**Invoice Download:**

From Dashboard/Initial page. Click on Account 🡺 Statement Status



Default page shows open invoices.

To see history invoices, click on Statements 🡺 Statement History.



To download the invoice in COSTGUARD format, Click on the Invoice number and open the invoice.

Click on Advanced 🡺 Export 🡺 CostGuard. It downloads to your PC download folder.



**Order Guide**:

From Dashboard page, Click on Reports 🡺 Guides 🡺Standard guide.

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From Standard Guide Report page, Click on the Advanced 🡺 Export 🡺 CostGuard – It downloads the guide into your PC.



**Order/PO Upload:**

At the right end of the Dash board page, click on the “New Order”



On the Ordering Option popup page,

* Select “From” type 🡺 Import
* Select “Import” format 🡺 CostGuard File
* Click “Start Order with above selections” to import the items to SyscoSource Order

