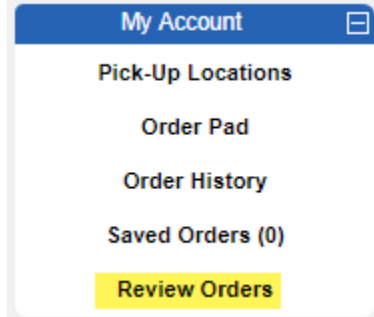
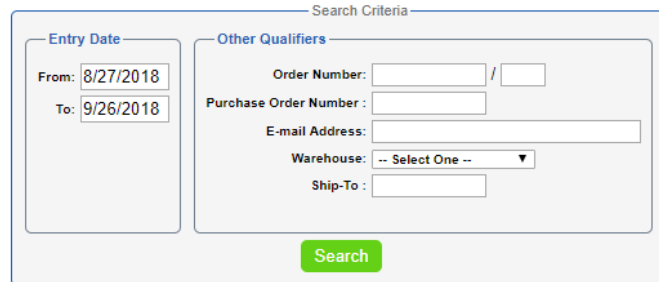


## Navigating to the Order Confirmation within the Punchout Site:

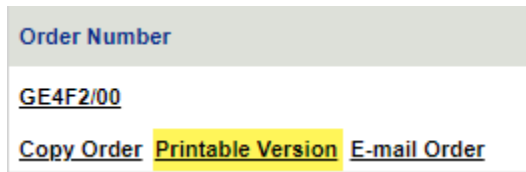
- 1) On the right hand tool bar under the My Account section, click on Review Orders



- 2) Fill in the Entry Date, Order #, PO #, etc. and click on the Search button

A screenshot of a 'Search Criteria' form. The form is divided into two sections: 'Entry Date' and 'Other Qualifiers'. The 'Entry Date' section has 'From:' and 'To:' fields with dates '8/27/2018' and '9/26/2018' respectively. The 'Other Qualifiers' section has fields for 'Order Number', 'Purchase Order Number', 'E-mail Address', 'Warehouse' (a dropdown menu with '-- Select One --'), and 'Ship-To'. A green 'Search' button is located at the bottom of the form.

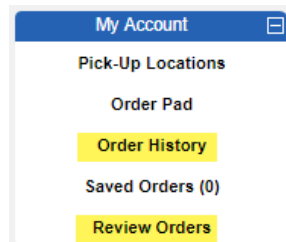
- 3) Find the order, and click on Printable Version. A pop-up window will display the order confirmation.



## Navigating to your Order History within the Punchout Site:

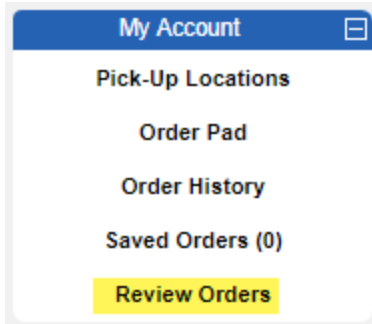
On the right hand tool bar under the My Account section, click on Order History and Review Orders.

- a. Order History will show items they have ordered and sales statistics for those items
- b. Review Orders will show the order listing in history (and open orders).



## Navigating to reorder a previous order within the Punchout Site:

- 1) On the right hand tool bar under the My Account section, click on Review Orders



2) Fill in the Entry Date, Order #, PO #, etc. and click on the Search button

Search Criteria

**Entry Date**

From:

To:

**Other Qualifiers**

Order Number:  /

Purchase Order Number:

E-mail Address:

Warehouse:

Ship-To:

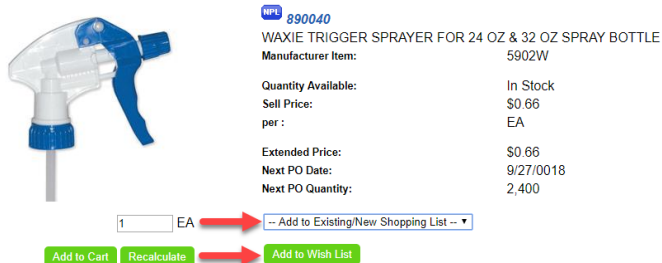
**Search**

3) Find the order, and click on Copy Order to add all items from that order into your cart.

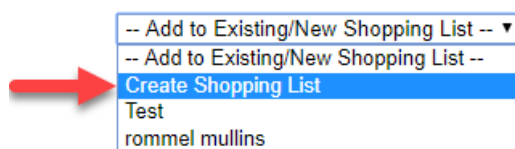


### Navigating to Favorites/Shopping Lists within the Punchout Site:

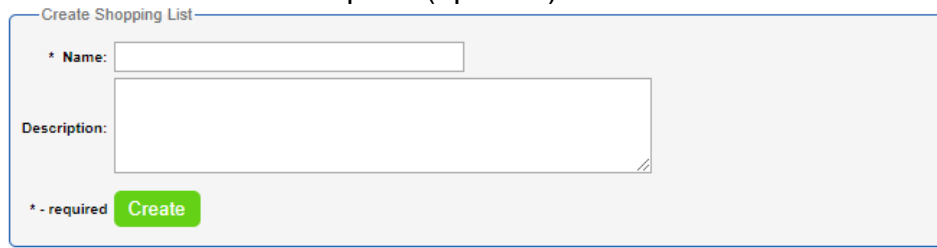
1) If you search for an item and click on its details, you may click on the Add to Existing/New Shopping List or Add to Wish List buttons.



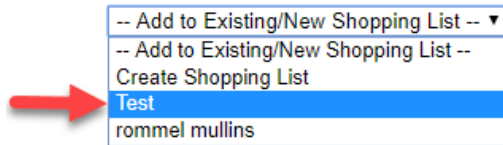
2) Click on the Add to Shopping List button > Click on Create Shopping List



3) Name your list and add a description (optional) > Click on the Create button



4) Go back to the item details screen > Click on the Add to Existing/New Shopping List button > Select the desired list.



### Navigating to Training/Navigation Documentation within the Punchout Site:

- 1) On the right hand tool bar under the New Website Documentation section, click on Quick Reference Guide or Website Changes.
- 2) Quick Reference Guide includes training/navigation materials for our site.
- 3) Website Changes includes new features/changes implemented to the site.

