



**SERVICE METAL**  
*Trust In Every Connection*

# **SERVICE METAL**

## **MTRs**

### **&**

## **Order Tracking**



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At Service Metal, we know how important MTRs are to you and your customers. We have been working hard to improve the process and make obtaining your MTR faster and easier.

This guide will help you learn about our new process.

We know how much material matters. We are happy to help you get what you need.



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# Improved Accessibility

Once your shipment has arrived, check your packing slip.

4300 Planned Industrial Dr.  
Saint Louis MO 63120

Material Test Report:  
BP Code: [REDACTED]

Ship Type: LTL/TL

Freight Terms: FFA

Line#	PO#	Item No.	Item Description	Ship Qty	Heat Codes	Comments
1	944329-00	SORT01.5X.90	1-1/2" X 1/2" 150# A197 GALV NPT RED TEE	20		
25	944409-00	3MH01.5X.250	1-1/2" X 1/4" 3/6000# SA105V NPT HEX BUSHING B16.11	5	P655	
12	944452-00	SCR01.5010	1-1/2" X 1" STD AISA234 WPB BW CONC REDUCER B16.9	25	X307C	
18	944452-00	SCR0602.5	6" X 2-1/2" STD AISA234 WPB BW CONC REDUCER B16.9	11	80305C	
23	944452-00	SER0504	5" X 4" STD AISA234 WPB BW ECC REDUCER B16.9	10	A2304E	
9	944452-00	S4503.0	3" STD AISA234 WPB BW 45 ELL B16.9	500	A3893	
6	944452-00	ST14	14" STD AISA234 WPB BW TEE B16.9	15	YD915MT	
5	944452-00	ST16	16" STD AISA234 WPB BW TEE B16.9	4	627C	

Page 1 of 8

A QR Code, like the one shown here, can be found on every packing slip from Service Metal. A scan of that code provides your employees access to the MTR. You don't even need a login for access!






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# Multiple Orders?

If we have shipped multiple POs together, it is easy to locate the information you are looking for.

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Document date: 8/15/2023

Delivery number: [REDACTED]

4300 Planned Industrial Dr.  
Saint Louis MO 63120

Sold to: [REDACTED]

Ship to: [REDACTED]

Material Test Report  


Print MTRs: N

EP Code: [REDACTED] Ship Type: LTL/TL Freight Terms: FFA

Line#	PO#	Item No	Item Description	Ship Qty	Heat Codes	Comments
1	944329-00	SGRT01.5X.50	1-1/2" X 1/2" 150# A197 GALV NPT RED TEE	20		
26	944409-00	3MH801.5X.250	1-1/2" X 1/4" 3/6000# SA105N NPT HEX BUSHING B16.11	5	P855	
12	944452-00	SGR01.501.0	1-1/2" X 1" STD A/SA234 WPB BW CONG REDUCER B16.9	25	X307C	
18	944452-00	SGR0602.5	5" X 2-1/2" STD A/SA234 WPB BW CONG REDUCER B16.9	11	B0305C	
23	944452-00	SER0504	5" X 4" STD A/SA234 WPB BW ECC REDUCER B16.9	10	A2304E	
9	944452-00	S4503.0	3" STD A/SA234 WPB BW 45 ELL B16.9	500	A3893	
6	944452-00	ST14	14" STD A/SA234 WPB BW TEE B16.9	15	YD91BMT	
6	944452-00	ST16	16" STD A/SA234 WPB BW TEE B16.9	4	027C	

Page 1 of 8

We have updated our process to detail items on the packing slip, grouped by PO, in the same order you provided our sales team.



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# List By Package v. PO

Do you keep your records by package instead of PO?  
No problem.

## Summary By Package:

Item No	Item Description	Quantity
<b>Package#: 1684744</b> <span style="float: right;"><b>Weight: 610.00</b></span>		
SO110	10" 150# A/SA105 SLIP ON FLG RF B16.5	48
<b>Package#: 1684867</b> <span style="float: right;"><b>Weight: 610.00</b></span>		
SO110	10" 150# A/SA105 SLIP ON FLG RF B16.5	48
<b>Package#: 1685185</b> <span style="float: right;"><b>Weight: 1,592.00</b></span>		
SCR01.501.0	1-1/2" X 1" STD A/SA234 WPB BW CONC REDUCER B16.9	25
3MHB01.5X.250	1-1/2" X 1/4" 3/16000# SA105N NPT HEX BUSHING B16.11	5
SCR0602.5	6" X 2-1/2" STD A/SA234 WPB BW CONC REDUCER B16.9	11
SER0504	5" X 4" STD A/SA234 WPB BW ECC REDUCER B16.9	10
SC1.75	3/4" 150# A/SA105 THRD FLG RF B16.5	25
BL1.75	3/4" 150# A/SA105 BLIND FLG RF B16.5	25
BL101.0	1" 150# A/SA105 BLIND FLG RF B16.5	100
SW101.25	1-1/4" 150# A/SA105 SOCKET WELD FLG RF STD B16.5	25
SO101.0	1" 150# A/SA105 SLIP ON FLG RF B16.5	100
SO110	10" 150# A/SA105 SLIP ON FLG RF B16.5	14
WN101.25	1-1/4" 150# A/SA105 WELD NECK FLG RF STD B16.5	30
XT02.0	2" XH A/SA234 WPB BW TEE B16.9	50
XCP02.5	2-1/2" XH A/SA234 WPB BW CAP B16.9	1
SCP01.0	1" STD A/SA234 WPB BW CAP B16.9	25

The second section of every packing list provides the same information but grouped by package number.



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# Check the Sticker

Package #: 01962800001684744		
TO	PL#: 147,240	Dest: 02-LTL
		
ITEM NO: SO110		
DESCRIPTION: 10" 150# A/SA105 SLIP ON FLG RF B16.5		
LABEL #:	QUANTITY	
22 OF 22	48	
		
(02)00196280063368(37)48		
		
(00)01962800001684744		Created:2023-08-11 - 1,412

Your package number is the last seven digits of the "SSCC" code found on a 4x6" sticker attached to your pallet or box.



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# MTR Sequence

In addition to updating the sequence of our packing slips, we've updated the MTR sequence too. All the documents we provide list items in the same order for your convenience.

11445 Granite St. Suite A  
Charlotte NC 28273

**Sold to:**

**Material Test Report:**

BP Code: [REDACTED] Ship Type: LT

MASTER DISTRIBUTOR  
PIPE FITTINGS & VALVES

Thu

**To:**

**Document Summary Page**

The MTR's are printed in the following order:

#	Heat #	Product Code	Product Description
1	2002576	XBNS02.0X07	2" X 7" XH A106B BLK NIPPLE SEAMLESS
2	B3502	S4504	4" STD A/SA234 WPB BW 45 ELL B16.9

Line#	PO#	Item No	Item Des
2	81595	XBNS02.0X07	2" X 7" XH
1	81595	S4504	4" STD A/SA

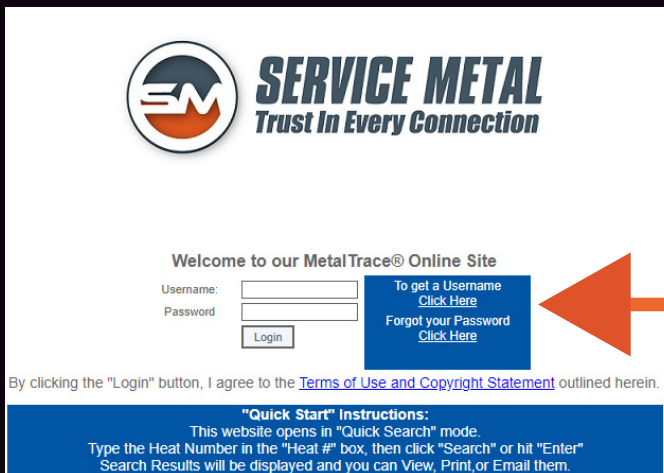
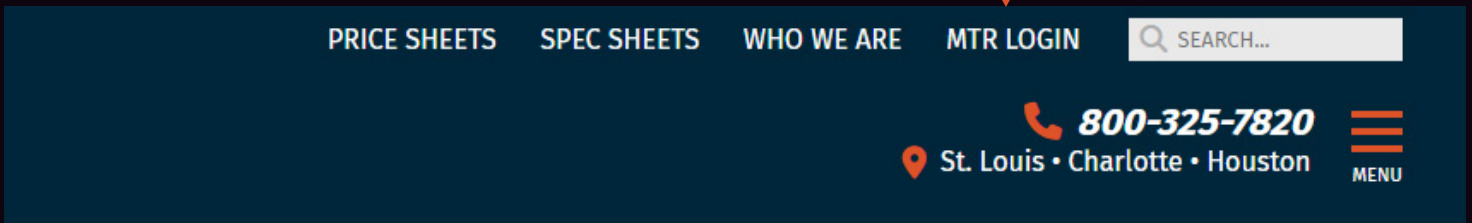


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# Metal Trace<sup>®</sup> Website

One more tip before you go, to access the Metal Trace<sup>®</sup> website you'll need credentials.

To access MTRs for orders on servicemetal.net, this link will take you to the Metal Trace<sup>®</sup> login screen



To get credentials for access, click here







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# Do you need a printed MTR?

Document date: [REDACTED] Delivery number: [REDACTED]

Sold to: [REDACTED] Ship to: [REDACTED]

Print MTRs: N

Item No.	Item Description	Ship Qty	Heat Codes	Comments
944329-00	SGRT01 5X 50	1-1/2" X 1/2" 150# A197 GALV NPT RED TEE	20	
944409-00	3MH01 5X 250	1-1/2" X 1/4" 3/6000# SA105N NPT HEX BUSHING B16.11	5	P855
944452-00	SCR01 501 0	1-1/2" X 1" STD A/SA234 WPB BW CONC REDUCER B16.9	25	X307C
944452-00	SCR0602 5	6" X 2-1/2" STD A/SA234 WPB BW CONC REDUCER B16.9	11	B0306C
944452-00	SER0504	5" X 4" STD A/SA234 WPB BW ECC REDUCER B16.9	10	A2304E
944452-00	S4503 0	3" STD A/SA234 WPB BW 45 ELL B16.9	500	A3893
944452-00	ST14	14" STD A/SA234 WPB BW TEE B16.9	15	YD915MT
944452-00	ST16	16" STD A/SA234 WPB BW TEE B16.9	4	627C

Page 1 of 8

We're dedicated to meet your needs. We track who needs printed MTRs with product on arrival and who doesn't. Check your packing slip to make sure we have your preferences correct.

We can always print MTRs if you need one.



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# Emailed Documents

Prefer to have packing slips (delivery notes) emailed to you?

Here's some helpful things to know about when to expect connection to your MTR via email:



LTL



Sent at 6pm if booked earlier that day.



Sent shortly after order loaded onto truck

**PICKED UP**



Embedded tracking link



Embedded tracking link with carrier name and Pro #



Sent shortly after order handed to customer.



Link to retrieve MTR



Link to retrieve MTR



Link to retrieve MTR



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# MTR from Email

To get your MTR from the email we've sent you, clicking the link takes you directly to the MTR in MetalTrace. From there, you can forward the MTR to another email address, download, or print.

Subject: FW: UPS Shipment Notification for your PO# 7203488

Packing Slip - 143010.pdf  
63 KB

Hello [REDACTED]

Please see attached shipping documents for your PO# [REDACTED], and our order number [REDACTED]

Your order was shipped via UPS on [REDACTED]. The tracking number is [REDACTED]. Please click [HERE](#) to track your package.

For your convenience, we have attached a copy of the packing slip. The packing slip is separated at the line level by PO# and then gives you a summary of the material shipped by pack

Click [HERE](#) for a link to your MTR pdf.

Thank you for your business,

Bradley Schneider  
[sales@servicemetal.net](mailto:sales@servicemetal.net)  
800-325-7820

Download

Print

Email

TRACER MetalTrace®  
APPLICATOR

Email Goto Login

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MASTER DISTRIBUTOR OF  
PIPE FITTINGS & VALVES

To: [REDACTED]

Document Summary Page

The MTR's are printed in the following order:

#	Heat #	Product Code	Product Description
1	H4837	SOF102.5	2-1/2" 150# A-SA105 SLIP ON FLG FF B16.5
2	H8337	SOF104	4" 150# A-SA105 SLIP ON FLG FF B16.5
3	H8046	BLF104	4" 150# A-SA105 BLIND FLG FF B16.5



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# Who Gets Emails?

Your communication preferences are important to us and we are happy to include or remove anyone for your order.

You can add as many people to our contact list for your order as you'd like. Our sales team is happy to include key players for you.

You can also take people who don't need to be included off of our list at any time.





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# No Email? No Problem

Don't forget the QR Code takes you to the same place as the link we emailed to you.

1. Scan with smart phone
2. Double click on your PC

*(only works on original digital file)*

Will take you to the same place as the Email link!

4300 Planned Industrial Dr.  
Saint Louis MO 63120

**Sold to:** [Redacted]

**Ship to:** [Redacted]

Document date: [Redacted]

Delivery number: [Redacted]

Material Test Report:

BP Code: [Redacted] Ship Type: Parcel (UPS) ParcelServiceLevel: Ground Freight Terms: FFA

Line#	PO#	Item No	Item Description	Ship Qty	Heat Codes	Comments
1	TAG# MM-13564//PAU	SOF102.5	2-1/2" 150# A/SA105 SLIP ON FLG FF B16.5	2	H4837	
1	TAG# MM-13564//PAU	SOF102.5	2-1/2" 150# A/SA105 SLIP ON FLG FF B16.5	2	H4837	
3	TAG# MM-13564//PAU	BLF104	4" 150# A/SA105 BLIND FLG FF B16.5	1	H8046	
2	TAG# MM-13564//PAU	SOF104	4" 150# A/SA105 SLIP ON FLG FF B16.5	1	H8337	