code:
Date order was placed: 2023-06-28
Start and end date: 2023-06-28 - 2023-07-28
Type: Distribution
Order created by: Example Partner
Total value: SEK 0
Order reference: NMWZD
Product
Licence type
Article no
External ID
Number
Unit price
VAT
Total price
Example Tool 4, Huvudmanslicens, 1 mån, 1 st
Organisation
Delivery: 123456456
1
SEK 0
25%
SEK 0
Total (excluding VAT): SEK 0
VAT: SEK 0
Discount: -
Total (including VAT): SEK 0