

1. Hover over **Dashboard** and select **Order History**

2. Enter order details, and click **Search**

Order Status	Order Date (start)	Order Date (end)	Delivery Date (start)	Delivery Date (end)	Your Reference	Product Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show My Orders Only (Matt Williams)

Customer PO Number	Job Number
<input type="text"/>	<input type="text"/>

OR

Invoice / Order Number

3. From the search results, tick **Print Invoice**

Search Results

9 records (1 page)

Order No / Invoice No	Order Date	Customer Code	Status	Your Ref	Total (ex)	Options
123456			Invoiced		\$150.00	<input checked="" type="checkbox"/> Print Invoice <input type="button" value="View"/>
234567			Invoiced		\$250.00	<input type="checkbox"/> Print Invoice <input type="button" value="View"/>

4. Click **Request Selected Invoice(s)**

5. Enter the preferred email, and preferred file type

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### Invoice Reprint

Order Number: 794090 SI  
Please enter the email address to which your Invoice Reprint will be delivered.

Email Address

Reprint Format

6. Click **Submit Reprint Request**

7. You will then be sent an email with the requested invoice