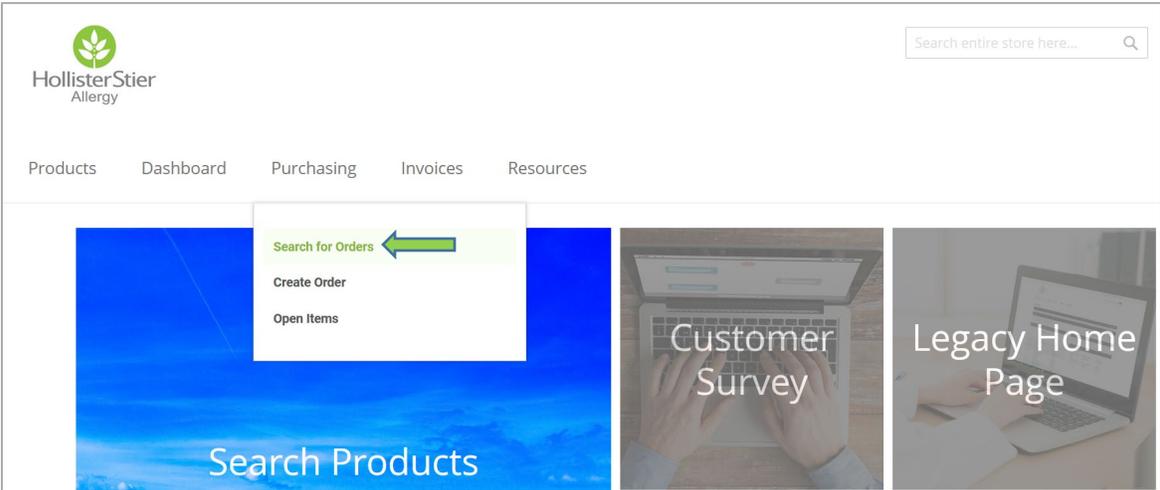


Shipping Details – Orders.HSAllergy.com

1. To find shipping details for a specific order, hover over Purchasing on the home screen. Then select Search for Orders from the drop-down.



2. The next screen allows you to search for your orders via a variety of Search Options. For this example we are using date range. Enter the date range, then click Search.

Search for Orders

Search Options:

- Date Range**
- Ship-to Number
- Open Orders
- Material
- PO Number
- Order Number
- Invoice Number

Search Criteria: Make this my default search option ★

Sold-to:
Oaklawn Hospitall, Marshall, 90000871

Date Range: or **From:** To:

Please Select 09/01/2020 01/01/2021

Ship Status: **Number of records to select:**

All 100

With Item Data

Search Search for Sales Documents

3. Order details will populate on the next screen. Click the desired Sales order number link.

Sales order number	Document Type	Document Date	PO Number	Ship Status
416843	Sales Order	09/22/2020	282462	⊙
421980	Sales Order	11/18/2020	284744	⊙

Showing 1 to 2 of 2 entries

4. On the next screen click the Shipping button.

Sales Order 416843

HollisterStier Allergy:

Summary Pricing **Shipping** ←

Sold-to: Hospital, Marshall, 90000871 Display Shipping View Copy Order Back Contact Us

Ship-to: Allergy, Marhsall, 90007855

Your Contact: Cust.Service 1-800-495-7437

Order Confirmation:

PO Number: 282462

Item #	Material	Description	Req. Qty.	Unit	Net Value	Ship Status	Copy
10	6786UY	MULTIDOSE VENOM 3900MCG 12DOSE MIXED VESPID VENOM	4	Each	\$ 0.00	shipped	<input checked="" type="checkbox"/>

5. On the next screen click the Tracking #. This will redirect you to the shipper's tracking website for specific shipping details.

Shipping

Download Copy Order Back Contact Us

Item #	Material	Ship Status	Ship Date	Qty	Unit	Delivery Number	Pack.List	Carrier	Tracking #	Copy
10	6786UY	shipped	09/23/2020	4	Each	80773801			920386222401	<input checked="" type="checkbox"/>
20	6781PG	shipped	09/23/2020	1	Each	80773801		FEDEX	920386222401	<input checked="" type="checkbox"/>
30	6782PG	shipped	09/23/2020	1	Each	80773801		FEDEX	920386222401	<input checked="" type="checkbox"/>
40	6784UX3	shipped	09/23/2020	6	Each	80773801		FEDEX	920386222401	<input checked="" type="checkbox"/>
50	6784PG3	shipped	09/23/2020	1	Each	80773801		FEDEX	920386222401	<input checked="" type="checkbox"/>
60	6786PK	shipped	09/23/2020	1	Each	80773801		FEDEX	920386222401	<input checked="" type="checkbox"/>