

1 All invoices are available under Tracking > Invoice Tracking.



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2 Users can enter an invoice date range, check Paid or Unpaid, or search by Invoice #, Consolidate Invoice #, Sales Order #, Invoice Date, Terms, Due Date and Invoice Total. Users can click on the Invoice # or the Sales Order # in the search results to open the detailed information.

MY INVOICES

Invoice Dates: 01/01/2009 to 05/31/2009

Status: Paid Unpaid

Search: 2167550

Showing 1 - 100 of 188 results

Inv. #	Aging	Status	Cons. Inv. #	SO #	Inv. Date	Terms	Due Date	Invoice Total	Paid	Amount Due
2170073	14	Unpaid	03883179		5/28/2009	Net 30	6/27/2009	\$325.50	\$0.00	\$325.50
2167550	16	Unpaid	03887122		5/26/2009	Net 30	6/25/2009	\$65.00	\$0.00	\$65.00
2166168	-	Paid	03888072		5/25/2009	Net 30	6/24/2009	\$0.00	\$0.00	\$0.00
2163390	22	Unpaid	03883003		5/20/2009	Net 30	6/19/2009	\$1,866.00	\$0.00	\$1,866.00
2163389	22	Unpaid	03870214		5/20/2009	Net 30	6/19/2009	\$200.00	\$0.00	\$200.00
2162012	23	Unpaid	03870993		5/19/2009	Net 30	6/18/2009	\$100.00	\$0.00	\$100.00

3 Users also have the ability to download the invoice information into an Excel spreadsheet. Do a Search, then make sure that all invoices are showing on one page, by updating your "Results per page" and then click on Download. Users can Save or Open the results. (Please delete out any coded information that may have come through with the results.)

MY INVOICES

Invoice Dates: 01/01/2009 to 05/31/2009

Status: Paid Unpaid

Search:

Showing 1 - 188 of 188 results

Results per page: 1,000

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Inv. #	Aging	Status	Cons. Inv. #	SO #	Inv. Date	Terms	Due Date	Invoice Total	Paid	Amount Due
2170073	14	Unpaid	03883179		5/28/2009	Net 30	6/27/2009	\$325.50	\$0.00	\$325.50
2167550	16	Unpaid						\$65.00	\$0.00	\$65.00
2166168	-	Paid						\$0.00	\$0.00	\$0.00
2163390	22	Unpaid						\$1,866.00	\$0.00	\$1,866.00
2163389	22	Unpaid						\$200.00	\$0.00	\$200.00
2162013	23	Unpaid						\$90.00	\$0.00	\$90.00
2162011	23	Unpaid						\$180.00	\$0.00	\$180.00
2162012	23	Unpaid						\$100.00	\$0.00	\$100.00
2162010	23	Unpaid						\$7,350.00	\$0.00	\$7,350.00
2160777	24	Unpaid						\$284.00	\$0.00	\$284.00
2159459	-	Paid						\$0.00	\$0.00	\$0.00
2155909	-	Paid						\$150.00	\$150.00	\$0.00
2155907	-	Paid						\$20.66	\$20.66	\$0.00
2156619	-	Paid						\$0.00	\$0.00	\$0.00

4 Once you click on the Invoice # and open the Invoice Detail, users have the ability to Download PDF, Print or Reorder Products. This is all of the detailed information about what was ordered, when and how much it cost.

INVOICE DETAIL

[Download PDF](#) | [Print](#) | [Reorder Products](#)

General Information		Aging Information	
Status:	Unpaid	Terms:	Net 30
Invoice #:	2170073	Due Date:	6/27/2009
Invoice Date:	5/28/2009	Invoice Total:	\$325.50
Order #:	03883179	Amount Paid:	\$0.00
Order Date:	5/18/2009	Amount Due:	\$325.50
Customer PO #:	ERIN2-5-18-09	Aging	14 Days
Website Order #:	0		
Ship Via:	Local Pickup		
Customer #:	305300		

Address Information

Invoice Line Items								
Line	Pic	SKU / Description	Qty	Unit	Ext. Total	Discount	Total	
1		305300500959608 World Emblem Printmax Pm2, Loc 101, Fab Twill	350	\$0.93	\$325.50	0.00%	\$325.50	
							Product Total	\$325.50
							Shipping Total	\$0.00
							Tax Total	\$0.00
							Invoice Total	\$325.50