

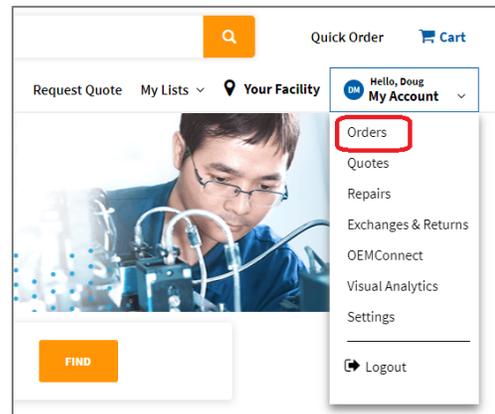
Printing or Saving a Sales Order Receipt

Quick Reference Guide

You're able to access all your paperwork via PartsSource.com at any time, but we know that sometimes you need to print or create a PDF version of an invoice, receipt, quote, or other paperwork.

To create a PDF version of a Sales Order Receipt:

1. From PartsSource.com, click [My Account](#), then [Orders](#).



2. The [Orders](#) screen is displayed. Find the order you want to print the receipt for – this can be done in one of two ways:
 - a. From the [My Open Orders](#) screen, select the tab containing the order you want to print the receipt for (e.g., *Ordered*, *Shipped*, *Delivered*, etc.), then click the row containing the order information.

 A screenshot of the 'My Open Orders' screen in the PartsSource.com user interface. The page shows a navigation bar with 'PARTSSOURCE' and a search bar. Below the navigation bar, there are tabs for 'Awaiting Approval' (4), 'Ordered' (112), 'Shipped' (2), and 'Delivered' (0). The 'Shipped' tab is selected. Below the tabs is a table with the following columns: Requester, PO #, Work Order, Ref #, Description, Created, Priority, Status, Tracking Number, and Facility. The table contains two rows of order information.

Requester	PO #	Work Order	Ref #	Description	Created	Priority	Status	Tracking Number	Facility
DOUG MERKER	AP011		3591718	ROTOR CONTROL PCB	6/6/2019	Normal	Shipped	105713217943	Chatham Memorial Hospital
DOUG MERKER	AP007		3591716	SOLENOID VALVE IN:3/4,OUT:1/2	6/6/2019	Normal	Shipped	105653909154	Chatham Memorial Hospital



Note: Orders are only available on the *Delivered* tab for approximately 48 hours after they've been delivered. To print an receipt for an order that is older, see the instructions below for printing an receipt from the *View All Orders* screen.

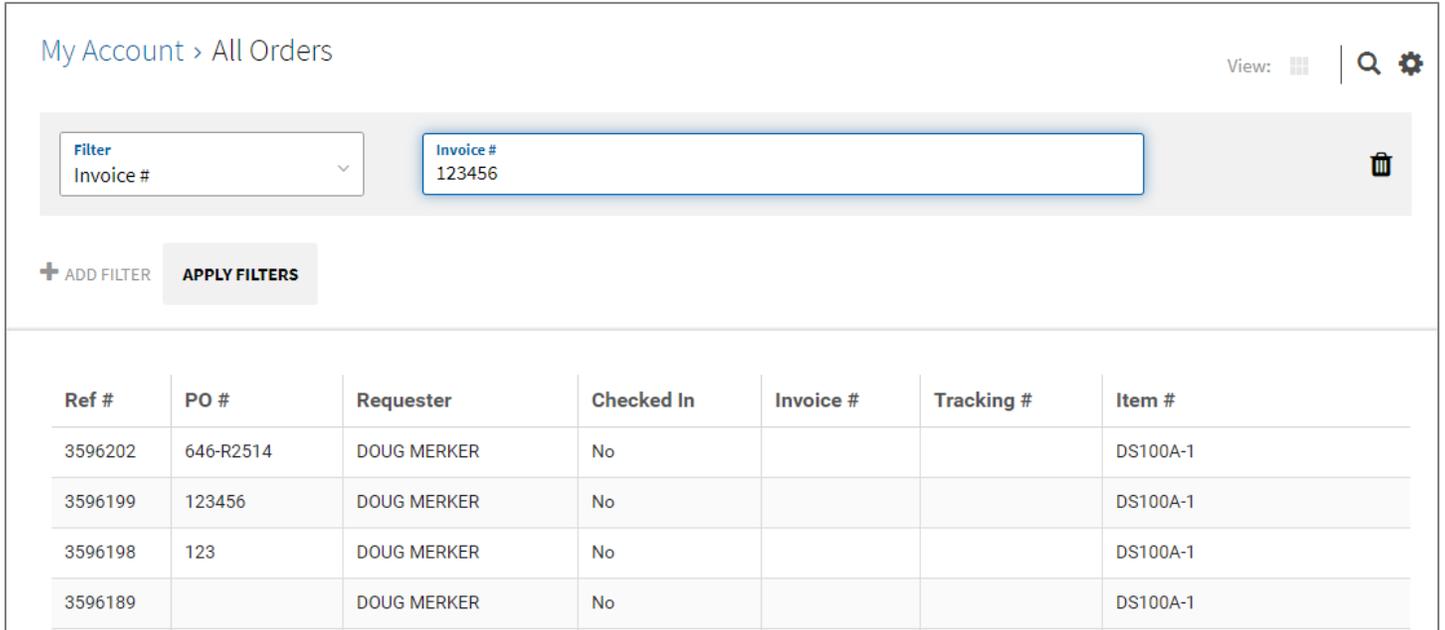
Questions? Comments? Concerns?

Contact the Community team at Community@partssource.com

- b. From the [View All Orders](#) screen, use the filters to search for the order you want to print the receipt for, then click [Apply Filters](#).

For Example: to find the receipt for [Invoice # 12345](#), set the [Filter](#) drop-down to *Invoice #* and enter *12345* in the [Invoice #](#) field. Then click [Apply Filters](#).

Then click the row containing the order information.



My Account > All Orders

View: [Grid Icon] [Search Icon] [Settings Icon]

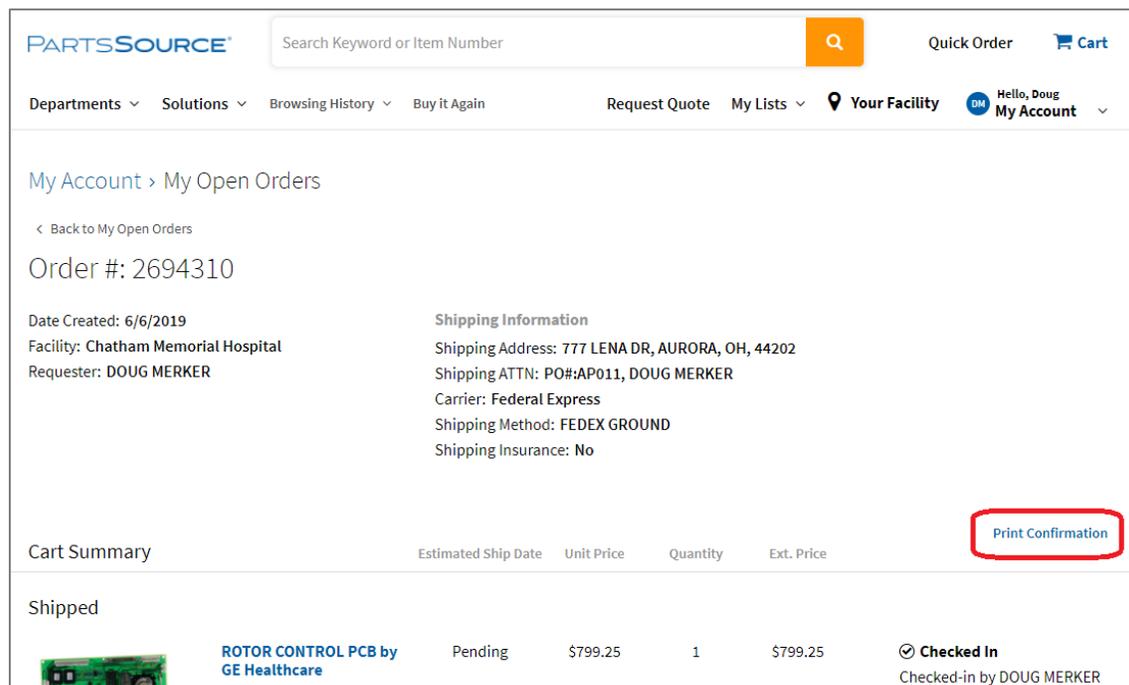
Filter Invoice # [Dropdown Arrow]

Invoice # 123456 [Trash Icon]

+ ADD FILTER APPLY FILTERS

Ref #	PO #	Requester	Checked In	Invoice #	Tracking #	Item #
3596202	646-R2514	DOUG MERKER	No			DS100A-1
3596199	123456	DOUG MERKER	No			DS100A-1
3596198	123	DOUG MERKER	No			DS100A-1
3596189		DOUG MERKER	No			DS100A-1

3. From the *Order Details* page, click [Print Confirmation](#).



PARTSSOURCE® Search Keyword or Item Number [Search Icon] Quick Order [Cart Icon]

Departments Solutions Browsing History Buy it Again Request Quote My Lists Your Facility Hello, Doug My Account

My Account > My Open Orders

< Back to My Open Orders

Order #: 2694310

Date Created: 6/6/2019
Facility: Chatham Memorial Hospital
Requester: DOUG MERKER

Shipping Information
Shipping Address: 777 LENA DR, AURORA, OH, 44202
Shipping ATTN: PO#:AP011, DOUG MERKER
Carrier: Federal Express
Shipping Method: FEDEX GROUND
Shipping Insurance: No

Cart Summary

	Estimated Ship Date	Unit Price	Quantity	Ext. Price	
Shipped					Print Confirmation
 ROTOR CONTROL PCB by GE Healthcare	Pending	\$799.25	1	\$799.25	Checked In Checked-in by DOUG MERKER

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4. The printable Sales Order Receipt is displayed.

To print a hard copy. Click [Print](#). Your web browser's print dialog box is displayed; select your printer and print options and click *Print*.

NOTE: Some browsers (*e.g. Edge, Chrome or Firefox*) may allow you to print to a physical printer or print as a PDF to your computer.

To save a copy as a PDF. Click [Save PDF](#). A PDF version of the document is saved to your computer. This can be done regardless of the web browser you are using.

PARTSOURCE Sales Order Receipt

Shipping Information
Shipping Address: 777 LENA DR, AURORA, OH, 44202
Carrier: FedEx
Shipping Method: FedEx Ground
Shipping Insurance: No
Shipping ATTN: PO#AP011, DOUG MERKER

Payment Information
Billing Address: 777 LENA DR, AURORA, OH, 44202
P.O.#: AP011
Payment Method: Purchase Order

Item Details	Est. Shipping Date	Quantity	Unit Price	Ext. Price
 ROTOR CONTROL PCB Item #: 46232786G2 OEM: GE Healthcare Condition: Refurbished Outright Required Information Facility: Chatham Memorial Hospital Reference #: 3591718 Requester: DOUG MERKER Work Order:	Pending	1	\$799.25	\$799.25

Subtotal: \$799.25
Shipping/Processing: \$18.00
Tax: \$0.45
Total: \$817.70

CLOSE PRINT SAVE PDF

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