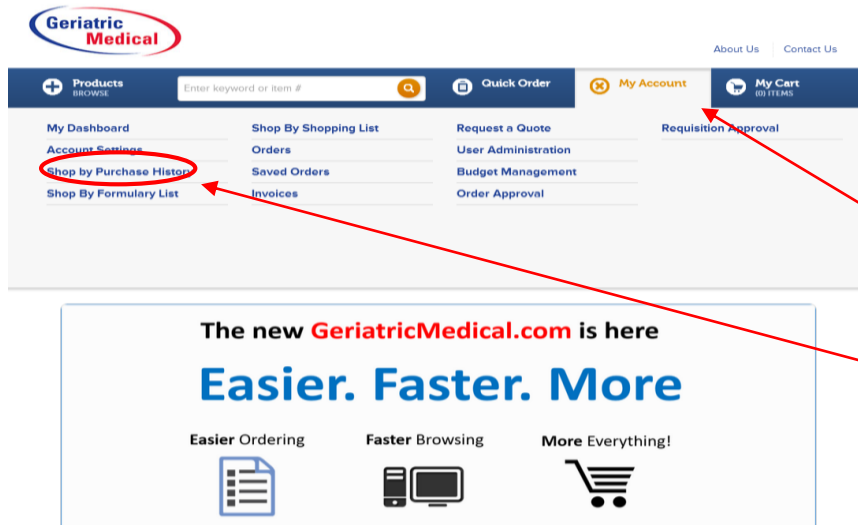


# How To: Order by Purchase History

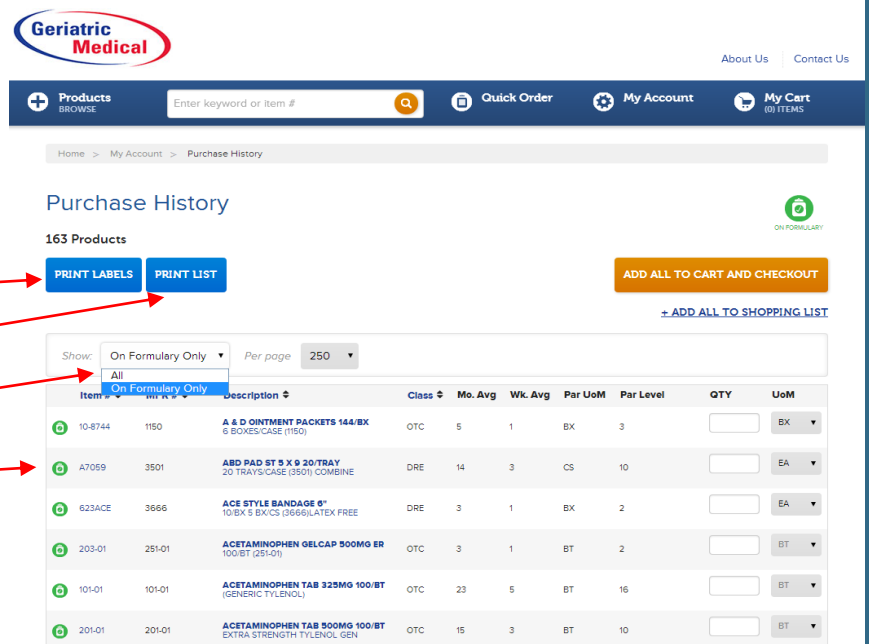


## Select Order By Purchase History:

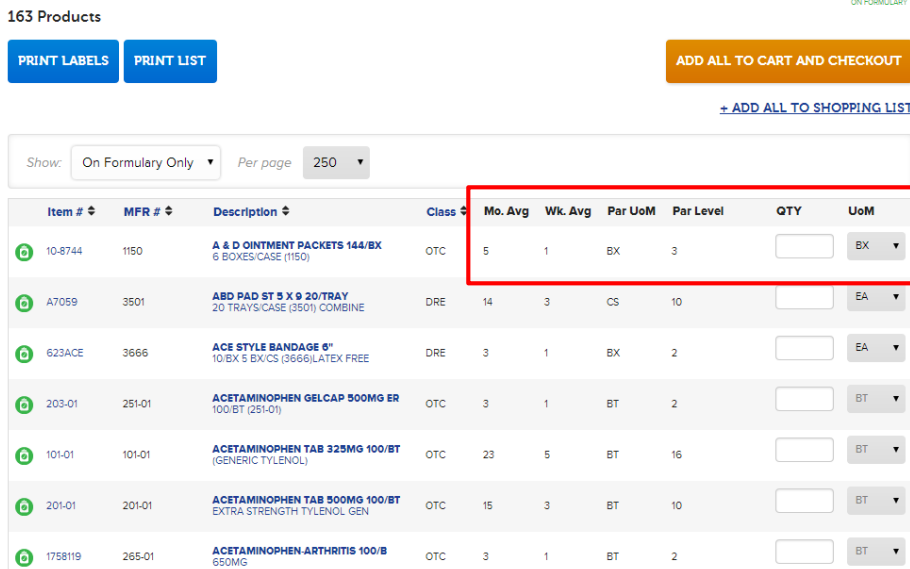
- Once logged in, find the 'My Account' Button located within the top blue bar
- Click on 'My Account' from the drop down menu
- Navigate over and click on 'Shop by Purchase History'

## Navigating Purchase History:

- Once on the 'Shop by Purchase History' Page, any item purchased in the past will be listed
- Key Features:
  - Print Shelf Labels
  - Print Fax Order Form List
  - On Formulary Filter
  - Formulary Item Icon
  - Monthly & Weekly usage
  - Par Level Suggestion



## Purchase History



## To Place an Order:

- Enter the quantity desired for each item on your Formulary List
- Change the Unit of Measure if needed
- Click 'Add all to cart and checkout' once you have satisfied your specific order needs

