

# REVIEWING PAST PURCHASES

1. Select "Past Purchases" from the "My Account" drop down list on the grey navigation bar.
2. Click on an "Invoice" number from the list of past orders to view the details of the invoice.
3. When there are many past purchases listed, it may be useful to use the search fields to narrow down the results.
  - Search Field – what column you're using to find the invoice you're looking for. (e.g. search by date)
  - Search For – Here you put in what you're looking for (e.g. Invoices from July 2011)
  - Sort By – The order that your results will appear in

Account: **DEMTOR**  
 Sold To: ND GRAPHICS TORONTO  
 55 INTERCHANGE WAY UNIT 1  
 CONCORD , ON L4K 5W3  
 416-663-6416

Search Field: Invoice  
 Search For:  
 Sort By: Invoice Date (newest)

**GO**

**Click invoice number to view details**

**Use this area to search**

Invoice:	Date:	PO Number:	Contact:	SO Number:	Total:
<a href="#">T061002</a>	Sep15/11	WISSAM		T47488	\$0.00
<a href="#">T060637</a>	Sep13/11	CONSAC		T45939	\$0.00
<a href="#">T060545</a>	Sep13/11	GREG/TRADESH		T47077	\$0.00
<a href="#">T059036</a>	Aug31/11	WISSAM		T46174	\$0.00

**Toggle arrows to see next page**

4. You can view product details page by clicking the product code.
5. You can add products from an invoice to your new cart.

Bill to: ND GRAPHICS TORONTO  
 55 INTERCHANGE WAY UNIT 1  
 CONCORD ON  
 416-663-6416

Ship To: ND GRAPHICS TORONTO  
 55 INTERCHANGE WAY UNIT 1  
 CONCORD ON

**Click to add to a new cart**

**Click to view product details**

Product:	Description:	Ship Qty:	BO Qty:	UM:	Price:	Per:	Ext. Add:
<a href="#">IDMAVJACY440</a>	Cyan, 440 ml	1.00	0.00	EA	0.00	EA	0.00 <input type="checkbox"/>
<a href="#">IDMAVJAMA440</a>	Magenta, 440 ml	1.00	0.00	EA	0.00	EA	0.00 <input type="checkbox"/>
<a href="#">IDMAVJAYE440</a>	Yellow, 440 ml	1.00	0.00	EA	0.00	EA	0.00 <input type="checkbox"/>