Customer Center | Purchase History Reports

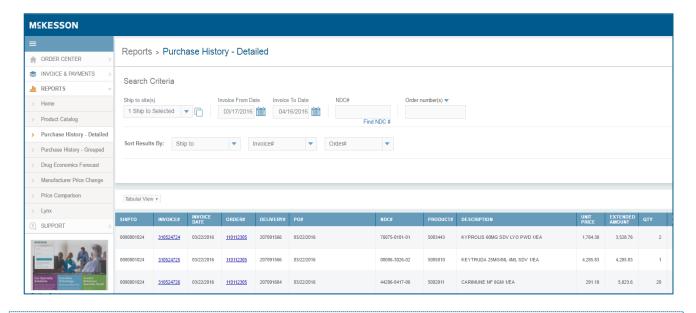
Customer Center

Purchase History Reports

The **Purchase History** — **By Line-Item Detail** report provides a review of the full details of your purchase history at the individual line-item level.

Instructions:

- 1. There are two ways to select the **Ship-to site(s)**:
 - a. Click on the select All icon () to select all the Ship-to sites.
 - b. Pull the list of customer and select them manually
- 2. Enter the desired Invoice Date Range for your search.
- **3.** For a more specific search, you can also filter by:
 - a. Products by NDC number or/and
 - b. By clicking on icon next to Order number you can further filter by
 - i. Order number
 - ii. Invoice Number
 - iii. Delivery Number
 - iv. PO Number
- 4. Hit the **Search** button to see your results.



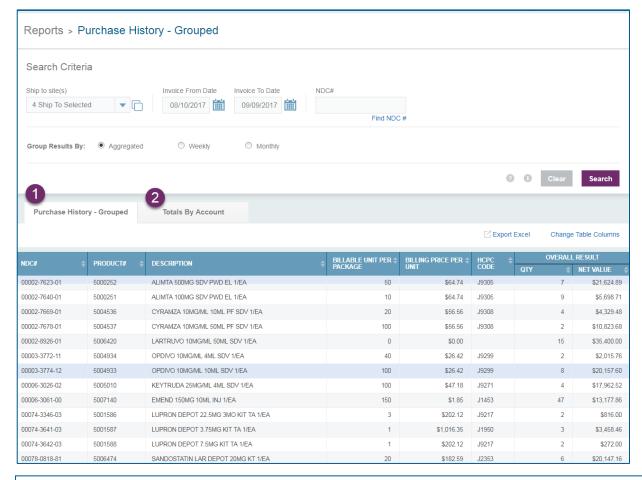
Helpful Hints: Click the button to search by product name and material number. Additionally, this report now allows you to **sort your line-item results** in a number of useful formats – by invoice number, order number, and others.

Customer Center | Purchase History Reports

The **Purchase History – Grouped by Product** report provides a high-level overview of total purchases, displayed per product, over a selected time period.

Instructions:

- There are two ways to select the Ship-to site(s):
 - Click on the select All icon () to select all the Ship-to sites.
 - Pull the list of customer and select them manually
- Enter the desired Invoice Date Range for your search. For a more specific search, you can filter products by NDC number.
- Hit the **Search** button to see your results.
 - o **New!** Results are displayed in two tabs:
 - 1. Line item Purchase History Grouped detail
 - 2. Totals by Ship To Account
 - o Totals by column are also included in the application and Excel download



Helpful Hints: Results can be grouped together by **aggregate**, **weekly or monthly**. Different from the line-item view, this report allows you to see the **overall quantity and net value** of each type of product ordered.