How to retrieve MTR’s, Packing Lists, and Tracking Information

At Pennsylvania Machine Works, Inc. we strive to make your ordering experience easier. Once your order has shipped; do not wait for your package to arrive before sourcing your MTR’s, Packing Lists, and Tracking Information. These documents have now become available on www.pennusa.com once your order has been processed, and they will remain on the website for a period of 90 days. Please follow the simple steps below to begin the process.

1. Go to www.pennusa.com and look on the right hand side for the top button linking you to the Tracking Information and Packing List option. Click the top button “Order Tracking” to begin retrieving your Packing List, Tracking Information, and MTR’s.
2. Once you click on the button, you will see this screen next. You will need to fill in your Penn Customer number, and your Purchase Order Number as Penn Machine has entered it. Typically we drop any dash or zero at the beginning of the purchase order.

Example: “00012345” will become “12345”
Example: “1234-5” will become “12345”

Please refer to your order acknowledgement to view the PO as we have it entered.
3. To locate your Penn Customer Number, you can either call 1-800-Penn-USA and speak with a representative to ascertain your customer number, or you can look at any of your Penn Machine invoices. On the invoice, the customer number will appear below the “Sold To” column, as seen in this example below. The customer number below is “124000”.

<table>
<thead>
<tr>
<th>CUSTOMER NO.</th>
<th>ORDER NO.</th>
<th>SALES REP</th>
<th>SHIP NO.</th>
<th>SHIP VIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>124000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PENN CO NUMBER:**

Your Customer's Ship To Address

Your Company Information
4. Once you fill in the values for your Penn customer number, and your company purchase order, you will be shown a screen very similar to the one below. On this screen, you have the option to click on any of the **BLUE** links for information. This information can be printed directly from your printer. The Packing List, Tracking Information, and MTR's can be viewed from here.

Order Status Report

Thank you for using our automated service center and for purchasing Penn fittings!

**PENN PRODUCT DESCRIPTION ABBREVIATIONS**

Your customer number with Penn Machine is 124000
Information on your order is listed below:
To view details on a shipment and get MTRs, click on the Shipment Number.

Pennsylvania Machine Works, Inc. - 201 Bethel Avenue, Aston, PA - 19014 USA
Phone: [001] (610) 497-3300 Fax: [001] (610) 497-5325

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Order Date</th>
<th>PMW Order No.</th>
<th>Shipment No.</th>
<th>Ship Date</th>
<th>Carrier</th>
<th>Shipping Cost</th>
<th>Tracking Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06/18/2014</td>
<td></td>
<td>1 Packing List</td>
<td>06/20/2014</td>
<td>FEDXFGTJRD</td>
<td>$ .00</td>
<td>Proof of Delivery</td>
</tr>
</tbody>
</table>

**If you choose, you can also retrieve just your MTR without your PO#, and without having to print your Tracking Information and Packing List!**

**Note:** If calling in for an MTR, you will need the Purchase Order Number!
NO PURCHASE ORDER NUMBER?

1. To get your MTR *without* your Purchase Order Number, it is a very easy process, start by going back to the [www.pennusa.com](http://www.pennusa.com) homepage, where you began to source your Packing List and Tracking Information. Once there, click the button below the “Order Tracking” button, the option you need now is “Material Test Reports.”

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**Welcome**

Since its founding in 1931, Pennsylvania Machine Works has grown to become a leader in the forged pressure fitting industry. Each distinct division, [Penn Machine](http://www.pennusa.com), [US Drop Forge](http://www.usdropforge.com) and [Penn Texas](http://www.pennusa.com/penn-texas) contribute to the unique ability of Pennsylvania Machine Works. [Forged pressure fittings](http://www.pennusa.com/forged-pressure-fittings), 1/8” through 6” and branch outlet connections 1/8” through 72” are all

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**Materials**

Penn Machine manufactures forged pressure fittings in carbon, stainless, chrome moly, aluminum, copper nickel, hastelloy, monel and a variety of other special exotic alloys. Each alloy is selected because of its special characteristics under various operating environmental stresses.

[Learn More](http://www.pennusa.com/our-products/materials)
2. Once you select “Material Test Reports”, you will be taken to a similar screen as when you sourced your Packing List and Tracking Information, an example can be seen below.
3. Click on Login, as here at Pennsylvania Machine Works there is *ONE* login username, and *ONE* password. When you see the screen below, use the following information.

*Case Sensitive*
Username: mtr4u
Password: priam
4. Once you hit submit, use the next screen to enter your Penn Heat Number, followed with your Material Grade. Once your selection is made, hit enter.

**Material Test Reports**

Enter your heat number below and then select the material grade.

Penn Heat Number: 3X9G

Material Grade: F11

*When choosing material grades, choose F316L/316L for 316L (e.g. 30, tee, couplings) or TP316L/316L for 316L (nipples/pipe) or WP316L/316L for 316L (swages/butt weld). This also applies to 304L type material.*

For a "zero" in the heat code, try the number "0" first, then the letter "O" next.

Submit  Reset
5. On the next screen, the system has loaded your Heat Number and your Material Grade, the last step is to select your item. In this case, we will select “1 9MSW CAP F11”. Hit submit once you select from the drop down menu.

Material Test Reports

Penn Heat Number is: 3X9G
Material Grade: F11

The product MTR will appear with the line item description. Just print it from your browser when displayed.

Click the box to choose any item description which was manufactured by this heat number

Submit  Reset

6. Your MTR is now ready to print!

Material Test Report

DESCRIPTION: 1 9MSW CAP F11 QUANTITY: 1
HEAT NUMBER: 3X9G MATERIAL GRADE: F11 UNS NUMBER: K11572

CHEMICAL ANALYSIS

C  MN  P  S  SI  NI  CR  MO  CU
VALUES WILL APPEAR

AL  N  PB  CO  W  V  CB  SN  H

THANK YOU FROM PENNSYLVANIA MACHINE WORKS!