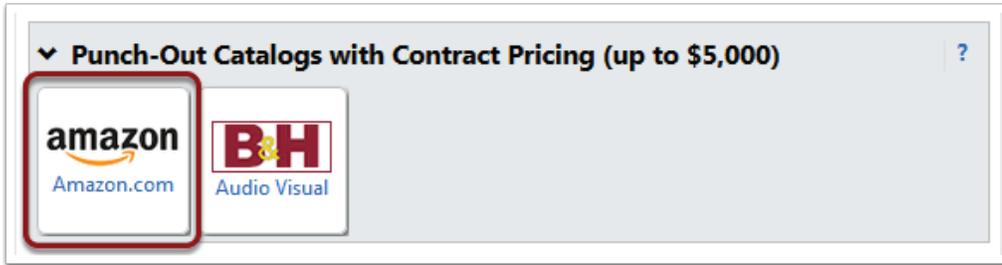
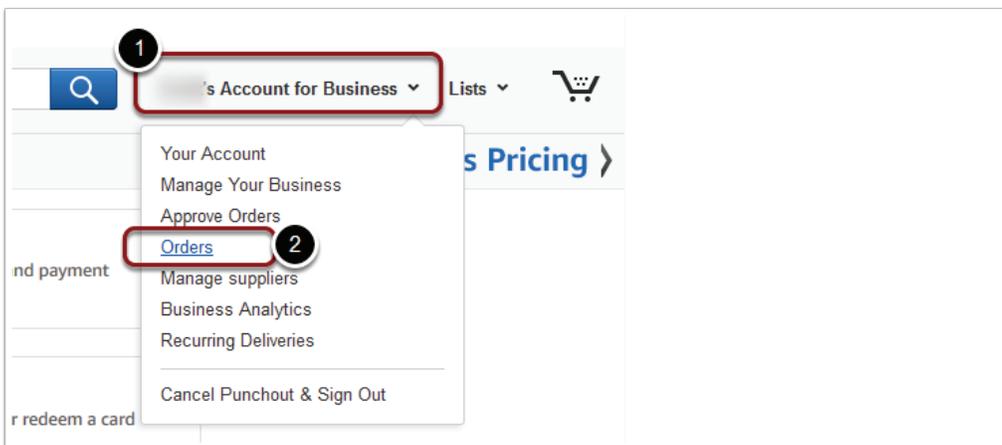


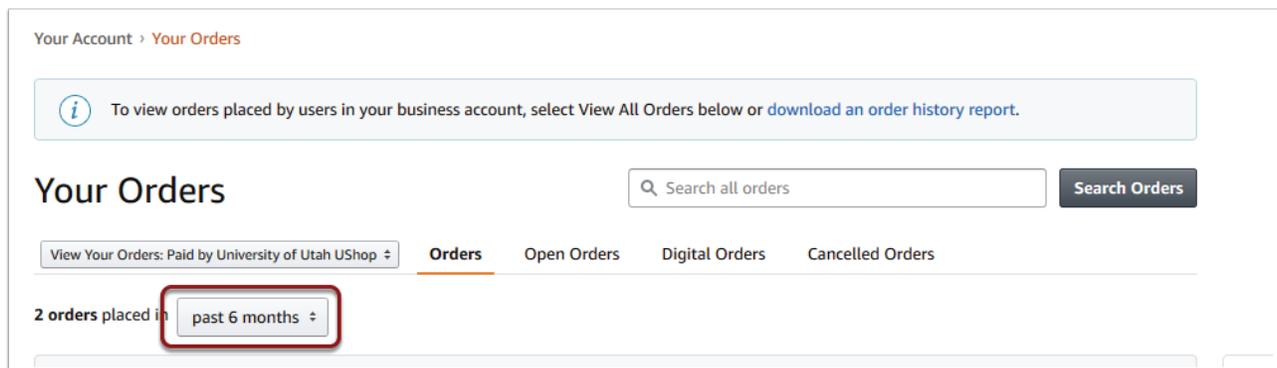
1. Click the Amazon icon.



2. In the upper right corner of your screen, click *Account for Business* (1), and then *Orders* (2).



3. You can display your orders for the past month, 6 months, or longer.



4. Once you find an order that you need more detail for, you can use the Print Order Summary link.

Your Account > Your Orders

To view orders placed by users in your business account, select View All Orders below or [download an order history report](#).

Your Orders [Search Orders](#)

ORDER PLACED	SHIP TO	PLACED BY	TOTAL	PO# UZ00006961
May 10, 2017	AMANDA MARGARET Ashley, SCH OF BUSINESS - MHA PROG	Amanda Ashley University of Utah UShop	\$13.13	ORDER # 114-0771914-9804230

[View order details](#) [Printable Order Summary](#)

5. View the Printable Order Summary.

Final Details for Order #114-0771914-9804230
[Print this page for your records.](#)

Paid By: University of Utah UShop
Placed By: Amanda Ashley
E-Procurement Order Placed: May 10, 2017
Amazon.com order number: 114-0771914-9804230
Order Total: \$13.13

Shipped on May 11, 2017

Items Ordered	Price
1 of: <i>Mouse pads 9in X 7.5in Personality Desings Gaming Mouse Pad Style</i> Sold by: Rosy Clouds (seller profile) Condition: New	\$6.99

Shipping Address:	Item(s) Subtotal: \$6.99
[Redacted Address]	Shipping & Handling: \$6.14
Salt Lake City, Utah 84112	Total before tax: \$13.13
United States	Sales Tax: \$0.00
Shipping Speed:	Total for This Shipment: \$13.13
Standard Shipping	-----

Payment information

Payment Method:	Item(s) Subtotal: \$6.99
MasterCard Last digits: 1616	Shipping & Handling: \$6.14
Your PO #: UZ00006961	Total before tax: \$13.13
	Estimated tax to be collected: \$0.00
	Grand Total: \$13.13

Credit Card transactions	MasterCard ending in 1616: May 11, 2017: \$13.13
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