

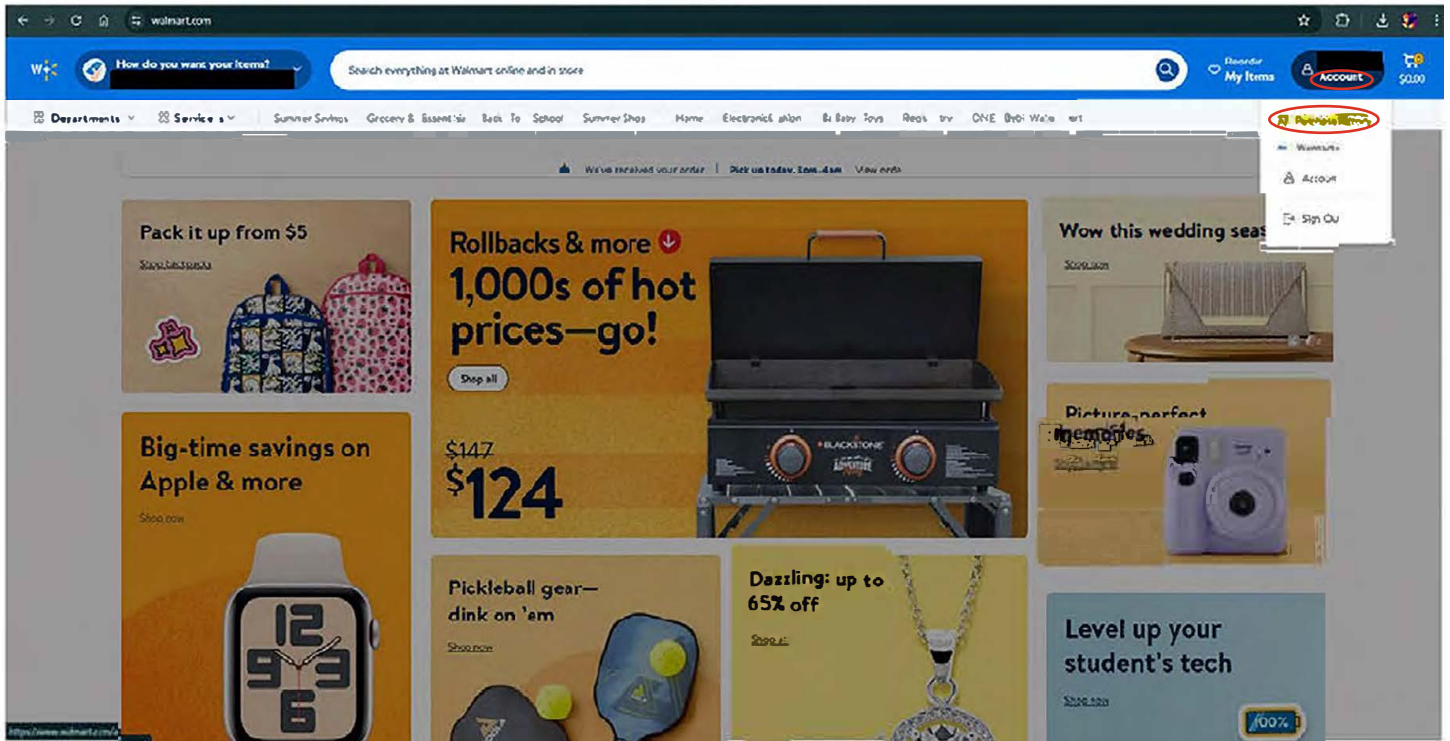
# How to Print Your Walmart Order Details

## 1. Navigating to Orders

Start by logging into your Walmart account.

Click on your account icon at the top right corner.

From the dropdown menu, select 'Purchase History'.

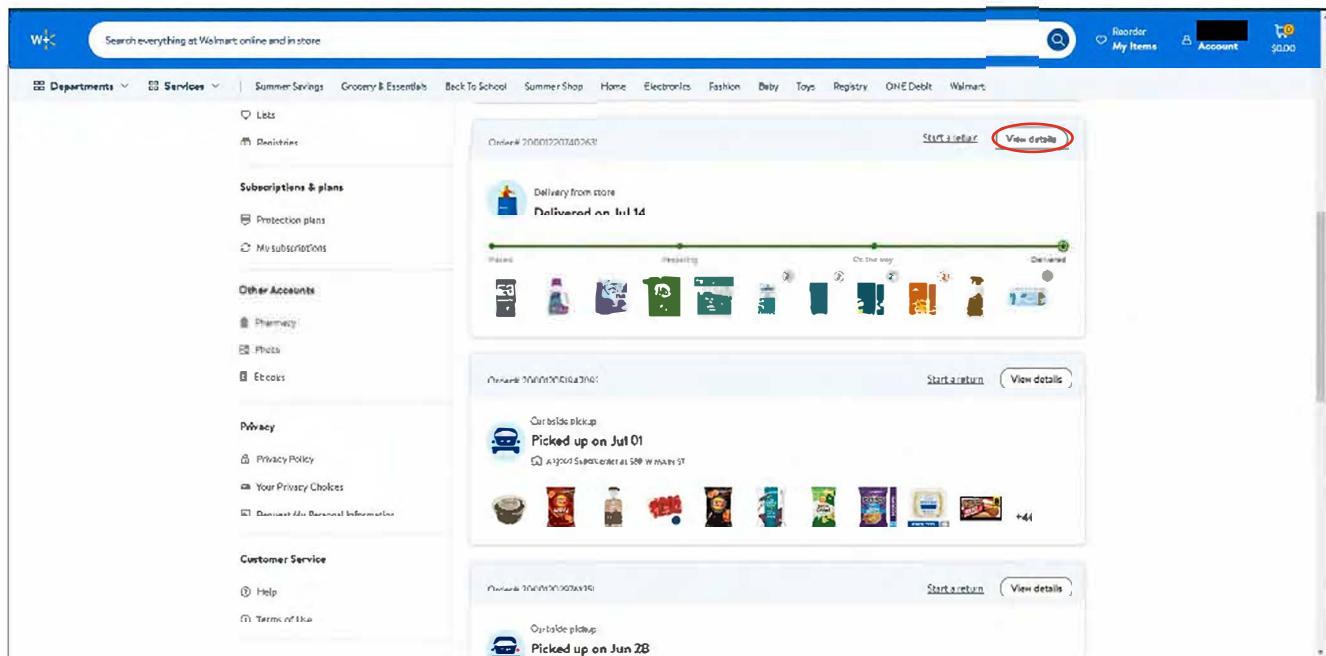


## 2. Viewing Orders

In the Purchase History section, you can see a list of your recent orders.

Find order that matches charged amount on Expense Report

Click on 'View details' for the order you want to print.



3. Order Details

Here you can see the details of your selected order.

To print the order details, click on the 'Print' button.

Walmart

Search everything at Walmart online and in store

Reorder My Items

Account

\$0.00

88 Departments

Services

Summer Savings

Grocery & Essentials

Back To School

Summer Shop

Home

Electronics

Fashion

Baby

Toys

Registry

CHE Debit

Walmart+

Thanks for being a member since Apr 2023

Purchase history

My savings

Wallet

Walmart+

My profile

Pets

Vehicles

Manage Account

Personal info

Addresses

Communications

Giving & Impact

Privacy

My Items

Walmart Cash

Jul 13, 2024 order | Order# 2000122-07402631

Print

Have an issue with your order? Get help

\$0.50 Walmart Cash added

View your balance

Michael delivered your order. Want to say thanks?

Add tip

Delivery from store

Delivered on Jul 14

Return eligible until Sat, Oct 12

Placed

Preparing

On the way

Delivered

Delivery dropped off on Jul 14

View delivery photo

20 items received

Start a return

Delivery from store

Address

Delivery Instructions

Payment method

Ending in

\$174.45

Your payment method has a temporary hold for \$182.45. An updated charge will appear on your statement within 10 business days.

Subtotal

\$162.03

Free delivery from store

\$9.95 \$0

Tax

\$12.42

Driver tip

\$0.00

## 4. Save as PDF

In the print dialog, select 'Save as PDF' as the destination.

Click "Save", Save PDF as "(Total Amount of Order) - Walmart".

The image shows a Walmart receipt on the left and a print dialog box on the right. The receipt is for a Walmart Cash order, dated 04/16/2024, with a total of \$764.43. The print dialog box is open, showing the 'Save as PDF' option selected under the 'Destination' tab. The 'Save as PDF' option is highlighted in blue. The 'Save' button is circled in red at the bottom of the dialog box.

**Walmart Cash order**

04/16/2024  
Order # 207024 041624

Printed: 04/16/2024 10:00 AM

Item	Qty	Price
Walmart Cash order	1	\$764.43

**Subtotal** \$764.43

**Total** \$764.43

Payment method: [Link to payment method](#)

**Print**

1 page

**Destination**

Save as PDF

Brother HL-L8360CDW series Printer  
bizhub Tuckey  
KOMICA MINOLTA bizhub C300 PCL (10.3.6.56) UPI

**Pages**

1

**Pages per sheet**

1

**Margins**

Minimum

**Options**

☐ Headers and footers

☐ Background graphics

**Save** **Cancel**