

Overview

There are 4 ways to navigate to order history for reprinting invoices.

Below are four methods to navigate to the completed orders list for reprinting invoices.

Method 1: [Order history from “Dashboard” dropdown list](#)

Method 2: [View Invoice & Credit notes from the account main dashboard](#)

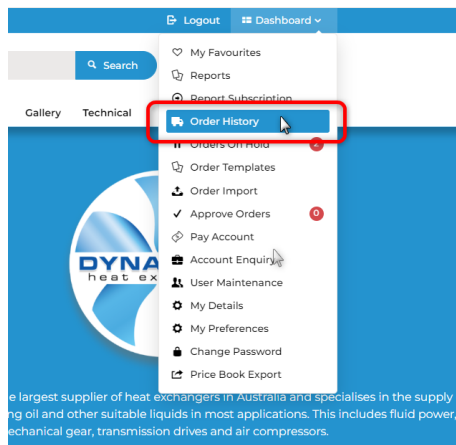
Method 3: [Order history from the account main dashboard](#)

Method 4: [Recent orders from the account main dashboard](#)

Step-by-step guides

Method 1: Order history form “Dashboard” dropdown list

a. After login, Hover over “Dashboard” and click “**Order history**”.



Select "Order History" from “My Account” drop-down list

b. In “Order History” page, there are seven fields in the header section for filtering by order status, order start and end date, delivery start and end date, your reference and product search.

By default, search results will show all order types for the last 30 days from today.

As only completed orders can be reprinted invoices, the recommendation is to set order status to **completed orders** from the dropdown list, you can also set a date range.

OR in the section below the header, you can search by invoice / order number.

Then click “**Search**”.

Dashboard / Order History

Check the status of your order

Order Status
 Completed Orders

Order Date (start) 13/08/2024

Order Date (end) 12/09/2024

Delivery Date (start)

Delivery Date (end)

Your Reference

Product Search

Show My Orders Only

Invoice / Order Number

c. In “Search Results” section, click “**View**” to view the selected invoice details page on your screen or tick “**Reprint Invoice**” on multiple invoices then click “**Request Selected Invoice(s)**” for an email copy.

Search Results

5 records (1 page)

Order No.	Order Date	Customer Code	Status	Your Ref	Invoice No.	Invoice Date	Total (ex)	Options
122022	06/08/2024		Complete	PO140691	400516	07/08/2024	\$319.80	<input type="checkbox"/> Reprint Invoice <input type="button" value="View"/>
120489	15/05/2024		Complete	PO140122	399943	24/06/2024		<input type="checkbox"/> Reprint Invoice <input type="button" value="View"/>
120453	14/05/2024		Complete	PO140092	399790	12/06/2024		<input type="checkbox"/> Reprint Invoice <input type="button" value="View"/>
120441	13/05/2024		Complete	PO140088	399364	14/05/2024		<input type="checkbox"/> Reprint Invoice <input type="button" value="View"/>
120280	03/05/2024		Complete	PO140029	399257	06/05/2024	\$199.55	<input type="checkbox"/> Reprint Invoice <input type="button" value="View"/>

Method 2: View Invoice & Credit notes from the account main dashboard

In **Account Status** section of the main dashboard, click “**View Invoice & Credit Notes**”.

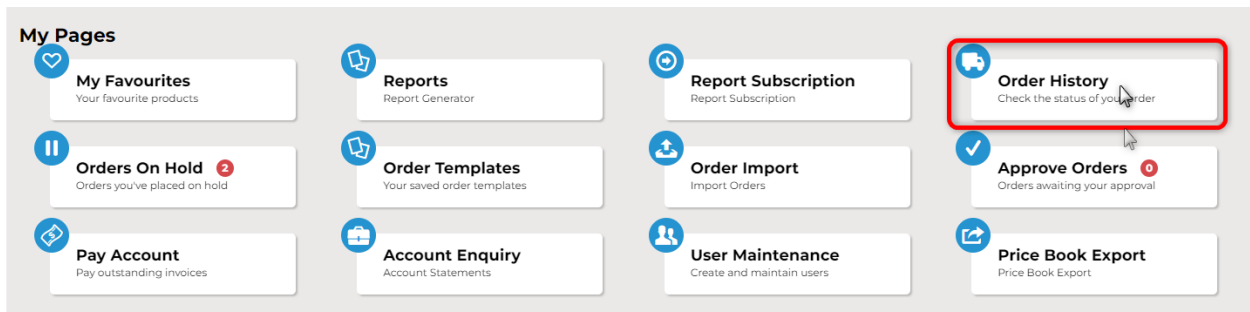
Account Status

Total Balance Owing	\$0.00	90+ Days	\$0.00
Total Balance Due	\$351.78	60 Days	\$0.00
		30 Days	\$351.78
		Current	\$0.00

Online Order History and invoice reprint

Method 3: Order history from account main dashboard

From the main dashboard, scroll down to the bottom, click “**Order History**”.



Method 4: Recent orders from the account main dashboard

In “**Recent Invoices**” section, select the target invoice you want to reprint by clicking the Invoice number to navigate to the order details page. Note: Only the 5 most recent orders appear on the “Recent Invoices” section the dashboard.

Recent Invoices				
Date	Type	Invoice #	Your Order #	Total
23/10/2023	Invoice	C116639	116639	\$0.00
09/11/2023	Invoice	C117304	117304	\$0.00
02/05/2024	Invoice	C117670	117670 E	\$20,332.00
02/05/2024	Invoice	C117670	117670 D	\$21,528.00
09/09/2024	Invoice	400626	122263	\$258.70