

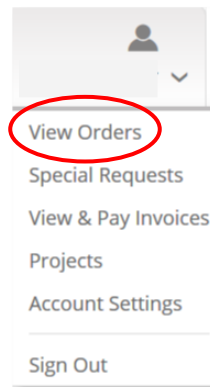
### Marketplace: Manage Account—View Orders

After placing orders in Marketplace you may want to view them later. This guide provides instructions to view orders you have already placed and paid by invoice or by credit card at the time of purchase.

Log on by visiting: <http://marketplace.copyright.com>

#### 1. Finding your orders in Marketplace

- After signing into your account, select “View Orders” from the drop-down menu, next to your name at the top right of the application:
- The “View & Search Orders” tab on the Manage Account page will open.
- The display defaults to Orders placed in the last 6 months, but you can view a longer time period using the drop-down menu.



**TIP:** Copyright licenses are important for record keeping purposes. If you use projects in Marketplace, all your licenses will be in one place, for easy reference.

#### View & Search Orders

To search using specific criteria, please use the Search field or select a pre-defined date range from the drop-down. To view orders older than 2 years, please use the Search field.

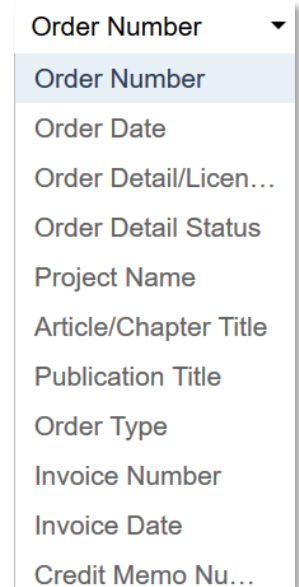
Search:

1 - 2 of 2 orders

Order Date	Order Number	Order Total	Original Price	Order Status	
22 Apr 2021	1068734	1,237.00 USD	1,237.00 USD	Closed	<a href="#">View details</a>
22 Apr 2021	1068733	1,157.00 USD	1,157.00 USD	Closed	<a href="#">View details</a>

#### 2. Search by Order Information

- You can search for orders in multiple ways.
- The default search parameter is “Order Number”, but you may select any of the fields from the list.
- Select the search parameter and the interface changes to that search type. Enter the requested information and click on **Search**
- E.g. selecting “Order Detail Status” reveals a dropdown for all the possible statuses and a date range limiter. Select a status and enter a date range to initiate a search.
- The results displayed includes all orders that you have placed through other applications. It is easy to limit to Marketplace republication orders in the following way:
- Select “Order Type” then “Republication Permissions” from the offered options
- Next, provide a date range limiter
- Initiate the search following your selections by clicking **Search**



#### 3. Search for Orders by Date Ranges

- Searching for orders by date ranges is simplified by selecting one of the five options offered
- Each options expands the search results sets for your review. You can modify this selection as many times as is necessary to find your target order(s).
- Initiate the search following your selections by clicking **Search**



### 4. Search for Older Orders

- You can search for orders placed more than two years ago in Marketplace using the “Order Number”.
- Type the order number in the search box and click on **Search**
- Click on the Order Number to view the full order details

### 5. Search by Order Number on the View & Search Orders List

- Orders from the last 30 days will display when selecting “View Orders” from the Manage Account menu. If the order you want to review appears on the list, click on the order number to view all details related to that order.
- Clicking on the Order Number opens the Order Details page:

Order Date	Order Number	Order Total	Original Price	Order Status
2019	1043879	USD	USD	<a href="#">view details</a>

- You can print the order details by clicking **Print Order** at the top right.
- To view additional information for the order, click on **View Details** to expand the record to display Licensed Content, Request Details, and any Additional Details about your order.
- Select **Publisher Terms and Conditions** to view detailed information about the Publisher’s terms of use for the requested content under the license.
- To print the Publisher Terms and Conditions, click on **Print Friendly Version**

This is a License Agreement between [User] (“User”) and Copyright Clearance Center, Inc. (“CCC”) on behalf of the Rightsholder identified in the order details below. The license consists of the order details, the CCC Terms and Conditions below, and any Rightsholder Terms and Conditions which are included below. All payments must be made in full to CCC in accordance with the CCC Terms and Conditions below.

Order Date	14-01-2021	Type of Use	Photocopy for internal/external use
Order License ID	1072738-1		
ISSN	1744-0005	Publisher	

**NOTE:** Copyright licenses are only valid once full payment is made to CCC.

Order Number: MP1021138-1
Order Date: 14-01-2021
Print order

**Payment Information**

Academic User: [Redacted]  
Payment method: Credit Card

**Billing Address:**  
[Redacted]

**Customer Location:**  
[Redacted]

**Order Details**

1. Legal Basics of Mineral Policy in Europe

Order License ID: MP1021138-1  
Order detail status: Invoiced  
Project name: Test Project ABC  
ISBN-13: 9782110900281

Type of use: Publisher  
Portion:

Billing Status: Closed  
Photocopy for a coursepack  
Page:

[View Details](#)

[Print Course Materials Permission Publisher Terms and Conditions](#)

Total Items: 1
Subtotal: USD
Order Total: USD

### 6. View a Project

- Sign into your account and click the down arrow next to your name at the top right of the application:
- Select “Projects” to view the active projects on your account. Medical Communications projects appear on the tab “Medical Communications.”
- To view details of a project, click on the project name.
- Use the tabs under “Project Builder” to view Project Cart, Open Special Requests, and Purchased Items.
- Click on the Purchase button to add items in the Project Cart to your order.

View Orders  
Special Requests  
View & Pay Invoices  
**Projects**  
Account Settings  
Sign Out

### Questions?

For general questions:

[Search the Knowledgebase](#) or [Contact Customer Service](#)

