

Order tracking

1 In the menu, choose **'my orders'**. By default, 2 years of orders are displayed. You then have the ability to filter according to your needs.

My Orders

Y My order filters	Open Order Filters					1	Clear all Filters		
Search by Number Search (Order Number, Purchase Order Number, Catalog Number, Web Tracking Number, Invoice Number, Delivery Number, Return Number, Return Request Number, Credit number)									
Search by Orders Created Since	Today	7 days	30 E)ays	90 Days	Custom Range			
Filter Current Result by Status	Processing	Partially Sl	hipped	Completely Shipped		Cancelled			
Filter by who placed the order Shipping Account Filter									

If you have just entered an order on the web, it will take about 1 hour after integration into our system to display. In the meantime, you can view it by clicking on the blue link.

Date 🛛	Order Number	Order Method	Web Tracking Number	PO Number	Shipping Account	Number of Lines	Total	Order Status
13/02/2019	<u>5013239836</u>	Web	W14321393	W14321393	50002658 Vwr Web	1	£ 36.84	Completely Shipped
04/12/2017	5012897537	Web	W5830382	W5830382	50002658 Vwr Web	0	£ 0.00	Cancelled
10/11/2017	5012877570	Web	W10495629	20171110 Test Order	50032355 VWR Web Syst	0	£ 0.00	Cancelled
04/11/2017	5012872456	Web	W10120387	W10120387	50032355 VWR Web Syst	0	£ 0.00	Cancelled
05/10/2017	5012846624	Web	W9886378	W9886378	50032355 VWR Web Syst	0	£ 0.00	Cancelled



2 Click on an active link to access the order details

Date ⊽	Order Number	Order Method	Web Tracking Number
13/02/2019	<u>5013239836</u>	Web	W14321393
04/12/2017	5012897537	Web	W5830382
10/11/2017	5012877570	Web	W10495629
04/11/2017	5012872456	Web	W10120387
05/10/2017	5012846624	Web	W9886378

3 View the status of an order line by line

Access to: Invoices, delivery notes, CoA and SDS, also additional product information. You can also order items on the order again.

Order Date 13/02/2019	Order Number 5013239836	PO Number W14321393	Web Tracking Number W14321393	7	Shippin 5000265	g Account 8	Order Method Web	Total £36.84
Print Ship To		Sold To			Totals		R	eorder Items
50002658 Vwr Web System	Tost Address	50032355 VWR Web		ltern	Subtotal		£30.70	
** Orders Raised	On This Account **	** Orders R		Tax A	Amount	£8.14		
** Are For Test Purposes Only ** ** Please Do Not Deliver ** Test Street Test City BH15 1TD		** Are For Test Purposes Only ** ** Please Do Not Deliver ** Test Street Test City Leicestershire LE17 4XN			Total			£36.84
Billing Docume	nts: View						Order Comments ar	nd Messages
Line: 000010		VWR Catalog N	o.: 112-2371	Your Part N	No.:		Status: Shipped	
		n RILE AMBI POWDER-FREE S (8-7) ot Details / Literature			Quantity Unit Price 1 * 100 items 1 * 30.70		Extended Price 30.70	
						Li	ne Comments and Mess	ages
Shipped (1.0 of On 14/02/2019	1)		ated delivery date: 15/0 037312050205440354(Delivery	note 503620988	3	
							F	leorder Items

For any information concerning the use of our online shopping site, contact your local vwr office