



# ORDER HISTORY REPORT

## ACCESSING REPORTS

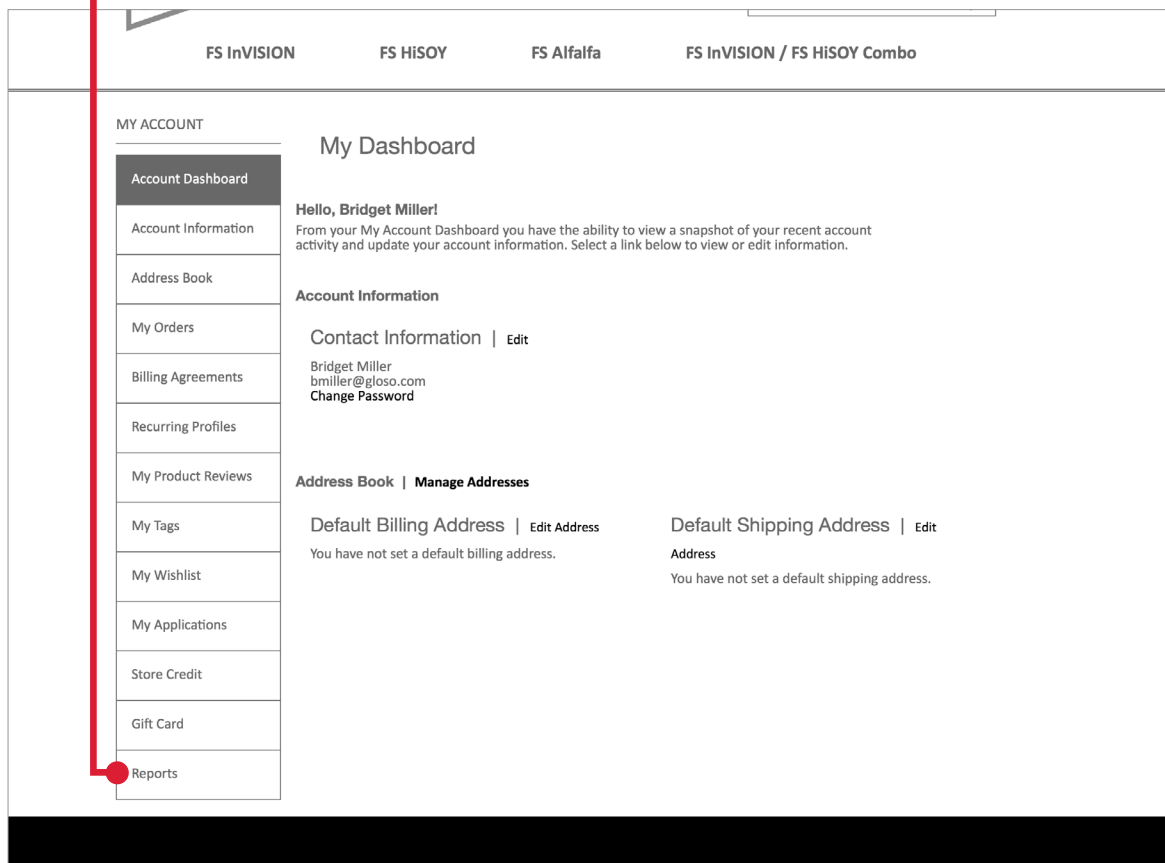
1

Click on "My Account" from the upper portion of the screen.



2

From the left navigation, select "Reports" under the "My Account"





## ORDER HISTORY REPORT

### REPORTS

1

Fill in the date ranges. You can either manually fill in the field, or select the calendar to the right of the field to auto-populate the calendar.

The report can be sorted by : Order ID (Order Number), Order Total or Order Status.

Click "Filter" to generate report

Welcome Back, Bridget Miller

Shopping Cart \$0.00  
My Account | My Wishlist (1 Item) | Checkout | Log Out

Search entire store here... | Q

FS InVISION FS HISOY FS Alfalfa FS InVISION / FS HISOY Combo

MY ACCOUNT

Account Dashboard

Account Information

Address Book

My Orders

Report: Orders Report

From \* 2/5/18 11:08 PM To \* 3/7/18 11:08 PM Sort By

Order ID

FILTER EXPORT

2

Once your order history generates, you can either print out the page or click "Export" button to upload to an Excel document.

MY ACCOUNT

Account Dashboard

Account Information

Address Book

My Orders

Billing Agreements

Recurring Profiles

Report: Orders Report

From \* 2/5/18 11:08 PM To \* 3/7/18 11:08 PM Sort By

Order ID

FILTER EXPORT

Order #	Date	Ship To	Order Total	Order Status	
180000002	2/21/17	Bridget Miller	\$0.00	Complete	<a href="#">View Order</a>   <a href="#">Reorder</a>

Show 10 per page 1 Item(s)

This functionality gives you an overall snapshot of the orders placed and includes the order number, date you placed your order, who you shipped your order to, your order total and your order status.



## ORDER HISTORY REPORT

### REPORTS THROUGH ORDER HISTORY

1

You can also access a more detailed report by clicking on "My Orders" from the left navigation tool bar and then by clicking on "View Order".

**My Orders**

Show 10 per page 1 Item(s)

Order #	Date	Ship To	Order Total	Order Status	
1800000002	2/21/17	Bridget Miller	\$0.00	Complete	<a href="#">View Order</a>   <a href="#">Reorder</a>

Show 10 per page 1 Item(s)

« Back

This detailed view will give you an overview of the shipping address, shipping method, billing address, payment method and items on your order.

Welcome Back, Bridget Miller

Shopping Cart \$0.00  
My Account | My Wishlist | Checkout | Log Out

Search entire store here... | Q

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MY ACCOUNT Reorder | Print Order

### Order #1800000002 - Complete

Order Date: February 21, 2017

<b>Shipping Address</b>	<b>Shipping Method</b>
Bridget Miller 2610 Lake Cook Road Riverwoods, Illinois, 60015 United States T: (847) 317-9000	FedEx - Ground
<b>Billing Address</b>	<b>Payment Method</b>
Bridget Miller 2610 Lake Cook Road Riverwoods, Illinois, 60015 United States T: (847) 317-9000	<b>Credit Card</b> <b>Credit Card Type:</b> MasterCard <b>Credit Card Number:</b> XXXX-0015

Items Ordered | Track your order

Product Name	Warehouse	SKU	Price	Qty	Subtotal
Gildan Heavy Blend Full-Zip Black Hooded Sweatshirt	Global Sourcing	CG-5263-BK-S	\$12.50	Ordered: 1 Shipped: 1	\$12.50
				Subtotal	\$12.50
				Shipping & Handling	\$6.82
				Tax	\$0.00
				<b>Grand Total</b>	<b>\$19.32</b>