

View Documents

Summary

You can find your documents in the shop — Orders, Delivery notes, Invoices and more, depending on what your shop operator has enabled.

Finding your way

1. Click the **User icon** at the top right.
2. In the **right column** of the menu, select the desired document type — for example *Unpaid invoices*, *Backlogs*, *ORDER*, *Delivery Note* or *Invoice*.

Each document type has its own page.

“ **General Information:** You only see the document types that your shop operator has enabled for you — and only if documents of that type actually exist. If the menu only shows *Delivery Note*, this is not an error. If you are missing a document type, please contact your Contact.

What you see on the page

At the top is the document type with the number of your documents, for example **ORDER (10)**, below that a search field and the list.

Column	Meaning
Document number	
Document date	
Status	for example <i>not delivered</i>
Order type	

Column	Meaning
Amount	

The list starts with the newest document.

Finding a specific document

Enter the **Document number** in the search field. You cannot search by anything else — Item, Date, Amount — and you cannot sort or filter the list.

“ **Tip:** If you are looking for a document for a specific Item, take the reverse approach: Open the documents one by one and use the search field **within** the Items.

Viewing the Items of a document

Click on the **document row**. The Items will expand below:

Column	Meaning
Product	Item number
Name	
Status	
Quantity	how much you ordered
Delivered	how much of it was delivered
Price	

The columns **Quantity** and **Delivered** side by side show you what is still outstanding.

The Items list also has its own **search field**.

Downloading a document

At the end of each document row there is a **download icon**. It belongs to the document row, not to the Items.

You will always receive an **Excel file**. There is no PDF of a document in the shop — for a PDF please contact your Contact.

Document type	Download
ORDER, Delivery Note, Invoice	Icon in the document row
Backlogs	Link Export as file
Unpaid invoices	no download

When there are no documents

Document type	Message
all except Unpaid invoices	"No documents found."
Unpaid invoices	"There are currently no unpaid invoices."

Without documents, neither the button with the number nor the search field appear.

How far back the documents go

As a rule, you will find the documents of the **last three years**. The period depends on which data your shop operator transmits and cannot be set in the shop.

“ **General Information:** Currently, **nothing can be reordered** from a document. For a reorder, search for the Items in the shop or use the Excel template — see [Import Items via Excel template](#).