

HOW TO REQUEST INVOICES ON HILTI ONLINE



Visit www.Hilti.co.za to get started

Request Invoices

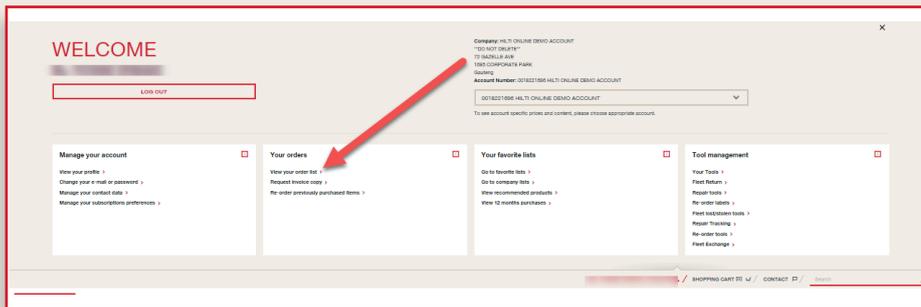
Do you want to check previous orders or do you need the invoice of a previous order? This is easy on Hilti Online. Let's get started...

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.

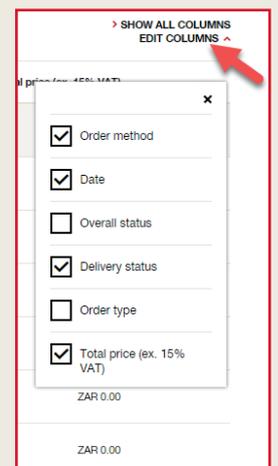
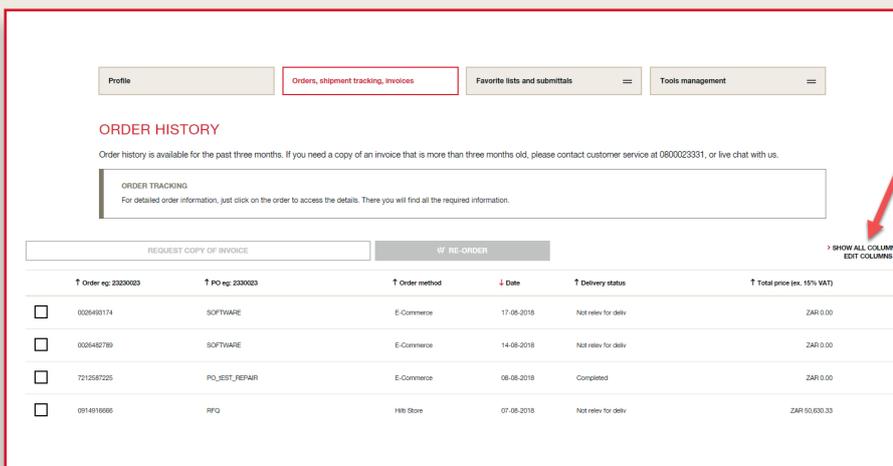
1. Login to your Hilti Online account



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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iOS



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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.

ORDER HISTORY

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 at 080023331, or live chat with us.

ORDER TRACKING
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

Order eg. 2330003	PO eg. 2330003	Order method	Date	Delivery status	Total price (ex. 15% VAT)
0026493174	SOFTWARE	E-Commerce	17-08-2018	Not relev for deliv	ZAR 0.00
0026482789	SOFTWARE	E-Commerce	14-08-2018	Not relev for deliv	ZAR 0.00

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 COPY OF INVOICE **RE-ORDER** SHOW ALL COLUMNS EDIT COLUMNS

	Order eg. 2330003	PO eg. 2330003	Order method	Date	Delivery status	Total price (ex. 15% VAT)
<input checked="" type="checkbox"/>	0026493174	SOFTWARE	E-Commerce	17-08-2018	Not relev for deliv	ZAR 0.00
<input type="checkbox"/>	0026482789	SOFTWARE	E-Commerce	14-08-2018	Not relev for deliv	ZAR 0.00
<input type="checkbox"/>	721777225	PO_EST_REPAR	E-Commerce	08-08-2018	Completed	ZAR 0.00
<input type="checkbox"/>	0914915888	RFQ	HRB Store	07-08-2018	Not relev for deliv	ZAR 50,830.33
<input type="checkbox"/>	0580791228	POSTSAUGUST	E-Commerce	03-08-2018	Completed	ZAR 0.00
<input type="checkbox"/>	0580799940	Project100	E-Commerce	03-08-2018	Completed	ZAR 0.00
<input type="checkbox"/>	0580799941	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.

Profile Orders, shipment tracking, invoices Favorite lists and subtotals Tools management

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HILTI ORDER NUMBER: 0580777541

Order date: Total: ZAR 10,354.21
 Order fulfillment status: Completed Purchase order number:
 Order status: Completed Purchaser:

Delivery address and contact **REQUEST INVOICE** Billing information

YOUR PURCHASED ITEMS

RE-ORDER

All / None	Product description	Cancellation reason	Order fulfillment status	Item status	Quantity	Total (ex. 15% VAT)
<input type="checkbox"/>	Diamond core bit DD-4H-250301 UCL Item number 2060130		Completed	Fully delivered	10	ZAR 5,580.18

Subtotal (ex. 15% VAT) ZAR 6,960.18
 Shipping charges ZAR 0.00
 Tax ZAR 3,343.08



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