1. Punchout to Amazon and go to drop down next to your name.
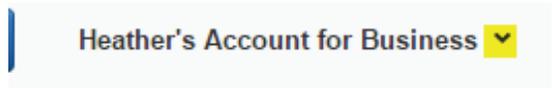
> Heather's Account for Business ▼

2. Select Orders.

> Your Account
> Orders
> Manage suppliers
> Business Analytics
> Recurring Deliveries
> ———————————————
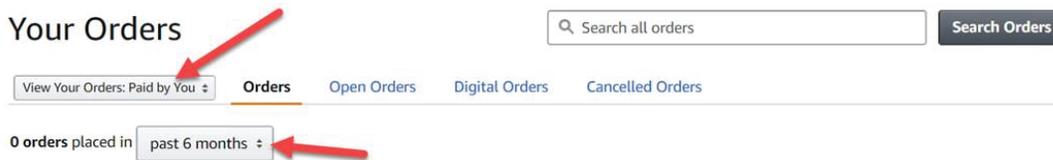> Cancel Punchout & Sign Out

3. Enter your password.

> Sign in
>
> Email (phone for mobile accounts)
> heather.holley@admin.utah.edu
>
> Password   Forgot your password?
>
> Sign in
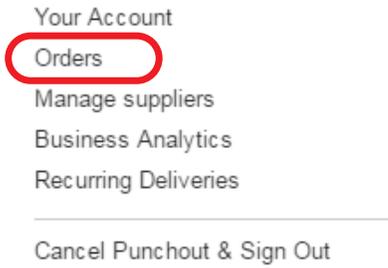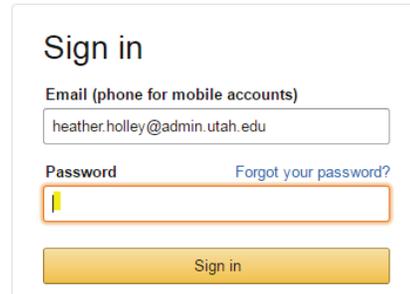
4. Notice the default values for the two fields below, "View Your Orders :Paid by You", and "Past 6 months".

> Your Orders   Search all orders   Search Orders
>
> View Your Orders: Paid by You ⇕   Orders   Open Orders   Digital Orders   Cancelled Orders
>
> 0 orders placed in past 6 months ⇕

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

> Your Orders
>
> View Your Orders: Paid by You
> View Your Orders: Paid by University of Utah UShop
> View All Orders: University of Utah UShop
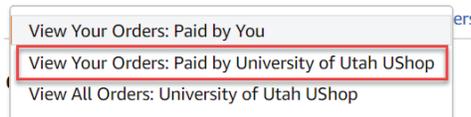
In the second field, select the most applicable window of time

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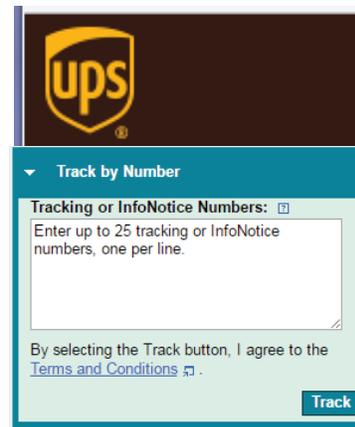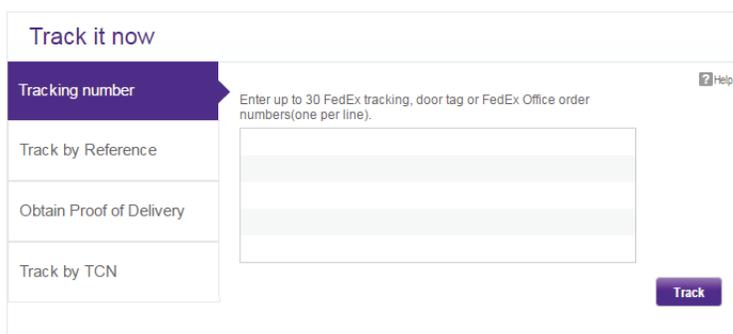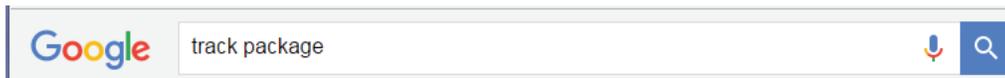> past 6 months
> 2017
> 2016

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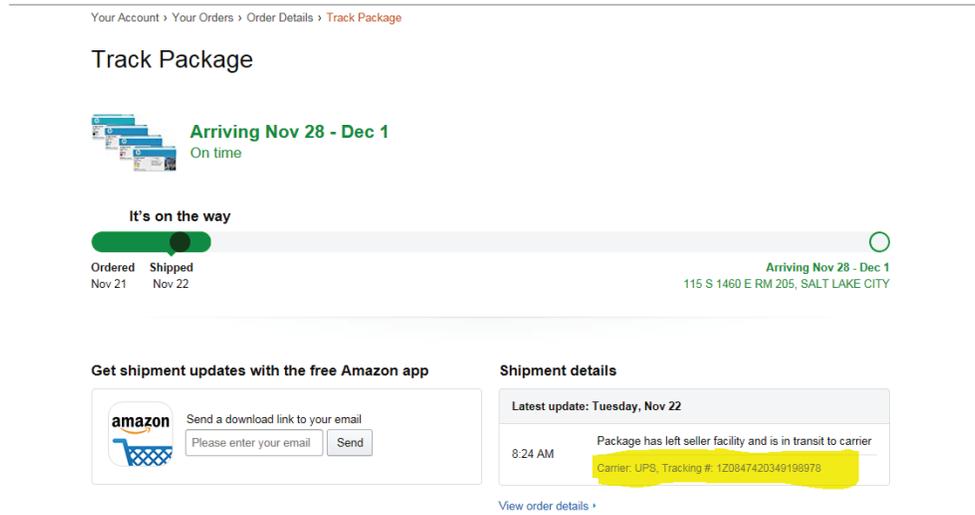
7. Do an internet search for "track package" or perform a track package through Fed Ex, UPS, or USPS.

8. Type in the tracking number.

9. View where your order is.