

## 1 Locate the Order Status Page

- A. Login
- B. Click **My Account**
- C. Expand (+) **Orders**
- D. Click **Order Status**

## 2 Find an Order To Track

- A. Find an **Order By** selecting a criteria or a **Date Range**
- B. Use **Sort By** options to view results by **Reference#/PO#, Order Date, Items, Order Total and Status**

## 3 Check Order Status

- A. Check shipment status by viewing the **Status** column
- B. Click on **View/Track** to view the order and access further options




Within Items Purchased



**A** Account #: **3153261**  
 Test Acct One / 526 Congaree Rd, Greenville, SC 296073516 [Switch Office](#)

My Order: \$539.46

## ORDER STATUS

- B** [My Account](#)
- [My Dashboard](#)
- [Practice Analysis Tool](#)
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- [Reconciliations](#)
- [Inventory Management](#)
- Orders** **C**
- D** [Order Status](#)
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**A** [My Account](#) / [Order Status](#)

**FIND AN ORDER BY:**

Date Range       PO #       Reference #  
 Invoice #       Item Code #       Order #

Date Range:  to  **FIND**

Below are orders placed for your current location between 3/27/2017 and 4/27/2017.

Click the View/Track link to see order information.

**ORDERS: (1)**      **B** **SORT BY:** Order Date

Reference #/PO #	Order Date	Items	Order Total	<b>A</b> Status	<b>B</b> View/Track
HSL_75387369	4/3/2017	1	\$72.34	Processing	



## Order Status Details and Options

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- A. Click on **Track** to be brought to the UPS Website for more information
- B. Click **Invoice** to view individual invoices in PDF format
- C. Re-order by entering quantities and clicking **Add to Order**

## ORDER STATUS DETAIL

**My Account**

- My Dashboard
- Practice Analysis Tool
- Statements & Payments
- Reconciliations
- Inventory Management
- Orders
  - Order Status**
  - Returns
  - Reporting
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- Custom Order Messages
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[LOGOUT](#)

Home / My Account / Order Status / Order Status Detail

**ORDER INFORMATION:**

Reference #: HSL_73363828	Ordered By: ReinieBashon Aberdeen508Elma316
PO #: 105986	Order Date: 12/14/2016
Order #: 47496445	Ordering Method: Web Site
Approved By: LuzMaria Colberg	Approved On: 12/14/2016, 6:13 PM

**ADDRESS DETAILS:**

<b>Shipping Address</b>	<b>Billing Address</b>
Account #: 3145523 Aberdeen Medical 508 1813 Sumner Ave Attn Lab Aberdeen, WA 985204600 United States of America	Account #: 1623780 Sea Mar Comm HC 1040 S Henderson St Seattle, WA 981084720 United States of America 206-763-5210
Shipping Method: UPS Standard Delivery	Payment Method: Bill On Account

**LINE(S): (10)** [ADD TO ORDER](#)

Description	Order/Ship Qty	Invoice Info*	Status	Track	Re-Order
<b>Filter f/DCA Vantage 2/Pk</b> 1107417 Customer Item Number: 470	6 / 6 \$27.13/PK	37116512 12/14/2016	Shipped	<a href="#">Track</a>	<input type="text"/>
<b>Flexal Glove Nitrile Medium 200/Bx</b> 1530498	2 / 20 \$103.50/CA	37116512 12/14/2016	Shipped	<a href="#">Track</a>	<input type="text"/>

