

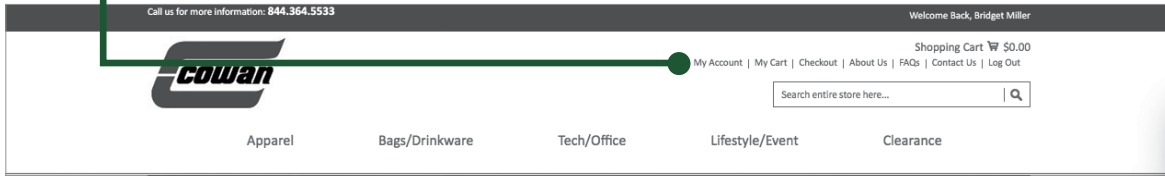


ORDER HISTORY REPORT

ACCESSING REPORTS

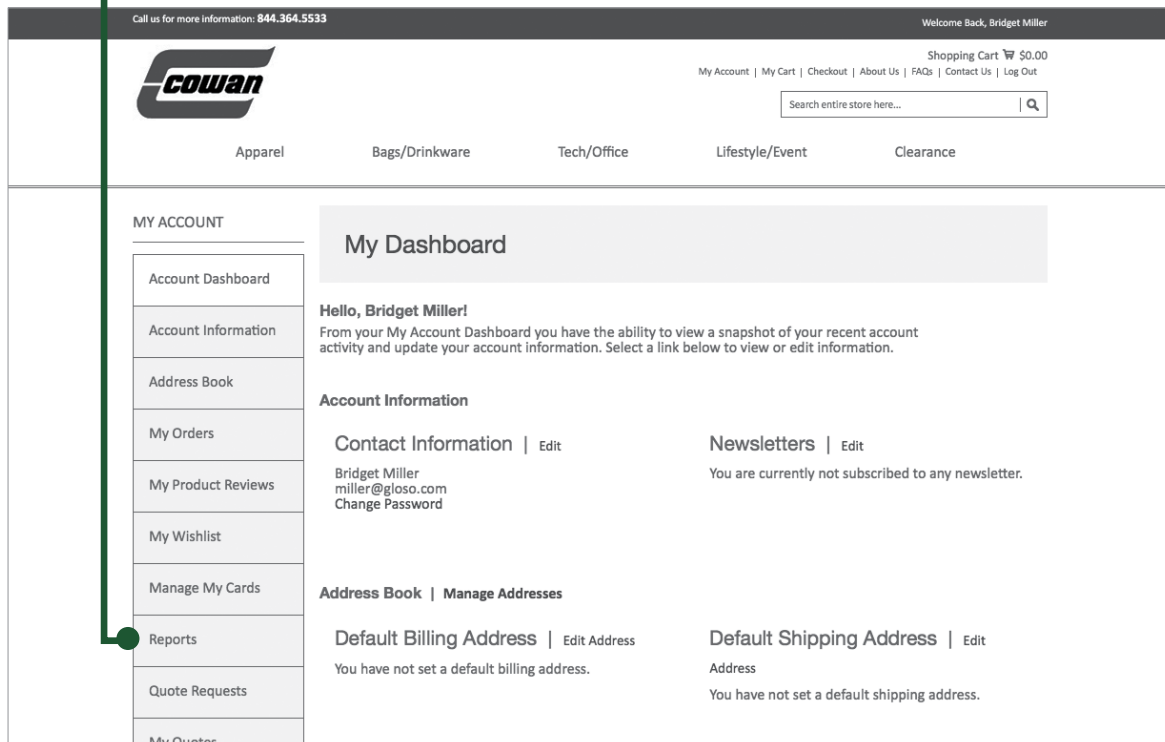
1

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

Call us for more information: 844.364.5533

Welcome Back, Bridget Miller

Shopping Cart \$0.00

My Account | My Cart | Checkout | About Us | FAQs | Contact Us | Log Out

Search entire store here...

Apparel Bags/Drinkware Tech/Office Lifestyle/Event Clearance

MY ACCOUNT

Account Dashboard

Account Information

Address Book

My Orders

Report: Orders Report

From * 1/21/17 10:08 PM To * 2/21/17 10:08 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

My Product Reviews

Report: Orders Report

From * 1/21/17 10:08 PM To * 2/21/17 10:08 PM Sort By Order ID

FILTER

EXPORT

| Order ID | Date | Ship To | Order Total | Order Status |
|-----------|---------|----------------|-------------|--------------|
| 180000002 | 2/21/17 | Bridget Miller | \$12.50 | Complete |

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 | View Order | Reorder |
|------------|---------|----------------|-------------|--------------|----------------------------|-------------------------|
| 1800000002 | 2/21/17 | Bridget Miller | \$0.00 | Complete | View Order | Reorder |

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.

Call us for more information: 844.364.5533 Welcome Back, Bridget Miller

cowan Shopping Cart \$0.00

My Account | My Cart | Checkout | About Us | FAQs | Contact Us | Log Out

Search entire store here...

Apparel Bags/Drinkware Tech/Office Lifestyle/Event Clearance

MY ACCOUNT [Reorder](#) | [Print Order](#)

Order #1800000002 - Complete

Order Date: February 21, 2017

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

| 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 |
| | | | | | Shipping & Handling |
| | | | | | Tax |
| | | | | | \$0.00 |