

View Previous Orders / Invoices

To view any orders or invoices that belong to you use the following steps:

1. Click on the "My Orders" button on the top menu bar.



2. Select a date range

My Orders

Past week
Past month
Past 3 months
Past 6 months
Past year
Past 2 years

< February 2021 March 2021 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28							28	29	30	31			

3. Click on the [Order Number](#) or [Invoice Number](#) to view the details

Orders

Order ID	Service	Order Date
312768	MES Mice	2021-03-30 11:42

Invoices

[My Orders](#) [I'm Account Owner \(PI\)](#)

Invoice ID	Project/Activity	Account Title	Invoice Date
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Revision #2

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