

ORDER HISTORY

STEP ONE

To access your order history, you will click on the "Order History" widget located on your homepage once you are logged in.



OR, you can hover over the area in the top right corner that says "Hello," followed by your name.

3456 WES 4428 PF	LAUM RD MADISON 53716	Ship ~		NEEL	D HELP? CONTACT US \$ 920-815-4050
	RNER RIC SUPPLY			J	Quick Order Bulk Ordering
Shop	Brands	Solutions	Promotions	M	y Account
				Product & Order Management	Profile information
	My Quotes View All >	ভূ	Drder History iew Ali >	My Account Account Settings Addresses My Saved Payments Saved Orders Invoice History Order History Order Approval My Quotes My Lists Previously Purchased	Customer WERNER ELECTRIC SUPPLY Bill-To: #123456 Ship-To: #234566 Inside Rep WESLEY WERNER WERNER@WERNERELECTRIC.COM 123-456-7891 Outside Rep STANLEY SUPPLY SSUPPLY@WERNERELECTRIC.COM 123-546-1234
Recer	tly Purchas	ed			
	Product Description		Price	Change Ship-To	Sign Out of Account >

STEP TWO

When you open the order history page, this is what it will look like:

< Home < My A	ccount < Order Histo	ry			
Order H	listory				
Search Orders	+				
31 Order	S			Per page: 6 🗸	Page 1 of 6 ~
Order Date 🗸	Order #	PO #	Ship To	Status	Total
7/2/20	\$6140329.5	123456789 RGA	23456 WES 4428 PFLAUM RD MADISON WI 53716	Call When Available	-\$172.49
7/1/20	\$6191974.3	123456789	101112 WES 4611 68 TH AVE KENOSHA WI 53144	Invoice	-\$2.67
7/1/20	\$6191834.3	456 RGA	23456 WES 4428 PFLAUM RD MADISON WI 53716	Invoice	-\$7.92
6/30/20	\$6196765.1	123456789	23456 WES 4428 PFLAUM RD MADISON WI 53716	Invoice	\$163.30
6/30/20	\$6193613.3	1234 RGA	34567 WES 3055 HOLMGREN WAY GREEN BAY 54304	Invoice	-\$0.88
6/30/20	\$6140329.2	123456789	67891 WES 1400 W BREITUNG AVE KINGSFORD MI 49802	Invoice	\$0.00

STEP THREE

When you expand the "Search Orders +" you will be able to enter various criteria for narrowing down your search. Please be aware that the order history page encompasses all order history from your company – both web and non-web orders.

< Home < My Account < Order History Order History					
Search Orders —					
Select Ship To Show All	Q	Order #		PO #	
Enter keyword or item #	Q	Order Total	~	Total	
Status	~	From		То	III
	,	L			Search > Clear >

TIP: When searching for an order within the order history that contains a certain product, allow some time for the search bar to load. It will try to pull up the exact part you might be looking for:

Ô	Southwire® Alumaflex [™] Simpull [™] 11272203 Type XHHW-2 Building Wire , 600 VAC, 2 AWG 69106	•				
ø	Wiring Device-Kellems Twist-Lock® L1430P Grounding Standard Sized Locking Male Plug 1510585					
A	Milwaukee® 48-22-6109 General Purpose Wire Stripper/Cutter, 20 to 12 AWG Solid/Stranded 4149112		F		[
0	Wiring Device-Kellems 515SC Straight Body Straight Blade Connector, 125 VAC, 15 A, 2	-	Order #		PO #	
Enter ko wire	eyword or item #	×	Order Total	~	Total	
Status		~	From 05 / 19 / 2020	Ĩ	То	II
						Search > Clear

INVOICE HISTORY

STEP ONE

You can access invoice history from the "My Account" area.

50 WES 4428 FF	DADIMIND MIADISON 33710 0	mp +		NE	ED HELP?	CONTACT 03	\$ 920-815-4050
	RNER RIC SUPPLY			,	Quick Ord Bulk Order	der (Normality) Hello, HANNA	\$0.00 0 items
Shop	Brands	Solutions	Promotions	N	1у Ассон	unt	
				Product & Order Management	Pr	ofile information	
Ê	My Quotes View All >	0 Vid	rder History w All >	My Account Account Settings Addresses My Saved Payments Saved Orders Invoice History Order History Order Approval My Quotes My Lists Previously Purchased	CL W B S S In W W 1 OL S S S 1	INTORE ELECTRIC SUPP /ERNER ELECTRIC SUPP /INTO: #12345 SIDE Rep /ESLEY WERNER /ESLEY WERNER /ESLEY WERNERELEC 23-456-7891 TANLEY SUPPLY SUPPLY@WERNERELEC 23-564-1234	LY CTRIC.COM TRIC.COM
Recer	Product Description	d	Price	Change Ship-To	>	Sign Out of Acc	ount >

STEP TWO

When you open the invoice history page, this is what it will look like:

Invoice His	tory		
Search Invoices +			Please go to Dilltrust to reprint or to view a complete listing of your invoices
			V - 0011115005 (# 40 40 4)
Statement Sum	Imary for WERNER		Y eCOMMERCE (#42434)
Statement Sum	Net Due On Invoice	Current	\$0.00 \$0.00
Statement Sum Terms Available Credit Last Purchase	Net Due On Invoice \$99,999.00 -\$18.38	Current 1-30 31-60	\$0.00 \$0.00 \$0.00 \$0.00
Statement Sum Terms Available Credit Last Purchase Last Payment	Mary for WERNER E Net Due On Invoice \$99,999.00 -\$18.38 \$0.00	Current 1-30 31-60 61-90	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Statement Sum Terms Available Credit Last Payment MTD Purchased	Mary for WERNER E Net Due On Invoice \$99,999.00 -\$18.38 \$0.00 \$0.00	Current 1-30 31-60 61-90 91-120	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Statement Sum Terms Available Credit Last Purchase Last Payment MTD Purchased YTD Purchased	Net Due On Invoice \$99,999.00 -\$18.38 \$0.00 \$0.00 \$0.00	Current 1-30 31-60 61-90 91-120 Over 120	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

STEP THREE

When you expand "Search Invoices +" you will be able to enter various criteria for narrowing down your search, like invoices tied to one specific ship to, invoice numbers, PO numbers, or order numbers. You can even sort by "open invoices only."

rch Invoices —		Please go to 🗾 b	illtrust to reprint or to view	a complete listing of your invoices
Select Ship To Q	Invoice #		PO #	
Order #	From		То	

STEP FOUR

In order to pay your bills online, you will need to go to the Billtrust website. You cannot make payments directly on our website. You can click on the Billtrust logo next to each invoice to open up that specific order in your account – or click the Billtrust logo at the top of the page to view all orders in your account. This will take you directly to your Billtrust account and you will already be logged in.

Invoice Date ~	Invoice #	P0 #	Ship To	Due Date	Total	Balance	Bill Trust
7/2/20	S6191834.003	123456 RGA	WES 4428 PFLAUM RD # 23456	6/29/20	-\$7.92	\$0.00	🛛 billtrust