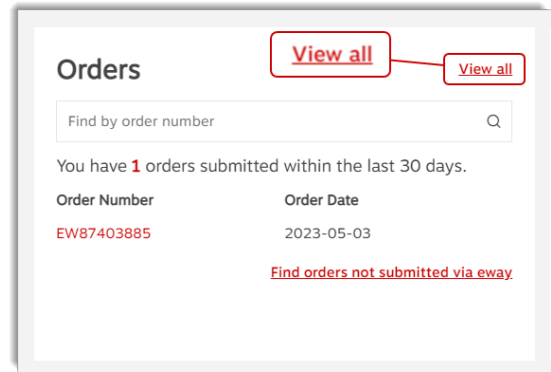
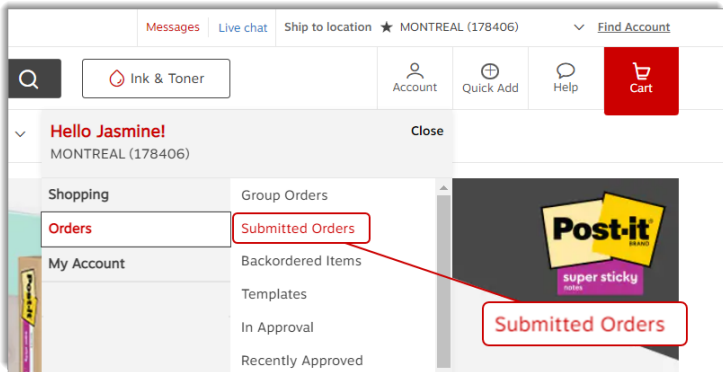


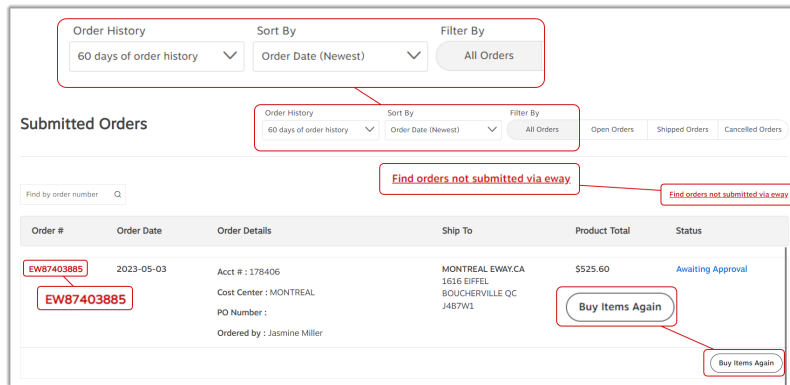
Reach Your Submitted Orders

- From the **Account** menu, hover the **Orders** tab and select option **Submitted Orders**.
- From the **Orders** shortcut tile below the main banner.
 - If you have submitted orders in the last 30 days, you can click on **View all** to open the **Submitted Orders** page.



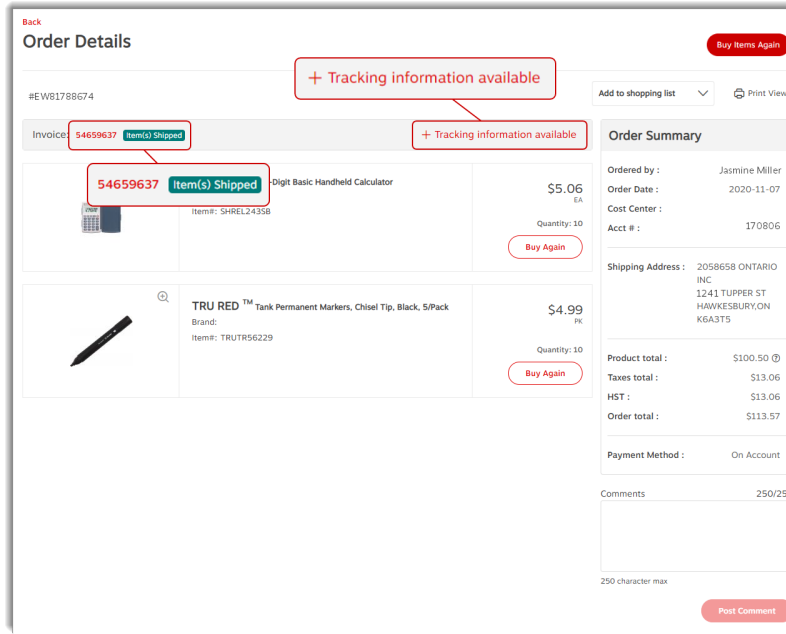
View Your Submitted Orders

- The list contains all the orders that you've previously submitted via away.
- Use the lists **Order History**, **Sort By** and one of the **Filter By** options to find the order you wish to query.
- Enter an order number to search for in the **Find by order number** field.
 - This field works in combination with the **Oder History**, **Sort By** and **Filter By** options.
 - Click the red away order number to open the **Order Details** page.
 - Click the **Buy Items Again** button to reorder all the items included in the order.
- If your search is unsuccessful, the order you are looking for may have been processed via another channel than away.
 - Click on the link **Find orders not submitted via away**.



View the Order Details Page

- The entire order details are displayed, including the invoice number.
- A message may appear in the header of the page for orders with status **Archived**.
 - These orders are over 12 months old and not current, they contain details based on the original order submitted only.
- For **Shipped** orders, you can click on the red invoice number to immediately open it in .pdf format.
 - This option enables you to save the original invoice or to print it if needed.
- If applicable, you can click on **Tracking information available** to open the delivery details.
- If you have shopping lists, you can add the entire order's content to a list. Click on the **Add to shopping list** drop-down list and select the appropriate shopping list.
 - Click on the red link **Add to shopping list** that displays.
- In the **Comments** section, you can add a note regarding the order. Click on **Post Comment** to save your notes.
- To add an item from this order to your current shopping cart, click on the **Buy Again** button.
 - In the pop-up window, adjust the quantity and click on **Add to Cart**.
- To reorder all the items in the order, click the **Buy Items Again** button.
 - From the **Buy Items Again** page, adjust the quantities for each item and click the **Add to Cart** button.



The screenshot displays the 'Order Details' page for order #EW81788674. Key elements include:

- Header:** 'Back' link, 'Order Details' title, and 'Buy Items Again' button.
- Invoice Section:** Invoice # 54659637 (Item(s) Shipped) with a '+ Tracking information available' link.
- Item List:**
 - Digit Basic Handheld Calculator: Price \$5.06 EA, Quantity 10, 'Buy Again' button.
 - TRU RED™ Tank Permanent Markers, Chisel Tip, Black, 5/Pack: Price \$4.99 PK, Quantity 10, 'Buy Again' button.
- Order Summary:**
 - Ordered by: Jasmine Miller
 - Order Date: 2020-11-07
 - Cost Center: 170806
 - Shipping Address: 2058658 ONTARIO INC, 1241 TUPPER ST, HAWKESBURY, ON K6A3T5
 - Product total: \$100.50
 - Taxes total: \$13.06
 - HST: \$13.06
 - Order total: \$113.57
 - Payment Method: On Account
- Comments:** Section with '250/250' characters and a 'Post Comment' button.