HOW TO REQUEST INVOICES ON HILTI ONLINE

Request Invoices

Do you want to check previous orders or do you need the invoice of a previous order? This is easy on Hilti Online. Let's get started...

Tip: Your Order history is available for the past three months. If you need a copy of an invoice that is more than three months old, please contact customer service on 0800023331 or contact us on Hilti Online.

1. Login to your Hilti Online account



2. Under Your orders, click on 'Request invoice copy'.



3. You will see a list of your orders. For detailed order information, just click on the order to access the details. You can also get more information on the order by clicking on "Edit columns'.

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ORDER HIS Order history is availab ORDER TRACKIN	TORY ile for the past three months	s. If you need a copy of ar	n invoice that is more than	three months old, please	contact customer servic	e at 0800023331, or live chat with us		
For detailed order information, just click on the order to access the details. There you will find all the required information.								_/
REQUEST COPY OF INVOICE			₩ RE-ORDER				,	SHOW ALL COLUMNS EDIT COLUMNS
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www.hilti.co.za

Visit www.Hilti.co.za to get started



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4. Click on the table headers to sort the list by Order number, PO number, Order method, Date, Delivery status, Total price and more.



5. Select your invoice(s), then click on 'Request copy of invoice'. Your invoice(s) will be sent as a PDF attachment to you via email. You can also click on Re-order' to re-order the items in this invoice.

REQUEST CO	OPY OF INVOICE	₩ RE-ORDER			SHOW ALL COLUMNS EDIT COLUMNS ~
1 Order eg: 23230023	† PO eg: 2330123	1 Order method	↓ Date	Delivery status	Total price (ex. 15% VAT)
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0580791228	POBTSAUGUST	E-Commerce	03-08-2018	Completed	ZAR 0.00
0580779940	Project100	E-Commerce	03-06-2018	Completed	ZAR 0.00
0580779941	123434343	E-Commerce	03-08-2018	Completed	ZAR 0.00

6. To get more information on an invoice, click on the specific invoice to view the details of that invoice and check the status of your order. You can also re-order the items in your invoice for your convenience.

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< Back	to overview					
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	and completed		Forchaser.			
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