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

![My Account](image)

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

![Search Criteria](image)

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

![Order Number](image)

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).

![My Account](image)

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

[Image of search criteria]

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

[Image of order number GE4FZ00]

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.

[Image of shopping list creation]

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.