• From the Orders shortcut tile below the main banner.

Orders page.

Find by order number

Orders

Order Number

FW87403885

 If you have submitted orders in the last 30 days, you can click on View all to open the Submitted

View all

Order Date

2023-05-03

Find orders not submitted via eway

You have 1 orders submitted within the last 30 days.

View all

Q

Reach Your Submitted Orders

• From the **Account** menu, hover the **Orders** tab and select option **Submitted Orders**.

Γ	Messages Live chat Ship to location ★ MONTREAL (178406) ∨ Find Account							
Q	🚫 Ink & Toner		Account	Quick Add	Q Help	₽ Cart		
~	Hello Jasmine! MONTREAL (178406)		Close			_		
	Shopping	Group Orders			_			
	Orders	Submitted Orders			Pos	st-it /		
	My Account	Backordered Items						
		Templates			notes	SLICKY		
		In Approval		Sub	mitted	Orders		
		Recently Approved					,	

View Your Submitted Orders

- The list contains all the orders that you've previously submitted via eway.
- Use the lists Order History, Sort By and one of the Filter By options to find the order you wish to query.
- Enter an order number to search for in the Find by order number field.
 - This field works in combination with the Oder History, Sort By and Filter By options.
 - Click the red eway order number to open the Order Details page.
 - Click the Buy Items Again button to reorder all the items included in the order.
- If your search is unsuccessful, the order you are looking for may have been processed via another channel than eway.
 - Click on the link Find orders not submitted via eway.

Ord	er History	Sort By	Filter By		
60	days of order history	V Order Date (Newest)	✓ All Orders		
		Order History	Sort By Filter	BV	
ubmitted	l Orders	60 days of order history	Order Date (Newest)	All Orders Open Orders	Shipped Orders Cancelled Orde
nd by order numb	er Q,		Find orders not submitted	via eway	Find orders not submitted via e
Order #	Order Date	Order Details	Ship To	Product Total	Status
EW87403885	2023-05-03	Acct # : 178406 Cost Center : MONTREAL PO Number : Ordered by : Jasmine Miller	MONTREAL EWAY.CA 1616 EIFFEL BOUCHERVILLE QC J487W1	\$525.60 Buy Items A	Awaiting Approval



View the Order Details Page

- The entire order details are displayed, including the invoice number.
- A message may appear in the header of the page for orders with status Archived.
 - These orders are over 12 months old and not current, they contain details based on the original order submitted only.
- For Shipped orders, you can click on the red invoice number to immediately open it in .pdf format.
 - This option enables you to save the original invoice or to print it if needed.
- If applicable, you can click on Tracking information available to open the delivery details.
- If you have shopping lists, you can add the entire order's content to a list. Click on the **Add to shopping list** drop-down list and select the appropriate shopping list.
 - Click on the red link Add to shopping list that displays.
- In the Comments section, you can add a note regarding the order. Click on Post Comment to save your notes.
- 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.
- To reorder all the items in the order, click the Buy Items Again button.
 - From the Buy Items Again page, adjust the quantities for each item and click the Add to Cart button.

+ Tracking	information	n available	Add to shopping list	∽ ⊖ Print Vie
nvoice: 54659637 (Item(s) Shipped	+ Tracking	g information available	Order Summa	ry
54659637 (Item(s) Shipped Polgit Basic Handheld Calculato	¢	\$5.06 EA Quantity: 10	Ordered by : Order Date : Cost Center : Acct # :	Jasmine Mille 2020-11-07 170806
© TRU RED TM Tank Permanent Markers, Chisel Tig Brand:	p, Black, 5/Pack	\$4.99 PK	Shipping Address :	2058658 ONTARIO INC 1241 TUPPER ST HAWKESBURY,ON K6A3T5
Item#: TRUT#56229		Quantity: 10 Buy Again	Product total : Taxes total : HST :	\$100.50 @ \$13.06 \$13.06
			Payment Method :	On Account
			Comments	250/2
			250 character max	

