

1. Login to the customer portal by going to <https://700valve.host.traceapps.com/>. If you do not have an account, select “Click here” underneath “To get a Username”.



Welcome to our MetalTrace® Online Site

Username:  [To get a Username Click Here](#)

Password:  [Forgot your Password Click Here](#)

By clicking the "Login" button, I agree to the [Terms of Use and Copyright Statement](#) outlined herein.

**"Quick Start" Instructions:**  
This website opens in "TraceBack EZTrace Search" mode.  
Ex. Type the PO in the "PO #" box, then click "Search" or hit "Enter" (TIP: USE THE \* SYMBOL AS A WILD CARD CHARACTER TO SEARCH A RANGE OF DOCUMENTS.)  
Search Results will be displayed and you can View, Print, or Email them.

You must have Adobe Reader installed on your computer to view MTRs on this website.

Click the icon to download Adobe Reader for FREE.

700 VALVE SUPPLY  
11329 CASH ROAD  
STE 100  
STAFFORD TEXAS  
77477

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2. Once inside the system, begin searching by **Sales Order #**, **Customer PO #**, or **Invoice #**. When you locate the document you want, click “View”.

**TIP:** Use the “\*” as a wild card key before and after any text or numbers to search all results within the criteria.

The screenshot shows the EZTrace search interface for 700 Valve Supply. The search criteria are set to "Customer PO #" with the value "\*4033\*". The search results table shows one result with a "View" button highlighted.

Doc #	Sales Order #	Customer PO #	Invoice #
6465	1158355	4033498	1035757

3. **Save, Download, or Print** the document using the icons on the top right of the document. OR use the document view to scroll and view within the window.

Click **“Return to the previous search page”** to search for a new document.

Important note: Clicking the **“back”** on the browser will refresh the page.

**700 VALVE SUPPLY**

[return to the previous search page](#)

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## INVOICE

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832-742-7470



INVOICE	
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1158355	