



# ORDER HISTORY REPORT

## ACCESSING REPORTS

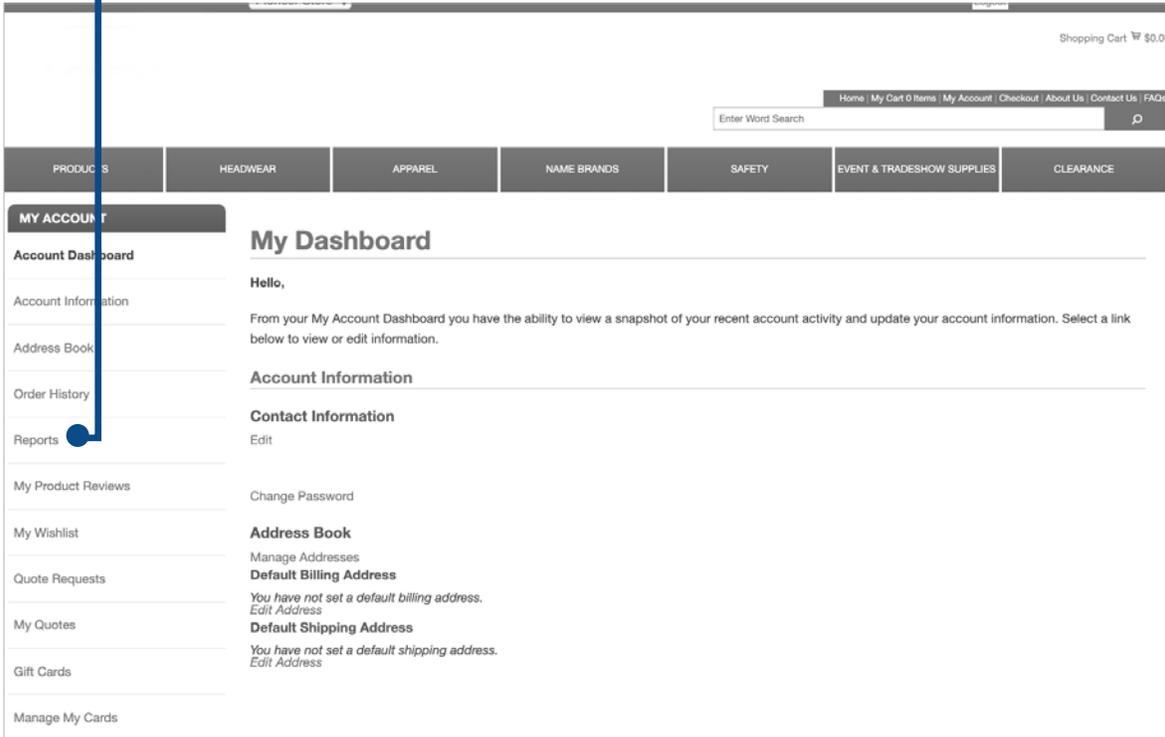
1

Click on link "My Account" on top right navigation bar.



2

From the left menu, select "Reports" under the "My Account"





## ORDER HISTORY REPORT

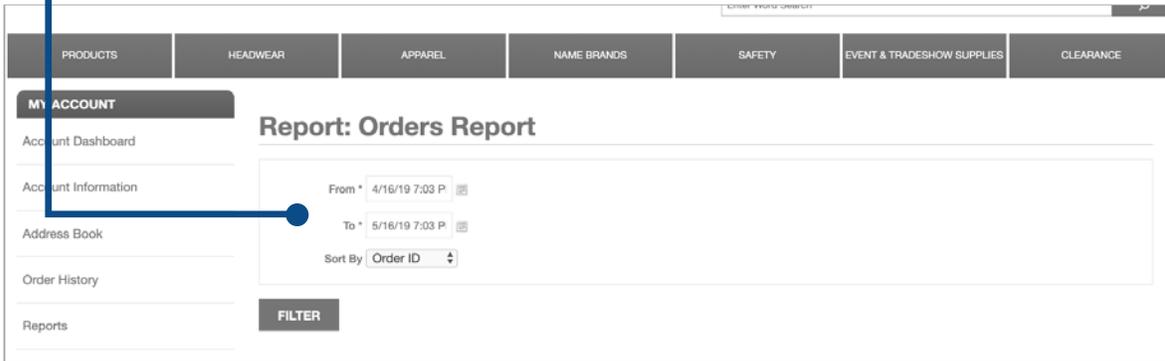
### REPORTS

1

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.

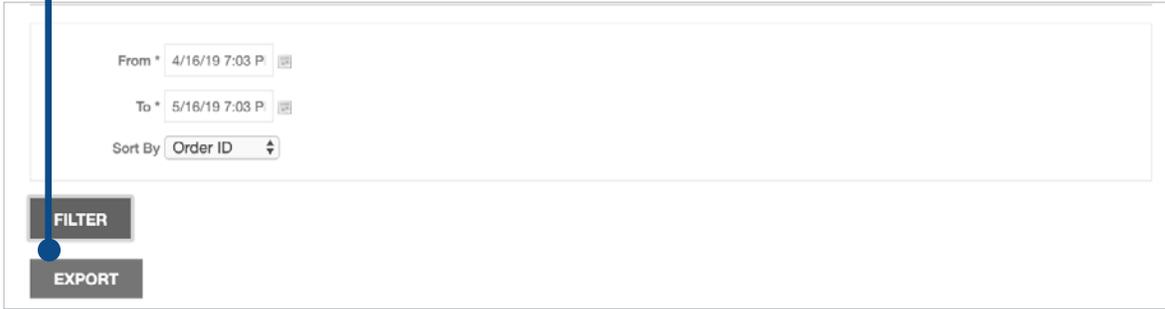
The report can be sorted by : Order ID (Order Number), Order Total or Order Status.

Click "Filter" to generate report



2

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



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

**1** 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
- Account Information
- Address Book
- Order History**
- Reports
- My Product Reviews

### My Orders

Items 1 to 10 of 12 total

Show 10 \* per page

Order #	Date	Ship To	Order Total	Order Status	View Order   Reorder
100040158	2/22/19		\$0.00	Cancelled	View Order   Reorder
100035512	8/23/18		\$5.00	Complete	View Order   Reorder
100035267	8/22/18		\$0.00	Cancelled	View Order   Reorder
100035000	8/14/18		\$0.00	Cancelled	View Order   Reorder
100034647	8/13/18		\$0.00	Cancelled	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 Search

- PRODUCTS
- HEADWEAR
- APPAREL
- NAME BRANDS
- SAFETY

**MY ACCOUNT**

- Account Dashboard
- Account Information
- Address Book
- Order History**
- Reports
- My Product Reviews
- My Wishlist
- Quote Requests
- My Quotes

### Order #100041812 - Pending

Reorder | Print Order

**About This Order:**

Order Date: May 8, 2019

**Shipping Address**

2610 Lake Cook Road STE. 190  
Riverwoods IL, 60015

**Shipping Method**

Dropship - Multiple s  
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

**Billing Address**

2610 Lake Cook Road STE. 190  
Riverwoods IL, 60015