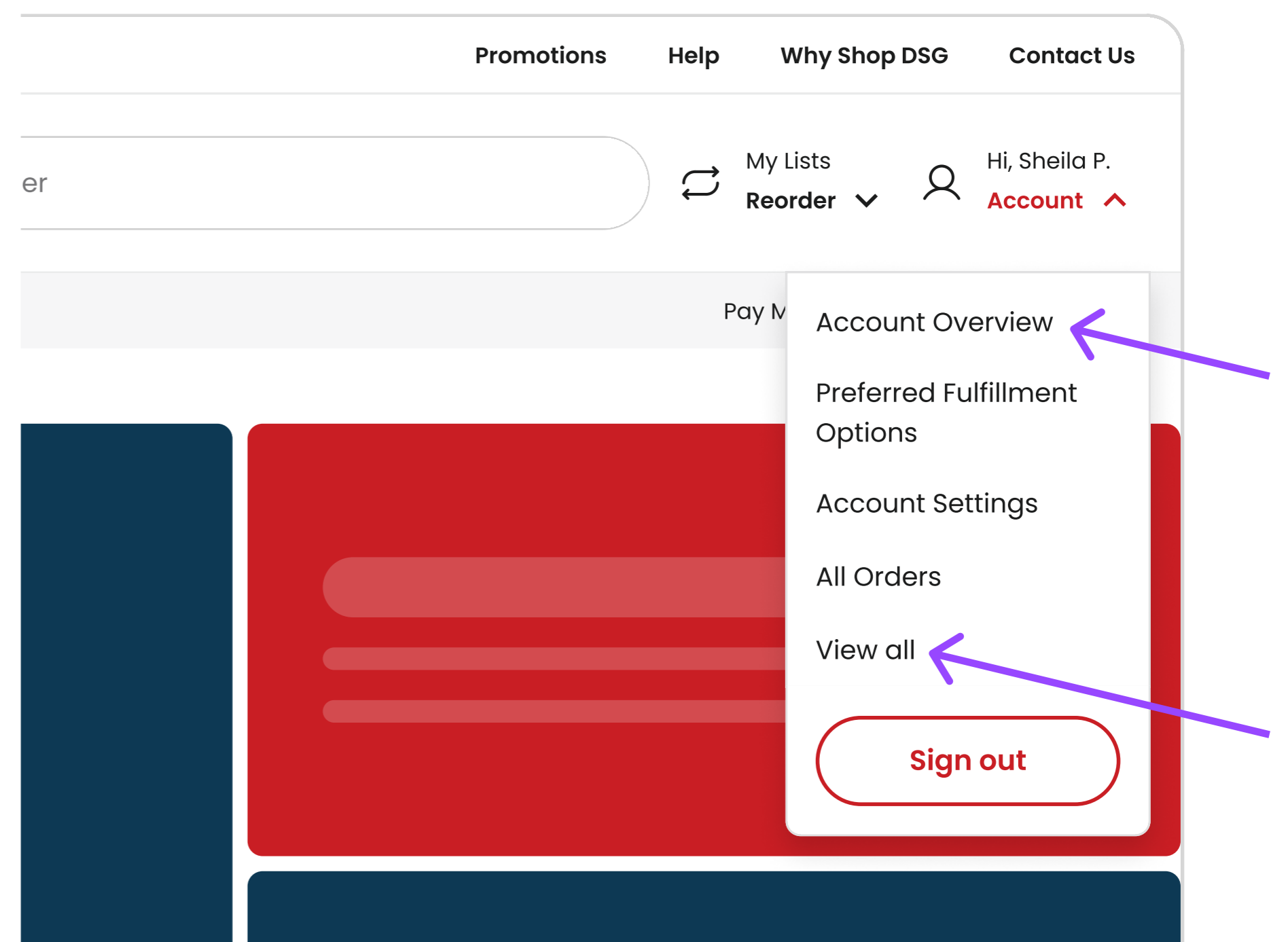


Find & View All Invoices

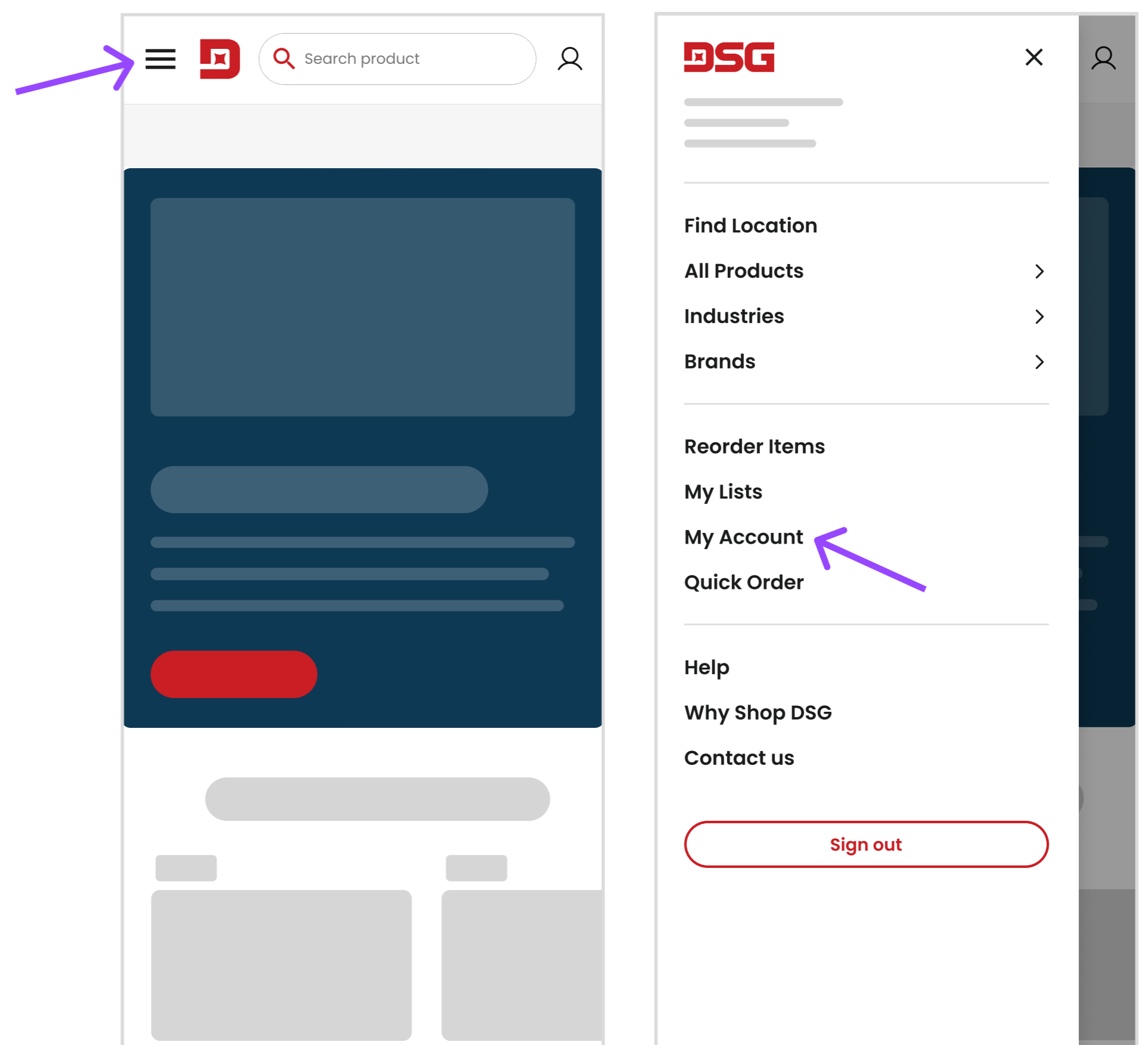
You can find and view All Invoices within the Account section of the site. Once you're viewing All Invoices, you're then able to sort all related information as well as narrow invoices down by filtering them on select criteria. (Note: This is only available for certain roles.)

To find and view all invoices that you've placed:

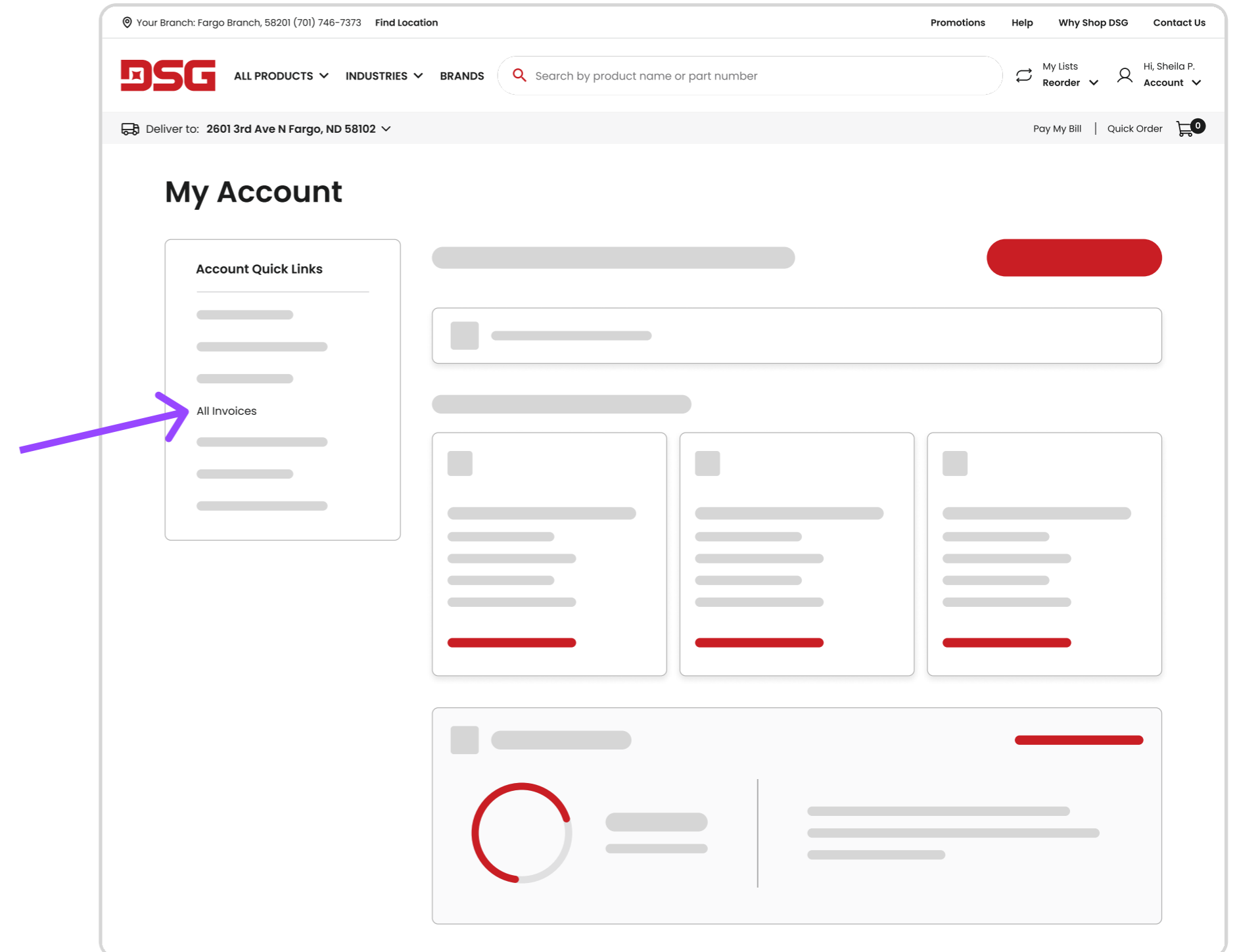
1. Sign in to dsgsupply.com and clicking on "Account" in the top right-hand corner. In the menu that displays, either tap "Account Overview" or "View all."



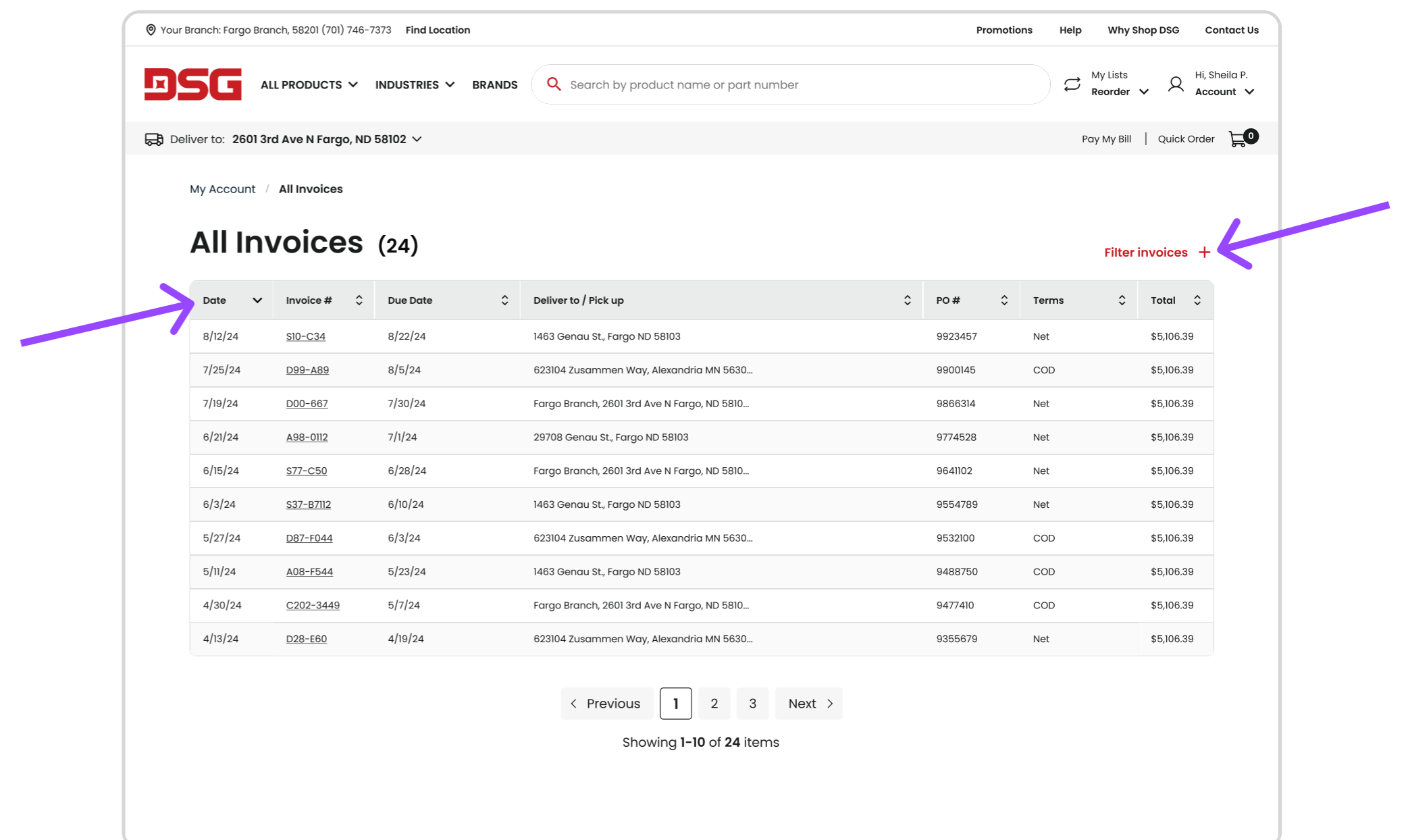
(If you're on a mobile device, after you sign in, click on the hamburger menu in the top left and then tap "My Account.")



a. On the Account Overview screen in the 'AccountQuick Links' section, click on "All Invoices."



Once you're on the "All Invoices" screen, you may sort by each column in the table as well as filter orders down based on select criteria.



To sort a table:

1. By default, invoices are displaying from the most recently issued invoice to the least recently issued invoice. To change to a different sort order, select which column you'd like to sort by.
2. Click anywhere in the column heading (e.g., on the column name or its corresponding arrow). This will sort the entire table based on that column.

The screenshot shows the DSG website interface. At the top, there's a navigation bar with 'DSG ALL PRODUCTS INDUSTRIES BRANDS' and a search bar. Below that, there's a 'My Account' section and 'All Invoices' link. The main content is a table titled 'All Invoices (24)' with a 'Filter Invoices +' button. The table has columns: Date, Invoice #, Due Date, Deliver to / Pick up, PO #, Terms, and Total. A purple arrow points to the 'Date' column header.

Date	Invoice #	Due Date	Deliver to / Pick up	PO #	Terms	Total
8/12/24	S10-C34	8/22/24	1463 Genou St, Fargo ND 58103	9923457	Net	\$5,106.39
7/25/24	D99-A89	8/5/24	62304 Zusammen Way, Alexandria MN 5630...	9900145	CCD	\$5,106.39
7/19/24	D00-567	7/30/24	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	9866314	Net	\$5,106.39
6/20/24	A88-012	7/1/24	28708 Genou St, Fargo ND 58103	9774528	Net	\$5,106.39
6/19/24	S77-C50	6/28/24	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	964102	Net	\$5,106.39
6/3/24	S37-B792	6/10/24	1463 Genou St, Fargo ND 58103	9554789	Net	\$5,106.39
5/27/24	D87-F044	6/3/24	62304 Zusammen Way, Alexandria MN 5630...	9532100	CCD	\$5,106.39
5/19/24	A88-F544	5/23/24	1463 Genou St, Fargo ND 58103	9488750	CCD	\$5,106.39
4/30/24	C202-3449	5/7/24	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	9477410	CCD	\$5,106.39
4/13/24	D28-E60	4/19/24	62304 Zusammen Way, Alexandria MN 5630...	9355679	Net	\$5,106.39

- a. Tip: you can tell which column the table is sorted by because there will only be an up or down arrow (and not both arrows).

This close-up shows the 'Date' column header with an up arrow (^) next to it, indicating that the table is sorted in ascending order by date. The 'Invoice' and 'Deliv' headers have double-headed arrows (⇅).

Date	Invoice	Deliv
4/13/24	<u>D28-E60</u>	62310
4/30/24	<u>C202-3449</u>	Farg

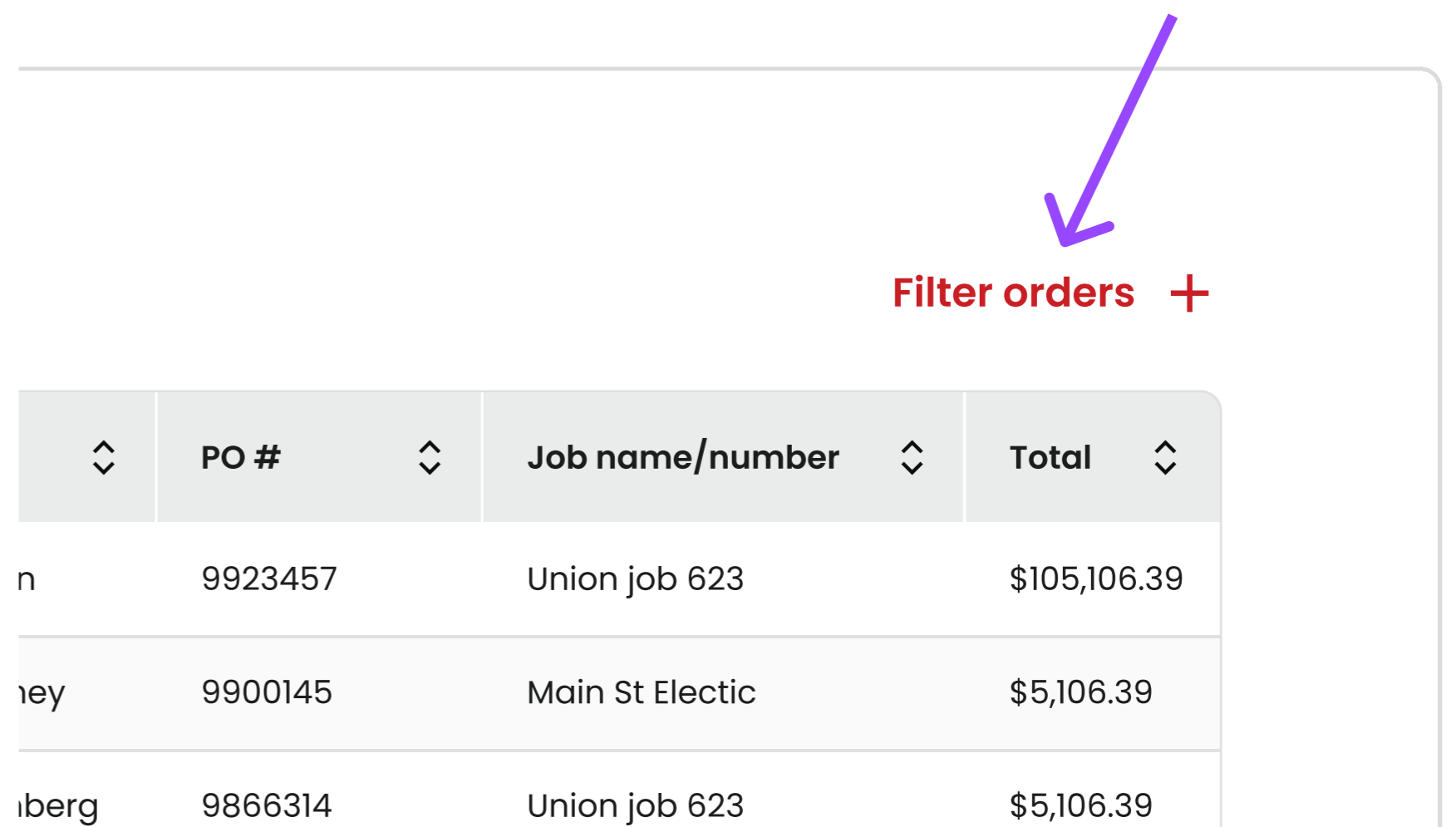
- b. Tip: the initial sort will be A-Z or 0-9. If you'd like to switch the order to Z-A or 9-0, simply tap on the arrow again.

This close-up shows the 'Date' column header with a down arrow (v) next to it, indicating that the table is sorted in descending order by date. The 'Invoice' and 'Deliv' headers have double-headed arrows (⇅).

Date	Invoice	Deliv
8/12/24	<u>S10-C34</u>	1463
7/25/24	<u>D99-A89</u>	62310

To filter orders:

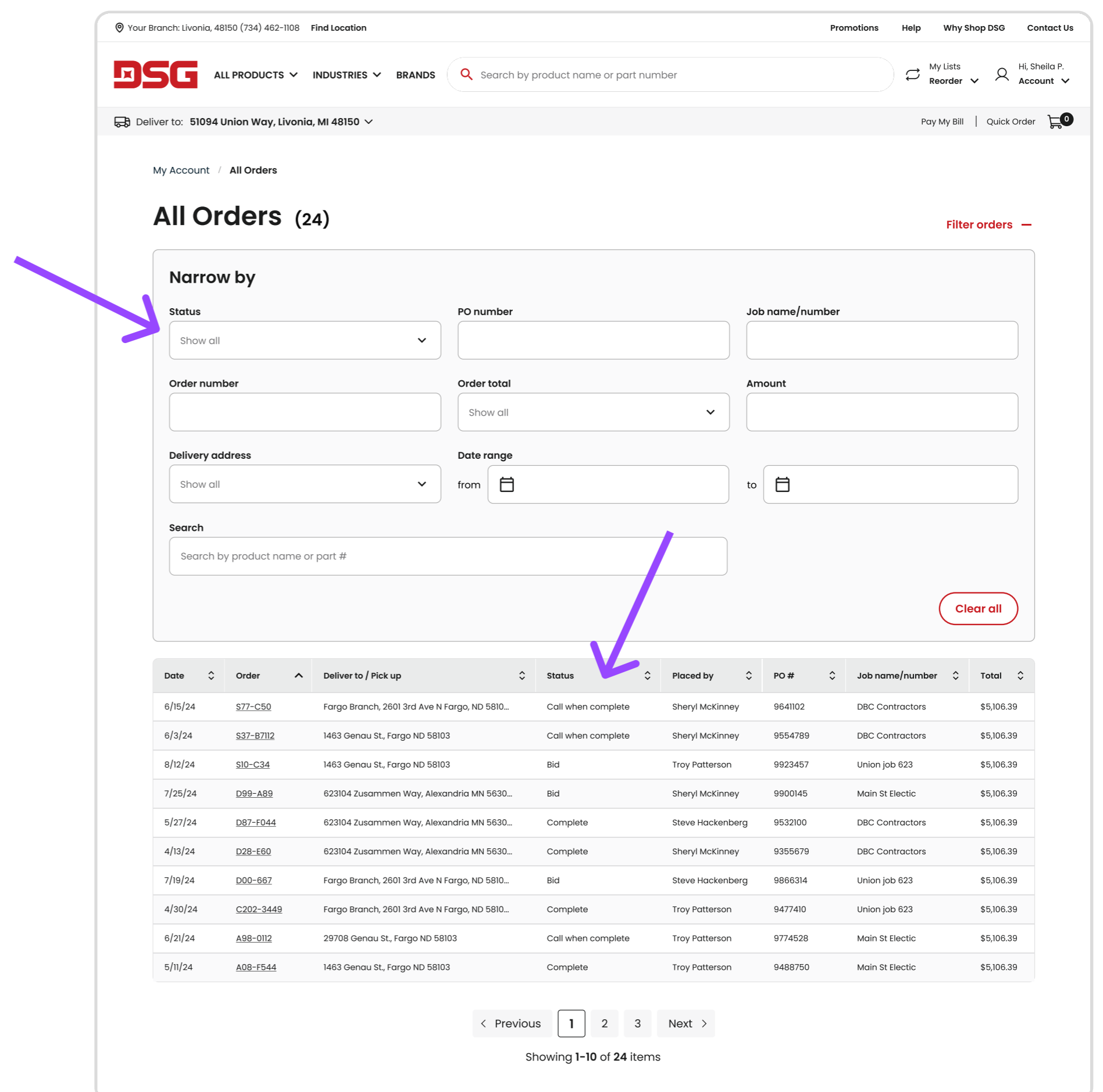
1. Click on "Filter invoices" on the righthand-side above the orders table.



2. Enter or select information in one of the filters, such as 'Delivery address.' As soon as you make a select or start typing, the invoices table will update.

To view details about a specific order:

1. Find the order you'd like to view. Remember you can sort the table or filter orders down.



2. Click on the 'Order #' (example: D99-A89). This will take you to that order's details.

Date	Order	Deliv
8/12/24	<u>S10-C34</u>	1463
7/25/24	<u>D99-A89</u>	6231

A purple arrow points to the underlined order number "D99-A89" in the second row of the table.