

ORDER HISTORY REPORT

	ACCESSING REPORTS
	on link "My Account" on top right navigation bar.
Select St	Pioneer Store \$ Logout Shopping Carl ₹ \$0.00
	Home My Cart, Times My Account Checkout About Us Contact Us FACe Enter Word Search
PRODUCTS	FATIWEAR APPEARET NAME BRANDS SAFETY EVENT & TRADESHOW SUPPLIES OF FARANCE
Prom 1	the left menu, select "Reports" under the "My Account"
	Shopping Cart ¥ \$0.0
	Home My Cart 0 Items My Account About Us Contact Us FAGs Enter Word Search P
	ADWEAR APPAREL NAME BRANDS SAFETY EVENT & TRADESHOW SUPPLIES CLEARANCE
Account Dast poard	My Dashboard
Account Information	Hello, From your My Account Dashboard you have the ability to view a snapshot of your recent account activity and update your account information. Select a link
Address Book	Account Information
Order History	Contact Information
Reports	Edit
My Product Reviews	Change Password
My Wishlist	Address Book
Quote Requests	Manage Addresses Default Billing Address
My Quotes	You have not set a default billing address. Edit Address Default Shipping Address
Gift Cards	You have not set a default shipping address. Edit Address
Manage My Cards	



ORDER HISTORY REPORT

REPORTS



Fill in the date ranges. You can either manually fill in the field or select the calendar to the right of the field to auto-populate the calendar.

The report can be sorted by : Order ID (Order Number), Order Total or Order Status.

Click "Filter" to generate report

	PRODUCTS	HEADWEAR	APPAREL	NAME BRANDS	SAFETY	EVENT & TRADESHOW SUPPLIES	CLEARANCE
M1 Acc	ACCOUNT unt Dashboard	Report	: Orders Repo	ort			
Acc	unt Information	Fr	om * 4/16/19 7:03 P				
Add	ess Book	Sa	To * 5/16/19 7:03 P				
Orde	r History						
Rep	orts	FILTER					

Once your order history generates, you can either print out the page or click "Export" button to upload to an Excel document.

From *	4/16/19 7:03 P
To *	5/16/19 7:03 P
Sort By	Order ID 💠

This functionality gives you an overall snapshot of the orders placed and includes the order number, date you placed your order, who you shipped your order to, your order total and your order status.



ORDER HISTORY REPORT

REPORTS THROUGH ORDER HISTORY

You can also access a more detailed report by clicking on "Order History" from the left menu and then by clicking on "View Order".

MY ACCOUNT Account Dashboard	My Orders					
Account Information	terms 1 to 10 of 12 total show [10 *] per page					
Address Book	2 >					
	Order# Date Ship To	Order Total Status				
Order History	100040168 2/22/19	\$0.00 Canceled View Order				
Paparta	100035312 8/23/18	\$5.00 Complete View Order				
Neports	100035267 8/22/18	\$0.00 Ganoeled View Order				
My Product Reviews	100035000 8/14/18	\$0.00 Canceled View Order				
	100024551 011515	\$0.00 Campier View Order				

This detailed view will give you an overview of the shipping address, shipping method, billing address, payment method and items on your order.

				Enter Word County			
				Enter word Starter			
PRODUCTS	HEADWEAR	APPAREL	NAME BRANDS	SAFETY			
MY ACCOUNT		044040 David					
Account Dashboard	Order #100041812 - Pending						
Account Information About This Order:							
Address Book	Order Date: May 8, 2019						
Order History	Shipping Address						
	2610 Lake Cook Road STE. 190 Riverwoods IL, 60015						
Reports							
	Shipping Method						
My Product Reviews	Dropship - Multiple s						
My Wishlist	Diamond Warehouse : United States Postal Service - Priority Mail \$7:35 Vantage Apparel : United States Postal Service - Priority Mail \$8:00 Cutter and Buck Int Warehouse : FedEx - Home Delivery \$10.94 Pre-Order Warehouse A (Diamond): FedEx - Home Delivery \$11.45						
Quote Requests	Billing Address						
My Quotes	2610 Lake Cook Road STE. 190 Riverwoods IL, 60015						