

# **Quick Guide**

## **Order Tracking and Packing Slip**

#### **Account Overview**

Once you log in to VaccineShop.com<sup>®</sup>, you will land on the **Account overview** page. Here you will see your 10 most recent orders.

You can view the packing slip or tracking information for a specific order by clicking on the corresponding hyperlink.

#### **Additional Orders**

To view additional orders, click on the **View order history** button. From that page, you can view the packing slip or tracking information for a specific order by clicking on the corresponding hyperlink.

From the left navigation, you can search for a specific order by date range, invoice #, PO #, or order #. Once you have entered the value you are searching for, click **Apply filters** to view your results.

### **Packing Slip and Tracking Info**

Click on the **View** link under **Packing slip** to open a  $\rightarrow$  new page with a PDF of the packing slip.

Click on the tracking number to go directly to the shipping carrier's website to view the tracking status.



Orders 10 MOST RECENT ORDERS Date Type Order # Account # Statu PO # Test order. Do not ship 02/11/2023 VO7036001 70100480 Standard Cancelled 02/02/2023 Standard VO7028223 70100480 Cancelled VO7028223 TEST DO NOT 01/25/2023 Standard VO7020874 70100480 Cancelled Test Order to b 12/12/2022 Standard VO6984660 74045714 Cancelle Test Order to b 12/12/2022 Standard VO6984658 70100480 Cancelled Test Order to b 12/12/2022 74002382 Standard VO6984661 Cancelled

View order approvals

View order history

 $\rightarrow$ 

| Order Histo                          | ry             |  |          |        |          |             |             |               |            |  |
|--------------------------------------|----------------|--|----------|--------|----------|-------------|-------------|---------------|------------|--|
| Order status Showing 1-7 of 7 orders |                |  |          |        |          | Page 1 of 1 |             |               |            |  |
|                                      | Filters applie | ilters applied : 3 months × <u>Clear all filters</u> |          |        |          |             | 18 per page |               |            |  |
| Search by                            | PAST 3 MONTHS  |  |          |        |          |             | ∏axLs [≵    |               |            |  |
| Time frame                           | Date           | Туре   | Order #  | Status | PO #     |             | Invoice #   | Pocking slip* | Trocking # |  |
| (3 months 🗸                          | 12/10/2022     | Influenza<br>Voccine                                 | 12345678 | Open   | 12345678 |             |             |               |            |  |
| Date range                           | 12/10/2022     | Influenzo<br>Voccine                                 | 12345678 | Open   | 12345678 |             |             |               |            |  |
| From                                 | 12/10/2022     | Influenzo<br>Voccine                                 | 12345678 | Open   | 12345678 |             |             |               |            |  |
| mm/dd/yyyy                           | 12/10/2022     | Influenzo<br>Voccine                                 | 12345678 | Open   | 12345678 |             |             |               |            |  |
| mm/dd/yyyy                           | 12/10/2022     | Influenzo<br>Voccine                                 | 12345678 | Open   | 12345678 |             |             |               |            |  |
| Invoice #                            | 12/10/2022     | Influenzo<br>Voccine                                 | 12345678 | Open   | 12345678 |             |             |               |            |  |
| Search Q                             | 12/10/2022     | Influenzo<br>Voccine                                 | 12345678 | Open   | 12345678 |             |             |               |            |  |



If you have questions, please reach out to our customer service team at

#### 1-800-VACCINE (1-800-822-2463) or click here to email