

# ORDERS, QUOTES AND INVOICES

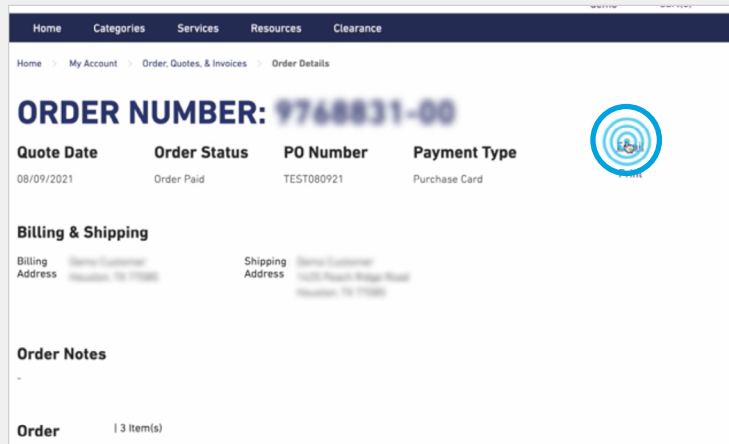


Need to approve an order or email a quote? All your Orders, Quotes and Invoices are as close as your account dashboard.

- 2 ways to access
- Approve orders from other users
- View, print and pay invoices



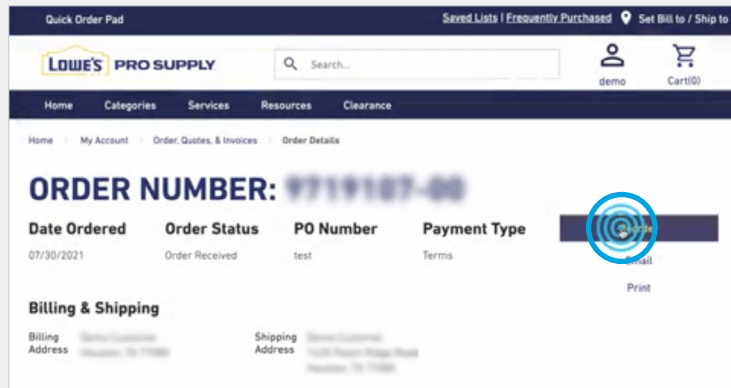
You can find them under Quick Links, or use the pull-down menu on your account icon.



Just select the order or quote you're looking for, and email or print it on the spot.

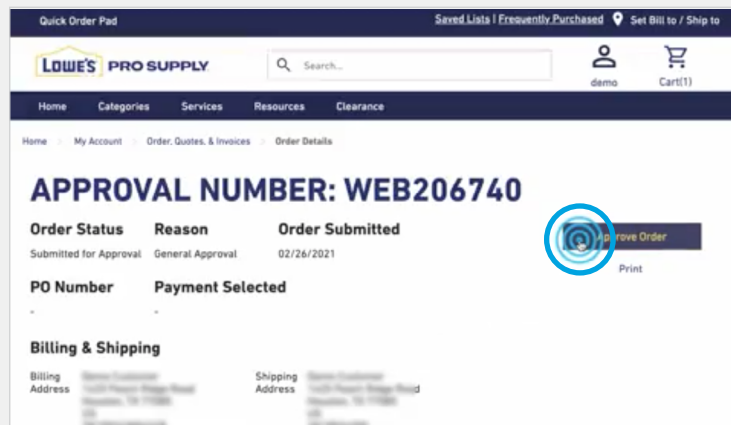
# ONLINE GUIDE

## ORDERS, QUOTES AND INVOICES



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You can also reorder this way by clicking the yellow button.



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Or scroll down to Order Approval to authorize orders submitted by other users.

# ONLINE GUIDE ORDERS, QUOTES AND INVOICES



Filter **Sort by** Date Descending

Date	Approval #	Submitted By	Reason	Payment	Total
02/26/21	WEB206740	James DeMarco@lowespro.com	General Approval	--	\$58.07
02/12/21	WEB199452	James DeMarco@lowespro.com	General Approval	--	\$2,844.62
02/03/21	WEB193416	James DeMarco@lowespro.com	General Approval	--	\$50.31
02/03/21	WEB193366	James DeMarco@lowespro.com	General Approval	--	\$1,486.43

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## INVOICES

Click the button below to access your invoices through **Billtrust**. Simply search, view, or make payments online.

[Continue to Billtrust Invoices](#)

If you need assistance or have questions, contact Account Services at 1-877-633-6747 or the Credit Team directly at 281-544-9700. Monday - Friday, 8am to 5pm CT.

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Invoices are easy to manage too — with robust functionality that lets you search, view, print and pay.



## HOW-TO VIDEO: ORDERS, QUOTES AND INVOICES

Scan the code for a video guide to viewing, authorizing, reordering and more.

