

1. Punchout to Amazon and go to drop down next to your name.

	Heather's Account for Business ¥
• Select Orders.	3. Enter your password.
Your Account Orders Manage suppliers Business Analytics Recurring Deliveries Cancel Punchout & S	ign Out

4. Notice the default values for the two fields below, "View Your Orders :Paid by You", and "Past 6 months".

Your Orders	/		C	२ Search all orders	Search Orders
View Your Orders: Paid by You ‡	Orders	Open Orders	Digital Orders	Cancelled Orders	
0 orders placed in past 6 mon	iths 🗧 📕	_			

In the first field, you must select "View Your Orders: Paid by University of Utah UShop"

Your Orders

_	View Your Orders: Paid by You	ers
	View Your Orders: Paid by University of Utah UShop	
1	View All Orders: University of Utah UShop	

In the second field, select the most applicable window of time

0 orders placed in	last 30 days	
	past 6 months	
	2017	
	2016	

5. Find the order and click Track Package.



6. The Track Package screen will appear. It provides an overview of shipment and when applicable shows the tracking number (see highlight).

Your Account > Your Orders > Order Details > Track Package			
Track Package			
Arriving Nov 28 - Dec 1 On time			
It's on the way	C		
Ordered Shipped Nov 21 Nov 22	Arriving Nov 28 - Dec 115 S 1460 E RM 205, SALT LAKE CITY		
Get shipment updates with the free Amazon app	Shipment details		
amazon Send a download link to your email	Latest update: Tuesday, Nov 22		
Please enter your email Send	Package has left seller facility and is in transit to carrier 8:24 AM Carrier: UPS, Tracking #: 120847420349198978		
	View order details ›		

7. Do an internet search for "track package" or perform a track package through Fed Ex, UPS, or USPS.

	Google	track package		<mark>ب</mark> و
Track it now				
Tracking number	Enter up to 30 Fer numbers(one per	dEx tracking, door tag or FedEx Office order line).	P Help	
Track by Reference				 Track by Number
Obtain Proof of Delivery	/			Tracking or InfoNotice Numbers: Enter up to 25 tracking or InfoNotice numbers, one per line.
Track by TCN			Track	
				By selecting the Track button, I agree to the Terms and Conditions
				Track

USPS.COM°

Search or Enter a Tracking Number Q

- **8.** Type in the tracking number.
- 9. View where your order is.