Order History and Customer Service Information

First, you must login to your account by choosing the correct branch and clicking “Login”

1. Mouse over “Shop by Location”
2. Select your Branch
3. Click “Login”
4. Enter Login ID and Password. Then click “Sign In”
Order History

1. Click “Past Order History”

![Image of Jackson Newell Paper Companies Website Tutorial]

Order History

2. Search for your order by entering a search term in the filter field.

3. Click on the Order ID (to the far left)

You may also search by entering a starting and ending date. Then click “Get Orders”
Customer Service Information

1. Click on “Customer Service”

Clicking on any blue text will display a printable version of that order or invoice.

This will search for any invoice by PO number. If the order didn’t use a PO, then use the word “Verbal”