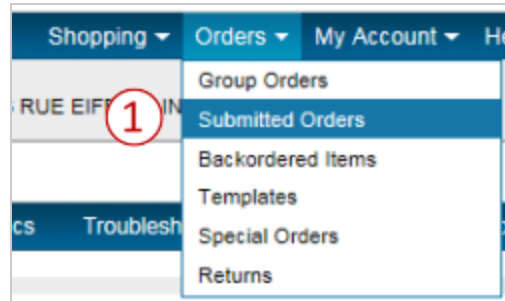


Submitted Orders

Reach Your Submitted Orders

- From the **Orders** menu, select option **Submitted Orders**.
 - The list contains all orders that you've previously processed.



View Your Submitted Orders

- Click the eway order number to view its details.
 - The entire order details are displayed, including the invoice number.
- You can click on the invoice number to immediately it in .pdf format.
 - This option enables you to save the original invoice or to print it if needed.
- Click on the **Tracking Information Available** to open the delivery details.
- In the **Internal Comment** section, you can add a note regarding the order. Click on **Post Comments** to save your notes.
- You can add the order's entire content to one of your shopping list by selecting the appropriate list and clicking the **Add To List** link.
- To add an item from this order to your current shopping cart, click on the **Buy Again** button.
 - In the pop-up window, adjust the quantity and click on **Add to Cart**.

ORDER #	ORDER DATE	ORDER DETAILS	SHIP TO	TOTAL	STATUS
EW60850745	10/28/2015	Acct.#: 17866 Card Number: 4012 1234 5678 9010 PO Number: 4012 1234 5678 9010 Ordered by: David Lam	David Lam 123456789012345 123456789012345	\$15.00	Approved
EW60850745	10/28/2015	Acct.#: 17866 Card Number: 4012 1234 5678 9010 PO Number: 4012 1234 5678 9010 Ordered by: David Lam	David Lam 123456789012345 123456789012345	\$15.00	Awaiting approval