



HOW TO USE ORDER HISTORY

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Log in to your Account

Moje Konto

Twoim Account Managerem jest Ania Chytra
Szczegóły kontaktu
+48 221041619
Napisz do Ani, [klikając tutaj](#)



The dashboard consists of six tiles arranged in a 2x3 grid. Each tile has an icon, a title, a brief description, and a blue button. A blue arrow points to the 'ORDER HISTORY' button in the bottom-left tile.

- QUICK ORDER**: Quickly search for products by SKU or name and add to basket without moving page. You can also upload your own csv file to add all products you want to purchase to the basket in one go.
- ACTIVE QUOTES**: View all active quotes and convert quotes to order. Quotes are only valid for 30 days, pricing is subject to change. Your account manager will inform you if pricing changes.
- FAVOURITES & ORDERING TEMPLATE**: Save favourites for ease of access for future purchases. You can also set up repeat order templates here if you regularly order the same products.
- ORDER HISTORY**: View all of your order history, repeat ordering and generate a returns request. You can also view the status of your orders here.
- AGED DEBT & ACCOUNT PAYMENT**: View aged debt, status of invoices and make payment against invoices.
- INVOICES, CREDIT NOTES & STATEMENTS**: Use to View/Download Invoices, Credit Notes and Statements.

- Login to your account and you will see your account dashboard with various tiles.
- Click on 'Order History'

Functionality

New Solar Energy Storage EV Charging Off-Grid Power Manufacturers Resource Centre Sale

Home > Order History

My Order History

Below is the history of your website orders. On this page you can view, download and repeat previous orders.

From Date: To Date: [Search](#)

ORDER ID	PLACED BY	AUTHORISED BY	ORDER DATE	TYPE	ORDER STATUS	TOTAL	ACTIONS
46	Natasha Roberts	N/A	10-Nov-2020	Order	Warehouse		RETURNS REQUEST VIEW/PRINT ORDER REPEAT ORDER DOWNLOAD ORDER

- In this area you will see all the orders you have generated; You can see who placed the order along with the ability to View/Print/Download your order as well as repeat an order and request a return.
- If you prefer to view the order on screen you can click on the + and expand the order and view everything within that order.


Repeat Order

ORDER ID	PLACED BY	AUTHORISED BY	ORDER DATE	TYPE	ORDER STATUS	TOTAL	ACTIONS
46	Natasha Roberts	N/A	10-Nov-2020	Order	Warehouse		RETURNS REQUEST VIEW/PRINT ORDER REPEAT ORDER DOWNLOAD ORDER

Home > View Basket

Your Shopping Basket

[Save To Order Template](#) [Proceed to checkout](#)

Product Code	Item Description	Unit Price	Unit of Sale	UoS Qty	QTY	Sub Total	Delete
Solis-15K-DC-LV	 Solis 15kW Low Voltage Solar Inverter - Three Phase with DC		Each	1	<input type="text" value="1"/> <input type="button" value="-"/> <input type="button" value="+"/> update		<input type="button" value="Delete"/>

[Continue Shopping](#) [Clear your basket](#)

SUB TOTAL
TOTAL(EX.VAT)
VAT
TOTAL(INC. VAT)

[Proceed to checkout >](#)

- Click on 'Repeat Order'
- This will take you to your shopping basket with all the goods added.
- You can proceed to checkout from here.

Returns Request

ORDER ID	PLACED BY	AUTHORISED BY	ORDER DATE	TYPE	ORDER STATUS	TOTAL	ACTIONS
46	Natasha Roberts	N/A	10-Nov-2020	Order	Warehouse		RETURNS REQUEST VIEW/PRINT ORDER REPEAT ORDER DOWNLOAD ORDER

RETURN REQUEST

Return Request Number: RET46
Request Date: 10/11/2020
Originating Order Number: 46

Chosse the line item and QTY from the order you wish to return

LINE ITEM RMA REF	PRODUCT CODE	PRODUCT SKU	QUANTITY	UNIT OF SALE	UNIT OF SALE QTY	RETURN
RET46-1	Solis-15K-DC-LV	Solis-15K-DC-LV	<input type="text" value="1"/>	Each	1	<input type="checkbox"/>

Reason for Return

[Submit](#)

- Click on 'Returns Request'
- This will take you to a form to fill in, you will need to tick what products you wish to return and amend the qty to suit your request.
- A reason must be provided, the return will then be reviewed by your account manager who will be in touch to authorise the return. Goods will not be accepted back into our warehouse without prior approval.