



MyArrow Arrow Services - View and Print Invoices



Printing an invoice should be simple, right? With MyArrow, it is. No need to call in and have your invoice emailed to you. Just log in to MyArrow, navigate to the correct order, download your invoice to your computer, and print off as many copies as you need!

How do I print an invoice?

There are two simple ways to print an invoice on MyArrow.

Option 1 – Download and print directly from your backlog

Option 2 – Download and print from within a purchase order

Option 1

1. Select 'Shipped' under your orders preview

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#233 9382)

Orders

Orders [View All Shipped in Last 30 Days](#)

Open

Shipped

Date Mismatch

1

Purchase Order	Sales Order/Line Item	Date Shipped	Shipment Details
DIST-116949-2876	10624845/4.1	2020-02-03	
26825125	10624845/3.1	2020-02-03	
26825125	10624845/2.1	2020-02-03	
DIST-116949-2876	10624845/1.1	2020-02-03	
FED-112668-2168	10613493/3.1	2020-01-12	
TEST-ORD-140	10613493/2.1	2020-01-12	
FED-112668-2168	10613493/1.1	2020-01-12	
REG-112669-2169	10613485/3.1	2020-01-11	
TEST-ORD-106	10613485/2.1	2020-01-11	
REG-112669-2169	10613485/1.1	2020-01-11	
DIST-112679-2170	10613486/4.1	2020-01-11	
TEST-ORD-142	10613486/2.1	2020-01-11	

2. Click ‘View All Shipped in Last 30 Days’

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#2339382)

Orders

Orders

View All Shipped in Last 30 Days

2

OpenShippedDate Mismatch

Purchase Order	Sales Order/Line Item	Date Shipped	Shipment Details
DIST-116949-2876	10624845/4.1	2020-02-03	ARROW
26825125	10624845/3.1	2020-02-03	ARROW
26825125	10624845/2.1	2020-02-03	
DIST-116949-2876	10624845/1.1	2020-02-03	
FED-112668-2168	10613493/3.1	2020-01-12	ARROW
TEST-ORD-140	10613493/2.1	2020-01-12	ARROW
FED-112668-2168	10613493/1.1	2020-01-12	ARROW
REG-112669-2169	10613485/3.1	2020-01-11	ARROW
TEST-ORD-106	10613485/2.1	2020-01-11	ARROW
REG-112669-2169	10613485/1.1	2020-01-11	ARROW
DIST-112679-2170	10613486/4.1	2020-01-11	ARROW
TEST-ORD-142	10613486/2.1	2020-01-11	ARROW

3. Click ‘View Invoice’

☐	PO Number/ PO Line	Sales Order/ Line Item	Buyer	Customer Part #	Manufacturer Part #	Entered	Requested	Committed	Qty Ordered Qty Remaining	Qty Shipped Qty Ready to Ship	Tracking
☐	Guarenteed HR	14773342 1.1 (Shipped)		764809-01	123456789 (Bat)	2019-10-02	2019-10-02	2019-10-04	3 0	3 0	2019-10-02 111111111111
		View Order	View Invoice								
☐	Flat Bill Supreme	14733028 1.1 (Shipped)			23456789 (Hat)	2019-09-24	2019-09-24	2019-09-25	2 0	2 0	2019-09-24 222222222222
		View Order	View Invoice								
☐	Always Speedy	14733028 2.1 (Shipped)			4567891523 (Cleats)	2019-09-24	2019-09-24	2019-09-25	2 0	2 0	2019-09-24 333333333333
		View Order	View Invoice								
☐	Still Fashionable	14733028 3.1 (Shipped)			7894561233 (Pinstripes)	2019-09-24	2019-09-24	2019-09-25	2 0	2 0	2019-09-24 444444444444
		View Order	View Invoice								



4. In the popup window click “View Invoice”

View and Print Invoice

PO Number: 26825125

Sales Order: 10624845

Customer Part Number: IB-POWER-CORD-US

Manufacturer Part Number: PCLT60975

☒	Invoice Number	Invoice Date	Quantity	Amount (USD)	
☒	281020358926	2020-02-03	4	0	View invoice

CLOSE

5. Download or Print the PDF

Option 2

1. Within a purchase order click ‘View Invoice’

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#2339382)

Orders

Purchase Order: DIST-116949-2876

Ship to:

Bill to:

Buyer :
Sales Order: 10624845
Shipping Method: ARROW-TL-
SPECIAL INSTRUCTIONS
Carrier Account #:

Email Sales Representative

1

View Invoice

Shipment Tracking

☐	Line Item (4)	Customer Part #	Manufacturer Part #/Name	Quantity Ordered	Quantity Shipped	Qty Ready to Ship	Quantity Remaining	Entered Requested Committed	Status	Tracking	Unit Resale	Ext. Resale
☐	1.1	TE-1405-HW-AC	150-1004-000-IBX	4	4	0	0	Entered: 2020-01-30 Requested: 2020-01-30 Committed: 2020-02-04	Shipped		\$4,377.66	\$17,510.64
☐	2.1	IB-POWER-CORD-US	PCLT60975 Electri-Cord Manufacturing	4	4	0	0	Entered: 2020-01-30 Requested: 2020-01-30 Committed: 2020-02-04	Shipped		\$2.10	\$8.40

2. In the popup window click “View Invoice’

View and Print Invoice

PO Number: 26825125

Sales Order: 10624845

Customer Part Number: IB-POWER-CORD-US

Manufacturer Part Number: PCLT60975

☒	Invoice Number	Invoice Date	Quantity	Amount (USD)	
☒	281020358926	2020-02-03	4	0	2 View invoice

CLOSE

3. Download or Print the PDF