

LOOKING UP CL ORDERS (effective 4/29)

Fulfillment ID (F # on your packing slips) is not in the Premium Vision Portal.

To identify which orders goes to which patient:

1. Find the Fulfillment ID # on the Packing Slip and enter in Premium Vision Portal field labeled Order # or Customer Name and click Search/Enter.
2. Order will pull up. Take note of the Transaction # in the column to the left.
3. Enter the Transaction # in Order Tracker (ADD 29XXX with XXX being your site # (for example T142 would add 29142) and click Search. You will see the patient's name here.

CANADA ORDER - INSERT APPROPRIATE IFUS

Ship Exp.	Item Number Numéro d'article	Serial # No série	Description	Unit Price Prix un.	Extended Price Prix glob..
2	LBFNTRC687-0500125170		BIOFINITY TORIC 8.70 14.5 (6) -05.00-1.25X170 / F051683901	\$ 47.50	\$ 95.00

Order History Selected Location: Team Vision CA - T142 [Exit Location](#)

Start Date: 02/29/2024 End Date: 04/29/2024 Order Status: All Delivery Type: All

Order # or Customer Name: F052237205 Order Type: ☒ Customer ☒ Store Stock ☒ Dx/Trials [Search](#)

Order Date	Order #	Transaction #	Fulfillment #	Qty	Product	Cust/Comment	Order Status	Order Type	Ship Date	Delivery Type	Action
04/24/24	4546489 00	100044404	F052237205	8	Acuvue Oasys Max 1-Day 90pk -2.25		Shipped	Customer	4/26/2024	DTS Economy	

Add 29XXX (site #) to the end of each Transaction #

RESULTS 1

10004440429142

[SEARCH](#) [RESET](#)

No.	Customer Name	Sales Order No.	Transaction No.	Order Date	Promised Date	New Promised Date	Status	Days Out	Sales Associate	Type
1	Tremblay, L	10004440429142	2000390	4/24/2024	4/29/2024 8:00 PM		Shipped	5	Latulippe, G	PTC - Contacts

TAKE ACTION | OPEN ORDERS | **PRODUCT TO COME** | CUSTOMER QUOTE

Pages: 1 of 1

Best Practice: Continue to organize orders by vendor (Alcon, Cooper, etc.) which will allow you to easily match up product to awaiting orders. This process above will help you match up exact orders if needed.