

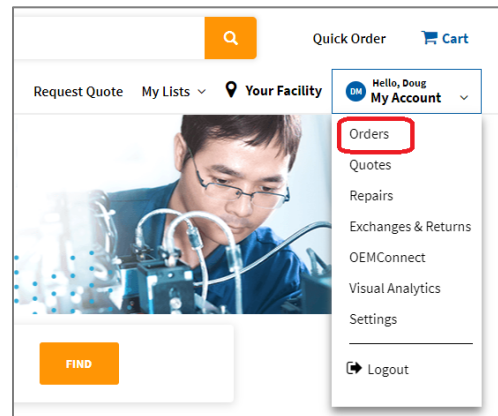
# Printing or Saving an Invoice as a PDF

## Quick Reference Guide

You can 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.

To create a PDF version of an invoice:

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




2. The [Orders](#) screen is displayed. Ensure that the [Invoice #](#) column is displayed; if it isn't, click the [Settings](#) icon and select [Show/Hide Columns](#).

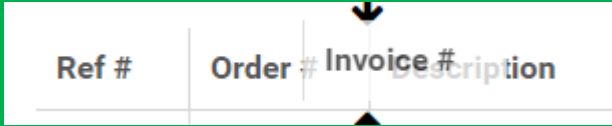


 A screenshot of the PartsSource.com 'My Open Orders' page. The page header includes the PartsSource logo, a search bar, and navigation links. The main content area shows 'My Account > My Open Orders' with a 'View All Orders' link. Below this, there are filters for 'Awaiting Approval' (5), 'Ordered' (1), 'Shipped' (0), and 'Delivered' (0). A 'Show / Hide Columns' dropdown menu is open, with the option highlighted in red. The table below lists several orders with columns for Ref #, Order #, Description, Cost Center, Facility, PO #, Requester, and Created.
 

Ref #	Order #	Description	Cost Center	Facility	PO #	Requester	Created
4925872	3892465	DS-100A SPO2 SENSOR ADULT WITH FINGERCLIP, 3 FT		Chatham Memorial Hospital		DOUG MERKER	11/10/2020
4917794	3885017	IC5-9-D TRANSDUCER		Chatham Memorial Hospital	xxxxxx	DOUG MERKER	11/5/2020
4917793	3861517	IC5-9-D TRANSDUCER		Chatham Memorial Hospital	xxxxxx	DOUG MERKER	11/5/2020
4898111	3861517	BATTERY RECHARGEABLE, NICKEL METAL HYDRIDE, 12V		Chatham Memorial Hospital		DOUG MERKER	10/26/2020
4898095	3861517	BATTERY RECHARGEABLE, NICKEL METAL HYDRIDE, 12V		Chatham Memorial Hospital		DOUG MERKER	10/26/2020

- On the [Show/Hide Columns](#) dialog box, select the [Invoice #](#) check box. Then click [Save Columns](#).

 **Tip:** You can re-order the columns on the [My Orders](#) screen by dragging and dropping them into a new position. This is helpful if the [Invoice #](#) column is shown off-screen



✕


### Hide/Show Columns

<input checked="" type="checkbox"/> Ref #	<input checked="" type="checkbox"/> Order #
<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Cost Center
<input checked="" type="checkbox"/> Facility	<input checked="" type="checkbox"/> PO #
<input checked="" type="checkbox"/> Requester	<input checked="" type="checkbox"/> Created
<input checked="" type="checkbox"/> Priority	<input checked="" type="checkbox"/> Estimated Ship Date
<input checked="" type="checkbox"/> Tracking Number	<input checked="" type="checkbox"/> Status
<input checked="" type="checkbox"/> <b>Invoice #</b>	<input checked="" type="checkbox"/> Price
<input checked="" type="checkbox"/> OEM Price	<input checked="" type="checkbox"/> Account
<input type="checkbox"/> Item #	<input type="checkbox"/> Qty
<input type="checkbox"/> Scheduled Delivery	<input type="checkbox"/> Ship Method
<input type="checkbox"/> Equip Serial	<input type="checkbox"/> Item/Core Serial
<input type="checkbox"/> Model	<input type="checkbox"/> Extended Price
<input type="checkbox"/> Work Order	<input type="checkbox"/> Checked In
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Asset ID

CANCEL
SAVE COLUMNS

- Find the order you want to view the invoice for – this can be done in one of two ways:
  - From the [My Open Orders](#) screen, select the tab containing the order you want to view the invoice for (e.g., *Ordered, Shipped, Delivered, etc.*), then find the invoice number you’re looking for in the [Invoice #](#) column.

Order #	PO #	Ref #	Invoice #	Description
3902894	1100121996	4937109		RELAY BOARD W/PWM OUTPUT
3901700	1100121958	4935855	03655802	AIRWAY PRESSURE KIT
3895821	1100121844	4929543	03653073	PEDAL
3891945	1100121823	4925308	03653075	ANESTHETIC OXYGEN SENSOR

 **Note:** Orders are only available on the *Delivered* tab for approximately 48 hours after they have been delivered. To print an invoice for an order that is older, see the instructions below for printing an invoice from the [View All Orders](#) screen.

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

**For Example:** to find the order for [Invoice # 03655814](#), set the [Filter](#) drop-down to *Invoice #* and enter *03655814* in the [Invoice #](#) field. Then click [Apply Filters](#).

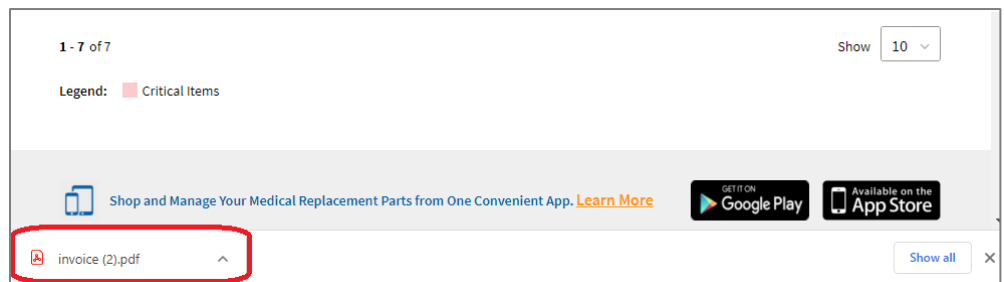
Ref #	PO #	Order #	Invoice # ▼	Description
4927701	1100121818	3894116	03655814	RECHARGEABLE BATTERY PACK, SEALED LEAD ACID, 12V, 2.5 AH, WIRE LEADS
4927690	1100121818	3894116	03655814	TOP COVER
4927688	1100121818	3894116	03655814	LED LABEL

5. Click the invoice number in the [Invoice #](#) column.

Ref #	PO #	Order #	Invoice # ▼	Description
4927701	1100121818	3894116	03655814	RECHARGEABLE BATTERY PACK, SEALED LEAD ACID, 12V, 2.5 AH, WIRE LEADS
4927690	1100121818	3894116	03655814	TOP COVER
4927688	1100121818	3894116	03655814	LED LABEL

6. A PDF version of the invoice is downloaded to your computer. Depending on your browser, you should see the file at the bottom of the screen.

Click it to open it. Once opened, you can print a hard copy of the invoice or save the soft copy PDF invoice to a different location.



Questions? Comments? Concerns? Contact the Community team at [Community@partsource.com](mailto:Community@partsource.com)