

# 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 ad 29142) and click Search. You will see the patient's name here.

The diagram illustrates the process of finding a patient's name using a fulfillment ID (F#) from a packing slip. It consists of three main screens connected by red arrows:

- Packing Slip:** Shows a product line item with the fulfillment ID **/F051683901** highlighted in a red box.
- Order History:** A search interface with a red box around the **Order # or Customer Name** field containing **F052237205**. A red arrow points from the fulfillment ID in the packing slip to this field. Another red arrow points from the search results table to the **Transaction #** column.
- Order Tracker:** A search interface with a red box around the **Transaction #** field containing **10004440429142**. A red arrow points from the **Transaction #** in the Order History table to this field. A red circle with the number **3** is placed over the **SEARCH** button, with the text **Add 29XXX (site #) to the end of each Transaction #** positioned below it.

**Packing Slip Data:**

*CANADA ORDER - INSERT APPROPRIATE IFUS*			
Ship Exp.	Item Number Numéro d'article	Serial # No série	Description
	2 LBFNTRC687-0500125170		BIOFINITY TORIC 8.70 14.5 (6) -05.00-1.25X170
			/ F051683901
			\$ 47.50 \$ 95.00

**Order History Data:**

Start Date	End Date	Order Status	Delivery Type	Order # or Customer Name	Order Type
02/29/2024	04/29/2024	All	All	F052237205	<input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Store Stock <input checked="" type="checkbox"/> Rx/Trials

**Order Tracker Data:**

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

**Page Navigation:** 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.