

**View orders and invoices**

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## View orders

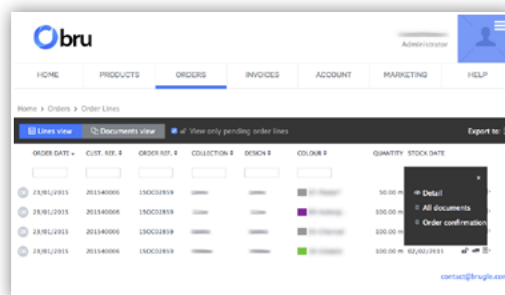
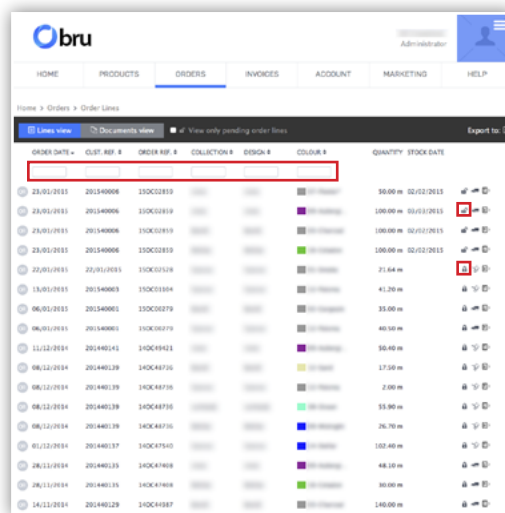
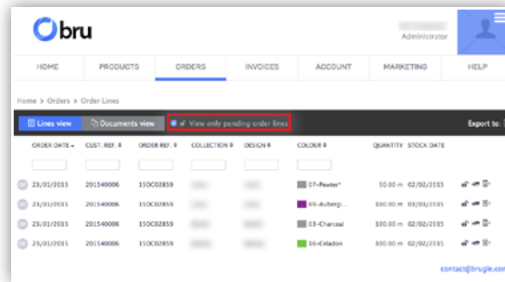
In the menu *Orders* and *Invoices* you can find more details about your old and pending orders. You can look at the orders per single product line or grouped in their order document.

### Orders Lines view

#### Step Instruction

- 1 You can scroll down to your first order or until your memory runs out.
- 2 By checking the box at the top, you can choose to view the pending order lines only.
- 3 You can filter in the available fields at the top of each corresponding column, to narrow down the data below. The list will automatically shorten to your detailed information. Click on Lines view again, to get the full list again.
- 4 The lock shows items that haven't been shipped yet or that have been processed.
- 5 The last icon of each row is the actions menu. If you click on it, different options will appear. If the order is pending you will have three options, that we will discuss later on. If not - if the lock is closed - you will have two extra options, *Packing list* and *Invoice*.

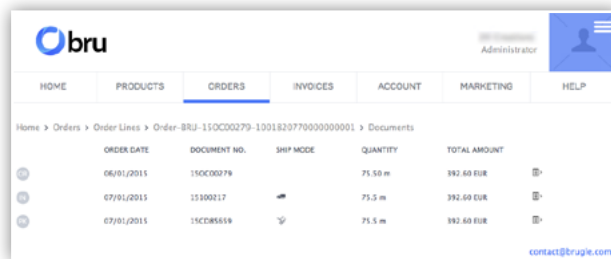
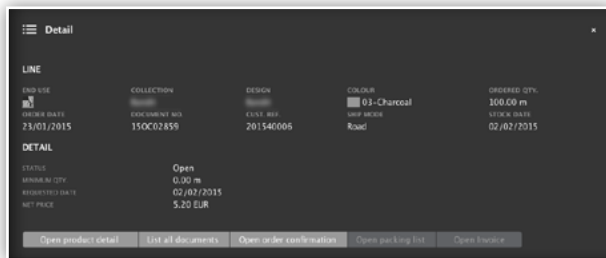
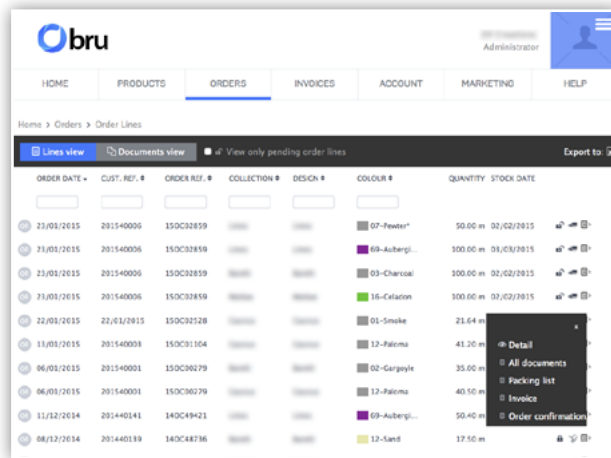
#### Image



**Step Instruction**

- 6 If you click on the detail option, a pop up screen opens with the details of your order line with some actions bellow.
- 7 *Open product detail*, will bring you to the product page of the actual products.
- 8 *List all documents*, shows you a page with the list of all documents related to this order line.
- 9 *Open the order confirmation*, will open all the information you need about your order. In the next paragraph you can see detailed information about this page.
- 10 The options *Open packing list* and *Open invoice* are not available if the product has not been shipped yet.
- 11 If you click on *All documents* in the action list of an order that has been shipped, you will find three documents, an order, invoice and packing list. If an order has not been shipped yet, it can only show the order lines.

**Image**

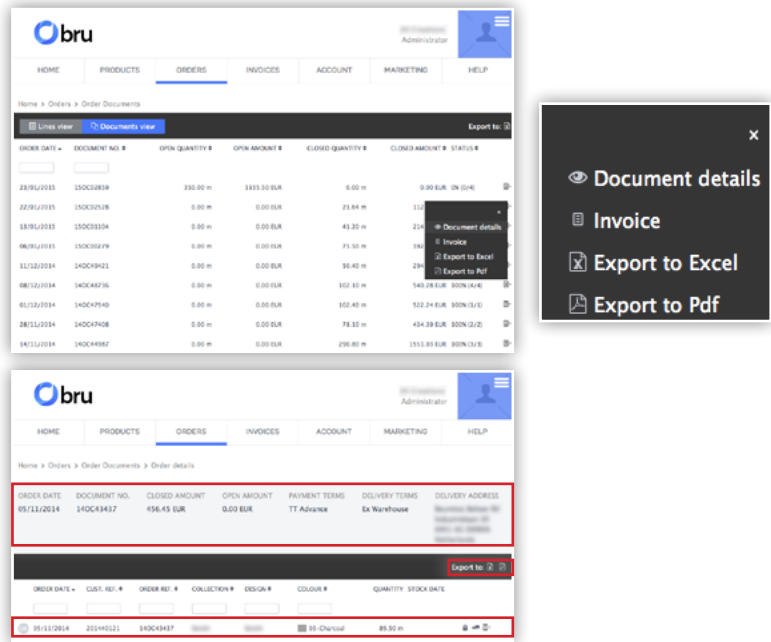


## Orders Documents view

### Step Instruction

- 1 Similar to the Lines view, at the end of each row you can find the actions menu.
- 2 For each document you can visit the details, the according invoice, export to excel and export to pdf.
- 3 The document details show the document details at the top and below the product lines.
- 4 On the right you find the buttons to export to excel and to pdf. The documents will open in a new tab, or be saved in your download folder, depending on the settings you have made on your computer.

### Image



## View invoices

Invoices work just like the order page. In *Orders* you can see unshipped orderlines and shipped orderlines. As we saw before, you can recognize the difference by the opened or closed lock. Once the orderline is shipped, you can find it in *Invoices* as an invoice product line.

