Website: Orders history

No.9 – Updated 29/08/2012

➢ WHY CHECKING YOUR ORDERS HISTORY?

Your detailed orders history in real time!

« Orders history » function allows you to :

- **View the list of orders registered over the past 2 years**
- **Check the detail of the ordered items**
- **View the delivery orders and invoices of each order**
- **Receive by mail the delivery orders and invoices of each order**

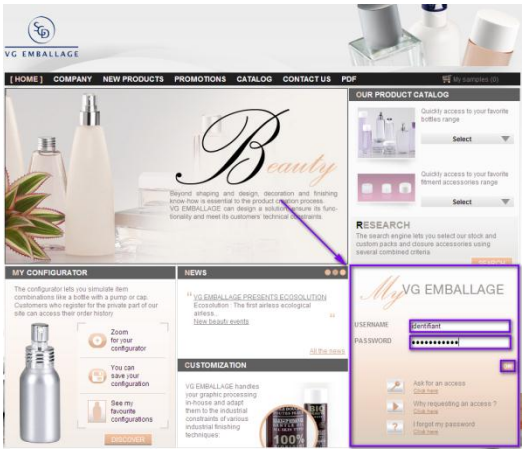
➢ HOW TO CHECK YOUR ORDERS HISTORY?

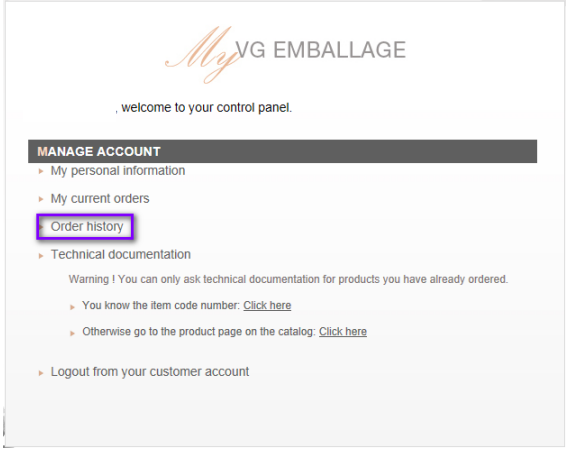
Access to your customer account

To check your orders history, you have to be connected to your customer account "My VG EMBALLAGE".
If you do not have access code or if you do not know how to proceed : click here

Use "Orders history" function

Once you are connected to your customer account, select "Orders history" function.





- **Step 1: Consult your orders history list.** You just have to click on **"Orders history"** option. The written figure is the number of orders you made over the past 2 years.

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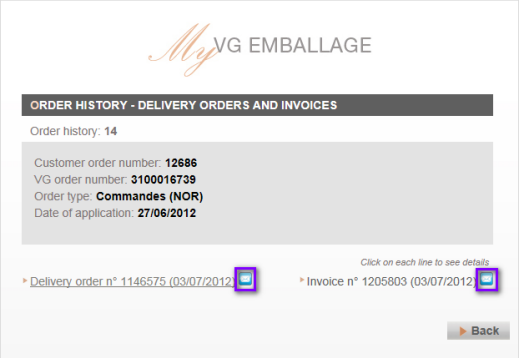
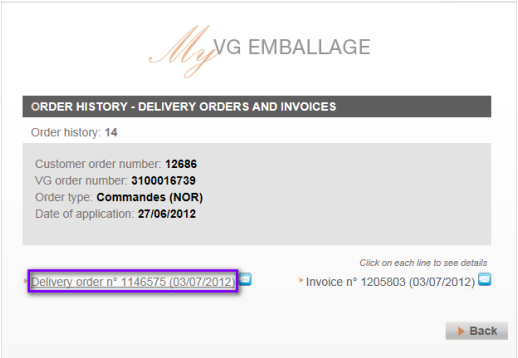
- **Step 2: For each , consult delivery orders and invoices.** You just have to click on the **"Delivery orders and invoices"** button.

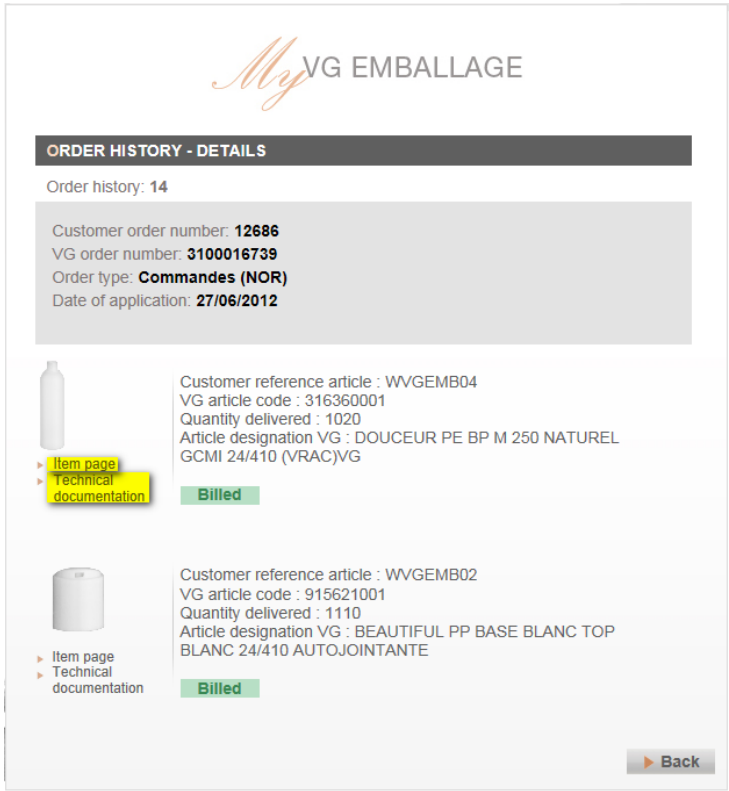
You have 2 possibilities:

1st possibility : receive by mail the delivery orders and invoices of each order. You just have to click on this button





2nd possibility : view the list of items which compose each delivery order. You just have to click on the delivery order number



For each delivery order, you will find:

- The item picture
- The item name and code number
- The requested quantities
- The delivery date
- The order status

You can also access directly to the product datasheet and the technical documentation application form

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Continue your navigation from your customer account area

Once you have checked your orders history, you can, from your customer account area :

- Access directly to your dedicated features: View your current orders and ask for the technical documentation on the already-ordered products.
- Navigate on the catalog to check the stock availability and order samples.

Now you know all the functionalities, available on the private and on the public area of our website: we wish you a good visit!
You can find every specific documentation on the PDF area, on the menu of or website

PDF

Please find below our PDF documentation.
They are classified by subject : **Company - Website - Products**.
You just have to click on the documentation name to open or download the PDF file.

Company sheet

Website sheet

- 01. General presentation
- 02. Customer Account
- 03. Current orders
- 04. Technical documentation
- 05. Samples request
- 06. Check stock availability
- 07. Compatible items
- 08. Configurator
- 09. Orders history

Products sheet

- 01. PETP offer
- 02. BeSafe Cap
- 03. Douceur Range
- 04. P2000 Pump
- 05. Arte Range
- 06. Classic Range
- 07. Vegeco Range
- 08. Child Resistant packaging Offer
- 09. Accessories with metal shroud Offer
- 10. Voyage Range
- 11. Pillbox Offer
- 13. Airless Offer
- 14. Venting Offer
- 15. Vega Range
- 16. Vegepharm Range
- 17. Fleur d'Oranger Range
- 18. Aluminium Offer
- 19. HPT Pharma Offer - Clean-room products
- 20. Plastic Cosmetic Jars Offer
- 21. Industrial Jars Offer

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