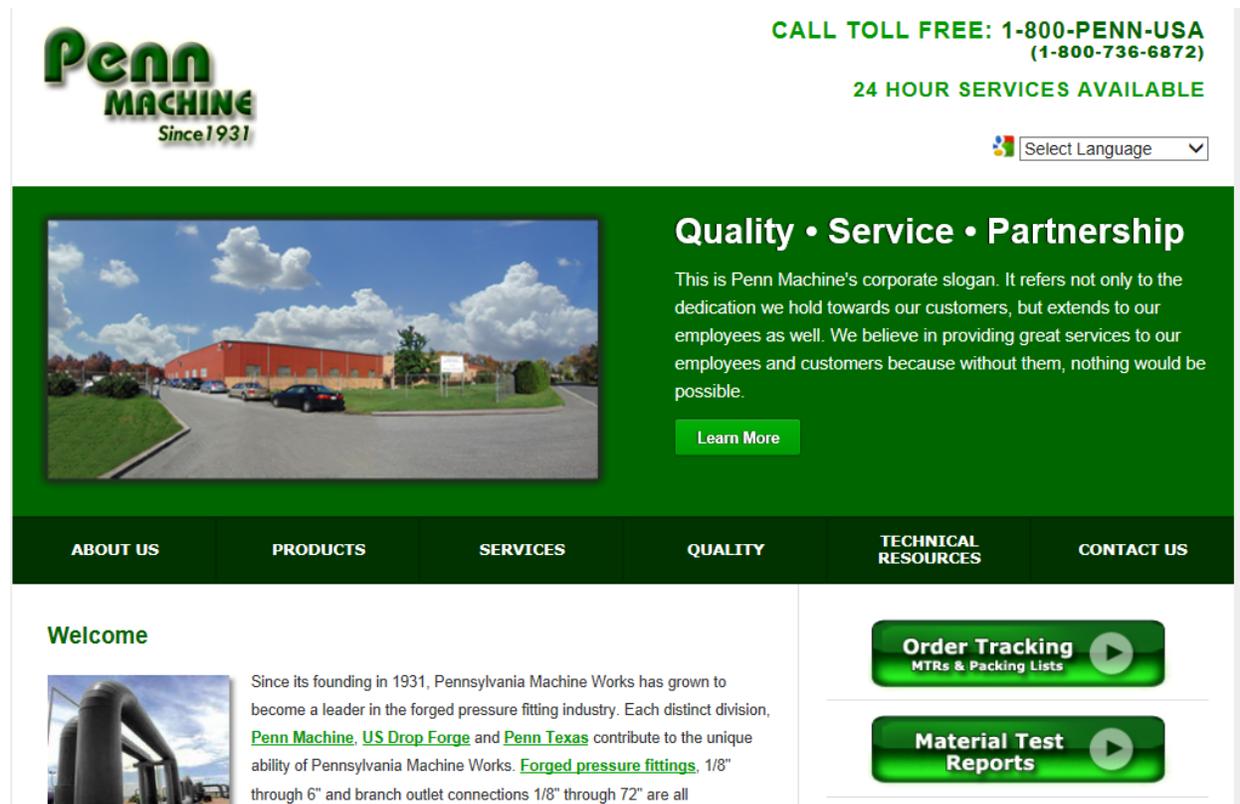


How to retrieve MTR's, Packing Lists, and Tracking Information

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.



The screenshot shows the Penn Machine website homepage. At the top left is the logo "Penn MACHINE Since 1931". To the right, it says "CALL TOLL FREE: 1-800-PENN-USA (1-800-736-6872)" and "24 HOUR SERVICES AVAILABLE". There is a language selection dropdown menu. Below this is a green banner with the slogan "Quality • Service • Partnership" and a photo of a factory building. A "Learn More" button is present. A navigation bar contains links for "ABOUT US", "PRODUCTS", "SERVICES", "QUALITY", "TECHNICAL RESOURCES", and "CONTACT US". The main content area has a "Welcome" section with a photo of industrial pipes and text describing the company's history and products. On the right, there are two prominent buttons: "Order Tracking MTRs & Packing Lists" and "Material Test Reports".

Penn MACHINE
Since 1931

CALL TOLL FREE: 1-800-PENN-USA
(1-800-736-6872)

24 HOUR SERVICES AVAILABLE

Select Language

Quality • Service • Partnership

This is Penn Machine's corporate slogan. It refers not only to the dedication we hold towards our customers, but extends to our employees as well. We believe in providing great services to our employees and customers because without them, nothing would be possible.

[Learn More](#)

ABOUT US **PRODUCTS** **SERVICES** **QUALITY** **TECHNICAL RESOURCES** **CONTACT US**

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](#), [US Drop Forge](#) and [Penn Texas](#) contribute to the unique ability of Pennsylvania Machine Works. [Forged pressure fittings](#), 1/8" through 6" and branch outlet connections 1/8" through 72" are all

Order Tracking
MTRs & Packing Lists

Material Test Reports

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.

Services

ABOUT US	PRODUCTS	SERVICES	QUALITY	TECHNICAL RESOURCES	CONTACT US
--------------------------	--------------------------	--------------------------	-------------------------	-------------------------------------	----------------------------

Order Tracking

Get your order status, packing list, MTR and proof of delivery (with purchase order number and line item description) in seconds!

Your customer number may be found on any paperwork you may have received from Penn Machine or call a Penn Machine sales representative for assistance at 1-800-PENN-USA.

Penn Customer Number: (5 to 6 digits)

Purchase Order Number:

(Please do not include any preceding zeros in the purchase order number and remove any spaces, dashes or slashes.
Example: 00P-234500 should be P234500)

[Track](#) [Reset](#)

Navigation

- [Order Tracking](#)
- [Material Test Reports](#)
- [EDI Services](#)
- [Custom Fittings](#)
- [Box Quantity Packaging](#)
- [Special Order Handling](#)
- [Special Product Testing](#)
- [Product Certifications](#)

Site Search

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".

Pennsylvania Machine Works
 201 Bethel Avenue
 Aston, PA 19014-3443
 Phone: (610) 497-3300 FAX: (610) 497-3325

SHIP TO:	Your Customer's Ship To Address	*** Ple P.O Phi 191 ***
SOLD TO:	Your Company Information	*** Dow PVF Tra WWW ***

CUSTOMER		ORDER	SALES REP
1	124000	PENN CO NUMBER	9
SHIP NO	SHIP VIA		
511347	TRF/MTRK/FY *EYD*MTDQ*		

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) 497-3325

P.O. Number	Order Date	PMW Order No.	Shpmt No.	Ship Date	Carrier	Shipping Cost	Tracking Number
	06/18/2014		1 Packing List MTR	06/20/2014	FEDXFGT3RD	\$.00	Proof of Delivery
							Proof of Delivery

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!

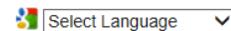
NO PURCHASE ORDER NUMBER?

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 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."



CALL TOLL FREE: 1-800-PENN-USA
(1-800-736-6872)

24 HOUR SERVICES AVAILABLE



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](#)

ABOUT US **PRODUCTS** **SERVICES** **QUALITY** **TECHNICAL RESOURCES** **CONTACT US**

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](#), [US Drop Forge](#) and [Penn Texas](#) contribute to the unique ability of Pennsylvania Machine Works. [Forged pressure fittings](#), 1/8" through 6" and branch outlet connections 1/8" through 72" are all



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.



CALL TOLL FREE: 1-800-PENN-USA
(1-800-736-6872)

24 HOUR SERVICES AVAILABLE

Select Language

Services

ABOUT US

PRODUCTS

SERVICES

QUALITY

TECHNICAL
RESOURCES

CONTACT US

MTR Login

Improved features including product description and quantity on your printed material test report.

If you have your Penn Machine product heat code number, please login below.

If you do not have a password, please register below or contact a Penn Machine representative.

Login

Register

Navigation

[Order Tracking](#)

[Material Test Reports](#)

[EDI Services](#)

[Custom Fittings](#)

[Box Quantity Packaging](#)

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



CAL

Services

ABOUT US

PRODUCTS

SERVICES

QUALITY

Login

Username:

Password:

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:

Material Grade:

When choosing material grades, choose *F316/316L* for 316L (e.g. 90, tee, couplings) or *TP316/316L* for 316L (nipples/pipe) or *WP316/316L* 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.

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

Please Select Your Product:

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

1 9MSW CAP F11

[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!

PENNSYLVANIA MACHINE WORKS, IINC.

201 BETHEL AVENUE
ASTON, PENNSYLVANIA 19014
(610) 497-3300 - FAX (610) 497-3325
www.pennusa.com



TEXAS PMW, IINC.

315 NORTH WAYSIDE DRIVE
HOUSTON, TEXAS 77020
(713) 679-7900 - FAX (713) 679-7920
www.pennusa.com

Material Test Report

DESCRIPTION: 1 9MSW CAP F11 QUANTITY:
HEAT NUMBER: 3X9G MATERIAL GRADE: F11 UNS NUMBER: K11572
ASTM Specification: A182 Spec. Year: 07 Spec. Rev:

CHEMICAL ANALYSYS

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!**