



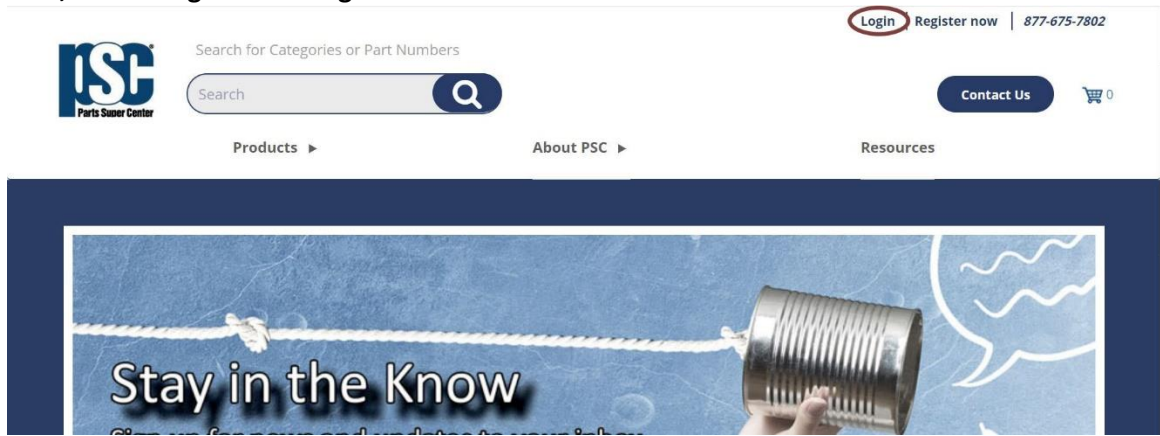
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Order History Navigation Guide

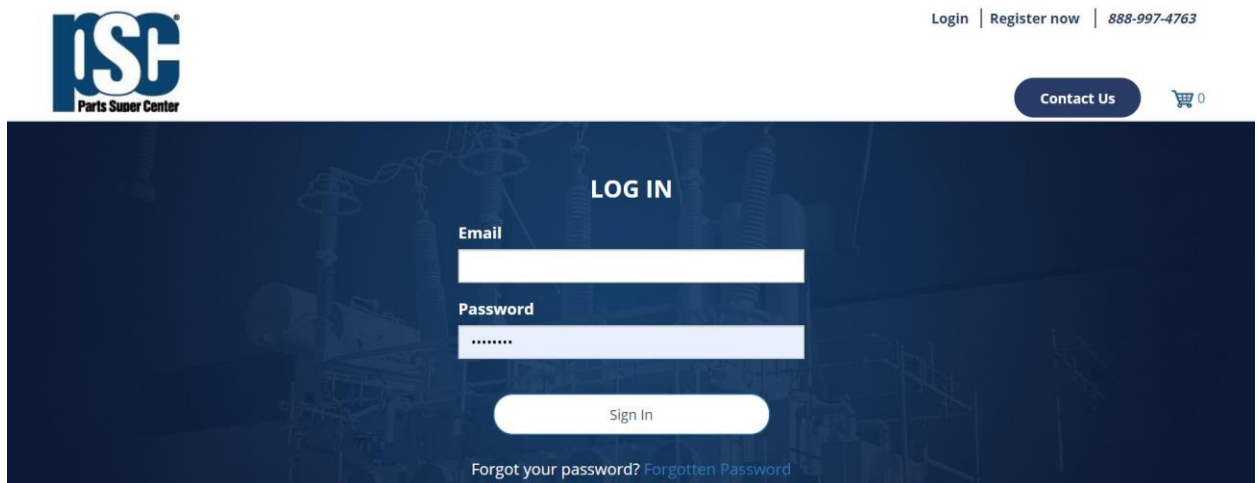
Over the last few months we have made several changes to improve customer experience, one of which was improving order history functionality. Below, we have provided instructions on how to access your order history and the functionality that customers have access to if they create an account.

Don't have an account? Refer to our General Webshop Navigation Guide.

1. First, select "login" in the right-hand corner



2. Login in to your account. Haven't created an account? Refer to General Webshop Navigation Guide.





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3. Once logged into your account, select your name in the right-hand corner. Once selected, click on "View Invoice History".

The screenshot shows the 'My Account' page with a search bar at the top. Below the search bar are navigation links for 'Products', 'About PSC', and 'Resources'. The main content area is titled 'My Account' and contains a 'Default Billing Address' form with fields for First name, Last name, Company Name, Email Address, and Phone. To the right of the form is a 'Default Shipping Option' section with radio buttons for Charge, Ground, Air, and Collect. Below the shipping options are three buttons: 'View Order History', 'View Invoice History' (circled in red), and 'View Account Summary'. A chat bubble is visible in the bottom right corner.

4. Select your desired date range.

The screenshot shows the 'Filters' section of the PSC website. It features a search bar and a 'Logged as' indicator. Below the search bar are navigation links for 'Products', 'About PSC', and 'Resources'. The 'Filters' section includes a 'Start Date' field with the value '3/17/2020', an 'End Date' field with the value '4/16/2020', and a 'PO Number' field. The date range fields are circled in red. Below the filters is a large empty box with the text 'No orders found.' A chat bubble is visible in the bottom right corner.



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5. You should then see the invoices that are relevant to your desired date range. Select your invoice of interest.

The screenshot shows the PSC website interface. At the top right, it says "Logged as [redacted] | Logout | 877-675-7802". Below the logo is a search bar with the text "Search for Categories or Part Numbers" and a search icon. Navigation links for "Products", "About PSC", and "Resources" are visible. A "Filters" section contains "Start Date" (8/1/2019), "End Date" (4/16/2020), and "PO Number" fields. Below this, a "View Order Details" button is circled in red. To the right, the "Total: \$1,929.78" is displayed. A table shows order details: "Order Status: Open", "Order Placed: 12/19/2019", "PSC Order #: 5500048590", and "PO Number: ES31674". A "View Order Details" button is also present at the bottom left. A chat bubble on the right says "We're Online! How may I help you today?"

6. Once you select "View Order Details", you have access to all your order details including cost, shipping address and more.

The screenshot shows the "Order Details" page. At the top right, it says "Logged as [redacted] | Logout | 877-675-7802". Below the logo is a search bar with the text "Search for Categories or Part Numbers" and a search icon. Navigation links for "Products", "About PSC", and "Resources" are visible. The "Order Details" section includes: "Order Number:", "Order Material Amount:", "Customer PO Number:", "Order Status: Open", "Order Freight/Misc Charges:", "Order Tax Amount:", and "Total Order Dollars:". Below this is an "ORDER DESCRIPTION" table with columns for "Line #:", "Part #:", "Qty Order:", "Description:", "Unit Price:", "Ext Price:", and "Date Req'd:". The description for line 1 is "DRV IC2820D300A7 PP% FIELD LOSS RELAY 1". A chat bubble on the right says "We're Online! How may I help you today?"

If you have any questions on how to access your order details, or any other information, please feel free to contact us at PostSales@PSCParts.com.