

**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

The screenshot shows the 'ORDER STATUS' page. At the top, there is a search bar and navigation icons. Below the search bar, the user's account information is displayed: Account #: 3153261, Test Acct One / 526 Congaree Rd, Greenville, SC 296073516. A shopping cart icon shows a total of \$539.46. The main content area is titled 'ORDER STATUS' and includes a 'FIND AN ORDER BY:' section with options for Date Range, Invoice #, PO #, Item Code #, Reference #, and Order #. The 'Date Range' is set to 3/27/2017 to 4/27/2017. Below this, a message states: '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.' A table lists one order: Reference #/PO # HSL\_75387369, Order Date 4/3/2017, Items 1, Order Total \$72.34, and Status Processing. A 'View/Track' link is next to the status. The 'Status' column header is highlighted with a yellow box. A 'SORT BY:' dropdown menu is set to 'Order Date'. The left sidebar contains navigation links for My Account, My Dashboard, Practice Analysis Tool, Statements & Payments, Reconciliations, Inventory Management, Orders, Order Status, Returns, Reporting, My Profile, Site Administration, Custom Order Messages, Controlled Substance Info, Custom E-Catalogs, My Privileges, and a LOGOUT button.

## 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**

Menu  
 Shop  
 My Account

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

My Order: **\$539.46**

## ORDER STATUS DETAIL

**My Account**

[My Dashboard](#)

[Practice Analysis Tool](#)

[Statements & Payments](#)

[Reconciliations](#)

[Inventory Management](#)

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[Order Status](#)

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**My Profile**

**Site Administration**

**Custom Order Messages**

**Controlled Substance Info**

[Custom E-Catalogs](#)

[My Privileges](#)

[LOGOUT](#)

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**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:**

Shipping Address	Billing Address
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	6 / 6 \$27.13/PK	37116512 12/14/2016	Shipped	<a href="#">Track</a>	<input type="text"/>
Customer Item Number: 470					
<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"/>