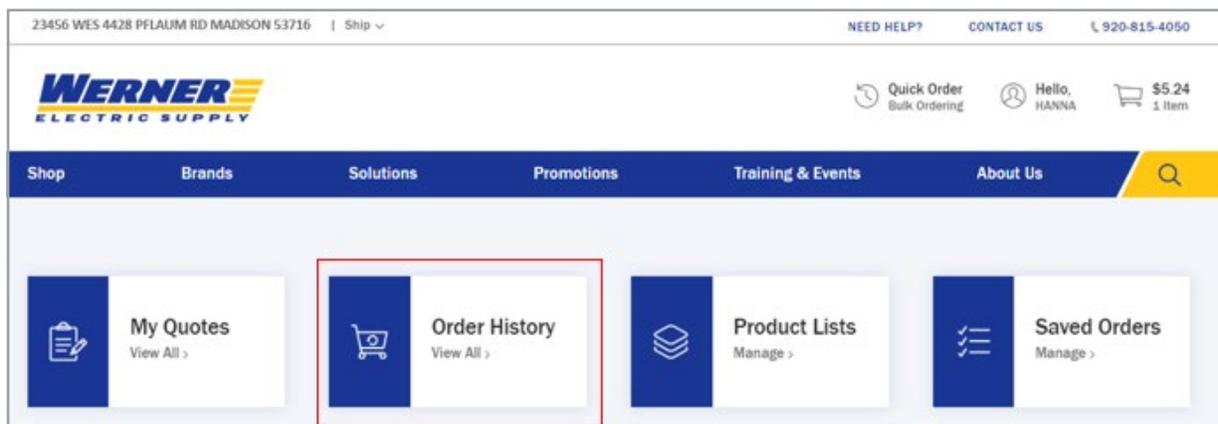


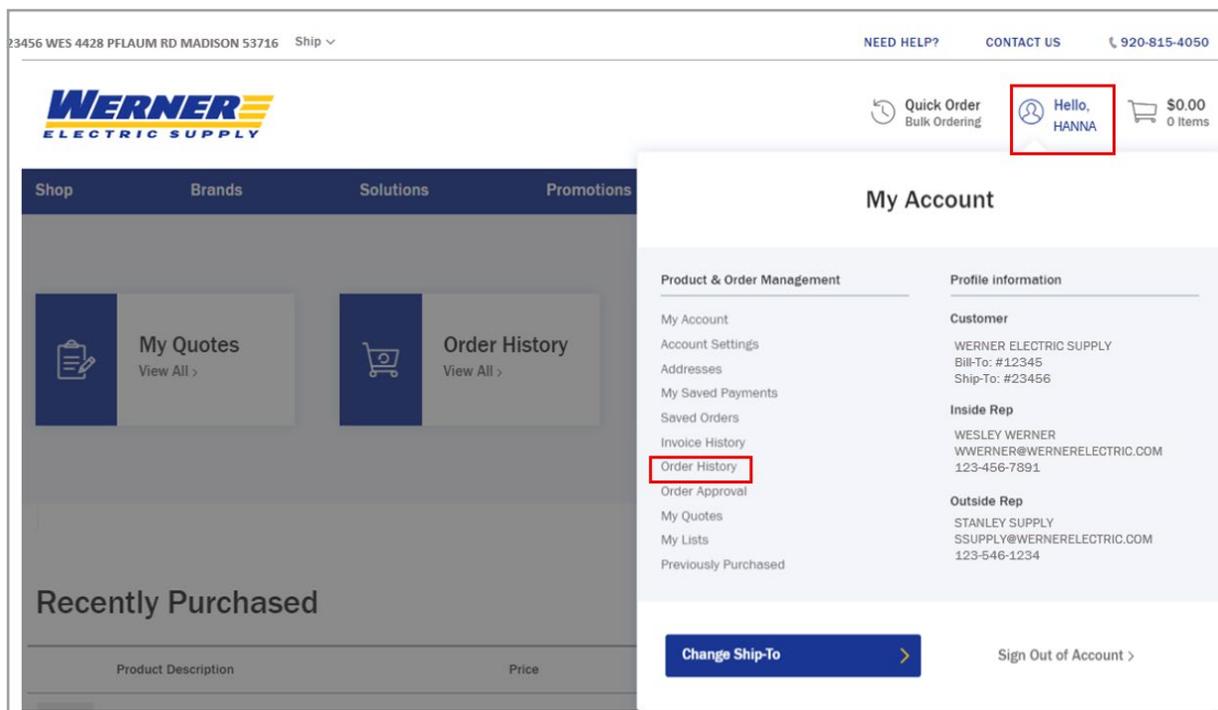
ORDER HISTORY

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.



[Continue >](#)

STEP TWO

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

< Home < My Account < Order History

Order History

Search Orders +

31 Orders Per page: 6 < Page 1 of 6 >

Order Date	Order #	PO #	Ship To	Status	Total
7/2/20	S6140329.5	123456789 RGA	23456 WES 4428 PFLAUM RD MADISON WI 53716	Call When Available	-\$172.49
7/1/20	S6191974.3	123456789	101112 WES 4611 68 TH AVE KENOSHA WI 53144	Invoice	-\$2.67
7/1/20	S6191834.3	456 RGA	23456 WES 4428 PFLAUM RD MADISON WI 53716	Invoice	-\$7.92
6/30/20	S6196765.1	123456789	23456 WES 4428 PFLAUM RD MADISON WI 53716	Invoice	\$163.30
6/30/20	S6193613.3	1234 RGA	34567 WES 3055 HOLMGREN WAY GREEN BAY 54304	Invoice	-\$0.88
6/30/20	S6140329.2	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

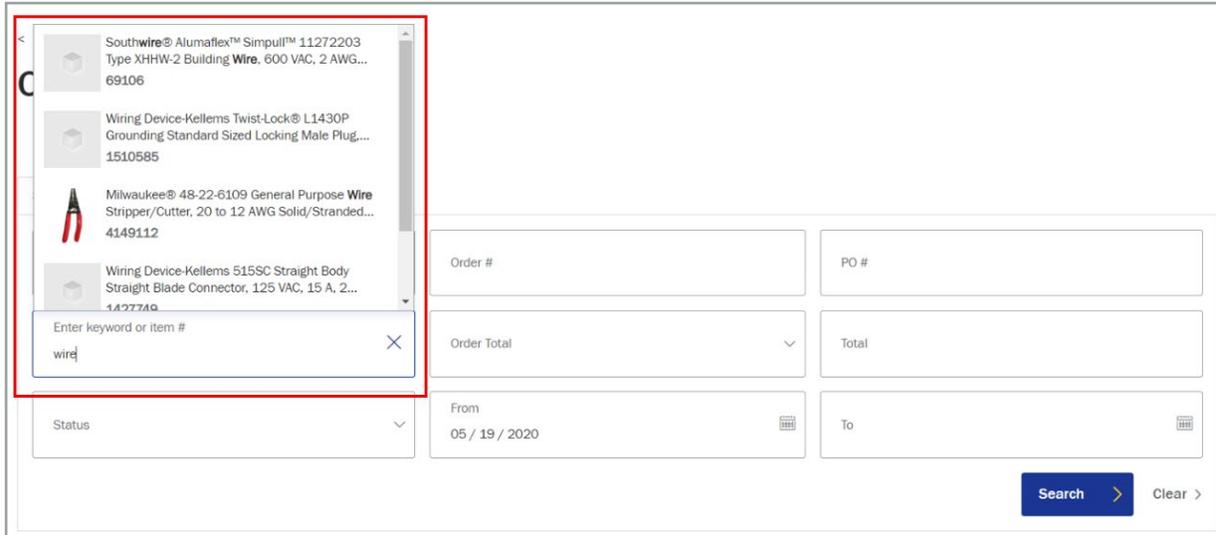
Search Orders —

Select Ship To Show All	Order #	PO #
Enter keyword or item #	Order Total	Total
Status	From	To

Search > Clear >

[Continue >](#)

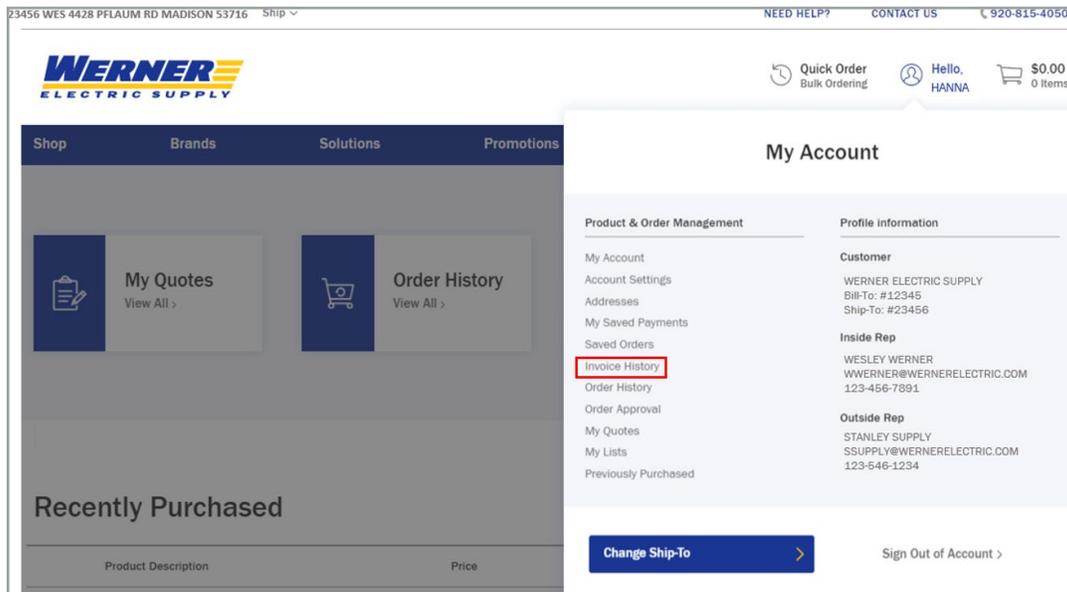
TIP: When searching for an order within the order history that contains a certain product, allow some time for the search bar to load. It will try to pull up the exact part you might be looking for:



INVOICE HISTORY

STEP ONE

You can access invoice history from the “My Account” area.



Continue >

STEP TWO

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

< Home < My Account < Invoice History

Invoice History

Search Invoices +

Please go to [billtrust](#) to reprint or to view a complete listing of your invoices

Statement Summary for WERNER ELECTRIC SUPPLY eCOMMERCE (#42434)

Terms	Net Due On Invoice	Current	\$0.00
Available Credit	\$99,999.00	1-30	\$0.00
Last Purchase	-\$18.38	31-60	\$0.00
Last Payment	\$0.00	61-90	\$0.00
MTD Purchased	\$0.00	91-120	\$0.00
YTD Purchased	\$0.00	Over 120	\$0.00
	Total		\$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.”

< Home < My Account < Invoice History

Invoice History

Search Invoices —

Please go to [billtrust](#) to reprint or to view a complete listing of your invoices

Select Ship To
Show All

Invoice #

PO #

Order #

From

To

Open Invoices Only

Search > Clear >

Continue >

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 #	PO #	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	