

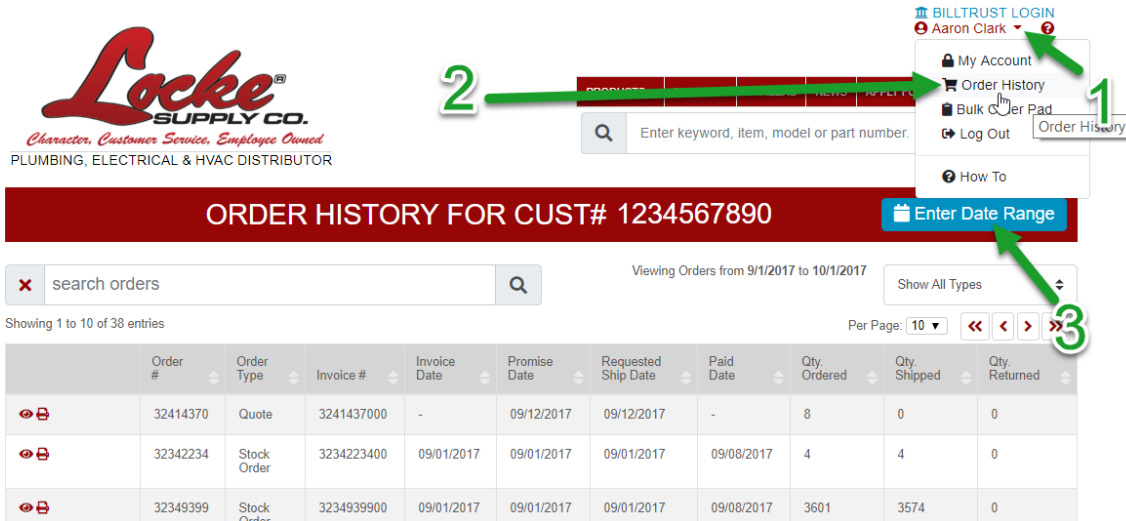


Order History

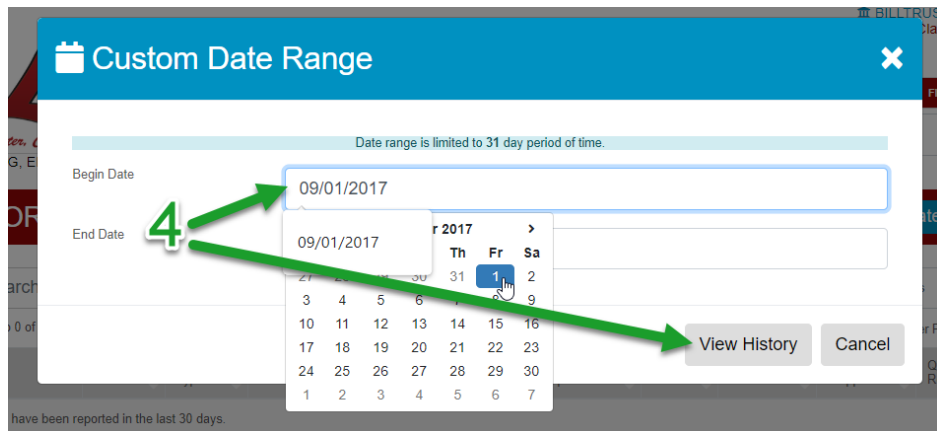
You can view your **Order History** online.

1. Click the **dropdown arrow**  **BILLTRUST LOGIN** Aaron Clark  next to your name to login.
2. Select **Order History** from the dropdown menu. Your Order History for the last 30 days will display.
3. To change the date range, click the **Enter Date Range** button.



	Order #	Order Type	Invoice #	Invoice Date	Promise Date	Requested Ship Date	Paid Date	Qty. Ordered	Qty. Shipped	Qty. Returned
	32414370	Quote	3241437000	-	09/12/2017	09/12/2017	-	8	0	0
	32342234	Stock Order	3234223400	09/01/2017	09/01/2017	09/01/2017	09/08/2017	4	4	0
	32349399	Stock Order	3234939900	09/01/2017	09/01/2017	09/01/2017	09/08/2017	3601	3574	0

4. Order History is limited to any 30-day date range. Select a **Begin Date** or an **End Date** from the **Custom Date Range** dialog box, then click the **View History** button.



5. Filter the type of orders you wish to view by clicking on the **dropdown menu**.

