

# Print an Invoice from Qorpak.com

- Login to Qorpak.com
- Click on My Account

The screenshot displays the Qorpak.com website interface. At the top left is the Qorpak logo, with the tagline "A Division of Berlin Packaging" and "Lab Glassware, Supplies, Containers & Packaging". Below this is the slogan "We provide the elements for your success." The top right corner features the phone number "1.800.922.7558" and the text "Value, Service, Expertise and Reliability". A search bar is located in the center, with "Top Searches: caps 111498 boston round" displayed above it. To the right of the search bar is a shopping cart icon showing "0 Items \$0.00". A navigation menu below the search bar includes "All Categories", "About Us", "Hot Deals", and "Knowledge & Resources". A dropdown menu is open under the shopping cart icon, with "My Account" highlighted by a red circle. Below the navigation bar are two promotional banners: "Request a Catalog" and "Find the Perfect Fit". The main content area is divided into four columns: "Categories" (listing items like Bags, Beakers, Bottles & Jars, etc.), "New Arrivals" (featuring Cobalt Blue PET Boston Rounds for \$139.18), "Featured Items" (featuring a HOT DEAL on limited quantities for \$42.00), and "Best Sellers" (featuring F217 & PTFE Lined Thermoset Caps for \$0.24). Each product listing includes an "Add to Cart" button with a shopping cart icon.

- Click on Order History, Search Orders or Recent Order
- When clicking on order # under recent orders, order details will be shown
- Use Order History and Search Orders to see list of orders



Lab Glassware, Supplies, Containers & Packaging  
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1.800.922.7558

Value, Service, Expertise and Reliability

Top Searches: caps III498 boston round

Enter Keyword... All Categories  Search



[Home](#) | [All Categories](#) | [About Us](#) | [Hot Deals](#) | [Knowledge & Resources](#) | [Contact Us](#)

Home > [View Account Info](#)

### My Account

#### Wish List

- View, Edit, E-mail My Wishlist

#### Orders

- Order History
- Search Orders
- Pending Cart Items

#### Payments

- Credit Card Details

#### Account settings

- Name, E-mail, Password
- Address Book
- Preferences
- Newsletter Subscription

#### Logout

### Account Information

#### Primary Contact Information

Name: Jennifer Elliott  
Company: Qorpak  
Address: 1195 Washington Pike  
test1  
test2  
Bridgeville, PA 15017 US

[Edit](#)

#### Login Details

elliottj@qorpak.com  
Password: \*\*\*\*\*

[Edit](#)

#### Address List

Your address list makes the checkout process easier and faster. Save all your addresses here and select them during the checkout process later.

[Add New Addresses](#)

Jennifer Elliott  
Qorpak  
39630 Eureka Drive  
Newark, CA 94560 US  
Phone : 6505433341

[Delete](#) [Edit](#)

### Search Orders

[Go](#)

### Account History

Your most recent account activity is displayed below. For your convenience, your last five orders are available at a glance. For more details, click on the order number.

#### Recent Orders

ORDER #	ORDER DATE	STATUS
70011652	Mar 17, 2016	Shipped
70011648	Feb 18, 2016	Shipped
Total:2		<a href="#">View All</a>

## Order History Screen

- Apply filters as beeded to View Order History
- List of orders will be displayed



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Top Searches: caps III498 boston round

Shopping Cart  
0 Items \$0.00

- [Home](#)
- [All Categories](#)
- [About Us](#)
- [Hot Deals](#)
- [Knowledge & Resources](#)
- [Contact Us](#)

Home > View Account Info > My Orders

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### My Orders

No Search Result found

Show Orders in Last:

- 7 DAYS
- 30 DAYS
- 6 MONTHS
- 1 YEAR
- MORE THAN 1 YEAR

Order Status:

## Search Orders Screen

- Enter Search Criteria
- List of Orders will be displayed



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Value, Service, Expertise and Reliability

Top Searches: caps III498 boston round

 All Categories 

Shopping Cart  
0 Items \$0.00



Home > View Account Info > My Orders

### My Account

#### Wish List

- › View, Edit, E-mail My Wishlist

#### Orders

- › Order History
- › Search Orders
- › Pending Cart Items

#### Payments

- › Credit Card Details

#### Account settings

- › Name, E-mail, Password
- › Address Book
- › Preferences
- › Newsletter Subscription

#### Logout

### My Orders

Order #:

Date From:



Date To:



Purchase Order #:

Credit Card:

## List of Orders Screen

- Click on order # of invoice you wish to print or view



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Value, Service, Expertise and Reliability

Top Searches: caps 111498 boston round

Enter Keyword...

All Categories

Search



Shopping Cart  
0 Items \$0.00



All Categories

About Us

Hot Deals

Knowledge & Resources

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Home > View Account Info > My Orders

### My Account

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### My Orders

Show Orders in Last: 30 DAYS

Order Status: All

Go

Records per page

20

Go

2 Match(es) found

ORDER # 70011648 Placed On February 18, 2016

By: [elliottj@qorpak.com](mailto:elliottj@qorpak.com)

Status: Shipped

Amount: \$138.29

Via: Ground - Home Delivery

[Track](#)

[Copy to Cart](#)

Images	Item Number	Items	Qty	Status
	205054	8oz (250ml) Cobalt Blue PET Boston Round with 24-410 Neck Finish bottle only Case of 280	1	Shipped

ORDER # 70011652 Placed On March 17, 2016

By: [elliottj@qorpak.com](mailto:elliottj@qorpak.com)

Status: Shipped

Amount: \$11.50

Via: Ground - Home Delivery

[Track](#)

[Copy to Cart](#)

Images	Item Number	Items	Qty	Status
	CAP-00545-EA	13-425 Green Ribbed Thermoset Cap with F217 and PTFE Liner each	5	Shipped

Records per page

20

Go

2 Match(es) found

## Example of order paid with credit card

- Click on Print Order

### Wish List

- View, Edit, E-mail My Wishlist

### Orders

- Order History
- Search Orders
- Pending Cart Items

### Payments

- Credit Card Details

### Account settings

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- Preferences
- Newsletter Subscription

### Logout

[Print Order](#)


ORDER # 70011652 Placed On March 17, 2016 By: [elliottj@qorpak.com](mailto:elliottj@qorpak.com)

Status: [Shipped](#) Amount: [\\$11.50](#) Via: [Ground - Home Delivery](#)

[Track](#)

Billing Address	Shipping Address
Name: Jennifer Elliott	Name: Jennifer Elliott
Company: Qorpak	Company: Qorpak
Address: 1195 Washington Pike test1 Bridgeville, PA 15017 US	Address: 1195 Washington Pike test1 Bridgeville, PA 15017 US
Phone: 4122573100 Ext: 1334	Phone: 4122573100 Ext: 1334

Payment Information	
Payment Type	Credit Card
Credit Card Type	Visa
Card Number:	XXXXXXXXXXXX1111
P.O. Number	546546546

Item Details	Quantity	Price	Total
CAP-00545-EA  13-425 Green Ribbed Thermoset Cap with F217 and PTFE Liner each	5	\$0.24	\$1.20
Subtotal:			\$1.20
Shipping:			\$10.53
Shipping Discount:			\$1.05
Tax:			\$0.82
Order Total:			\$11.50
Advance Payment:			\$11.50

## Example of order with credit terms

- Click on Print Order

### My Account

#### Wish List

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#### Logout

### Order Details

[Print Order](#)

ORDER # 70011648 Placed On February 18, 2016

By: [elliottj@qorpak.com](mailto:elliottj@qorpak.com)

Status: **Shipped**

Amount: \$138.29

Via: **Ground - Home Delivery**

[Track](#)

Billing Address	Shipping Address
Name: Jennifer Elliott	Name: Jennifer Elliott
Company: Qorpak	Company: Qorpak
Address: 1195 Washington Pike test1 Bridgeville, PA 15017 US	Address: 1195 Washington Pike test1 Bridgeville, PA 15017 US
Phone: 4122573100 Ext: 1334	Phone: 4122573100 Ext: 1334

Payment Information	
Payment Type	Terms (PO)
P.O. Number	4f6a87fg6sdf43

Item Details	Quantity	Price	Total
205054  8oz (250ml) Cobalt Blue PET Boston Round with 24-410 Neck Finish bottle only Case of 280	1	\$139.18	\$139.18
		Subtotal:	\$139.18
		Discount:	\$20.88
		Shipping:	\$10.57
		Shipping Discount:	\$1.06
		Tax:	\$8.95
		Order Total:	\$138.29