**Retrieve Invoices**

**Purpose:**

* This Job Aid illustrates how to retrieve invoices.

**Steps:**

1. Enter your credentials, i.e. **Email** and **Password***.* Then select the **SUBMIT** button.



1. Select **My Account**.



1. Select **Order history**.



1. The **Order history** screen appears.
2. You can search for Invoices using various search criteria such as *Purchase Order #, Invoice #, Start Date, End Date,* or *Order Status (Credit Memo, Invoice, or All)*.
3. Enter the search criteria.



1. Select the **SEARCH** button.



1. The search results are displayed.
2. Select the **Invoice #** link to view the invoice.

