Downloading an Invoice from Orgill.com into Excel

These instructions begin at the Homepage:

- Go to "My Account" then "Account Information"
- Select "Recent Invoice History"
- Click on the invoice you wish to download

Downloading into Microsoft Excel:

- Click on "DOWNLOAD" (Under the "Ship To" address information at the top of the window.)
- The "File Download" popup window will appear.
- Select "Save".
- The "Save As" popup window will appear. Name the file something that makes sense to you and save it in an appropriate sub-directory.
- Open Excel. From the taskbar, select "Open" The "Open" popup window will appear.
- At the bottom of the popup you will see "Files in Type". Click on the dropdown menu and select "All Files".
- Find and highlight the name of the file you saved and select "Open".
- The *"Text Import Wizard – Step 1 of 3"* popup window will appear. Select "Delimited" and then select "Next" at the bottom.
- The *"Text Import Wizard – Step 2 of 3"* popup window will appear. Deselect "Tab". Select "Other" and place the tilde symbol (~) in the box, then select "Next" at the bottom.
- The "*Text Import Wizard – Step 3 of 3"* popup window will appear. Using the "Scroll Bar" at the right of the data preview window, scroll down until the first line of actual data in the report appears.
- The first column titled "ITEM" should be highlighted. Go up to the "column data format" area and select "Text". Highlight the "DESCRIPTION" column and change it to "Text" also. Select "Finish" at the bottom of the window.
- The report will then open in Excel.

To save the report as an Excel spreadsheet:

- From the taskbar select "File" and then "Save As".
- The "Save As" popup window will appear.
- At the bottom of the window in the "Save As Type" window select "Microsoft Excel Workbook" and then click "Save".
- Your Invoice is now saved as an excel spreadsheet.

* The set of instructions above are complete for the process of downloading invoices. It is not all-inclusive due to the variability of conditions affecting individual computers. If you experience difficulty in executing the above process, please utilize the "Help" tab, "Website Help" on www.orgill.com.