

|| Myllumina: Unified Online Business

Order Management

Myllumina Customer Ordering

Welcome

We've made improvements to Myllumina! Within your experience, we have now included Order Management, eCommerce, and Dashboard.

With our recent release of Myllumina, we are now able to bring you continued improvements to your online experience. Please be on the lookout for notifications and communications about new enhancements.

Thank you for being a valued customer!

What Should I Know Before I Start?

To access Myllumina, you will need a Myllumina account.



[Sign In](#)



[Create an Account](#)

Table of Contents

Process Overview

The improved Myllumina includes Order Management, eCommerce, and Myllumina Dashboard.

Checkout

Order Management	4
Searching for Orders	6
Downloading Order History	8
Search for Customer Invoices	10
Print Packing Slip	11
Download a Shipment Summary	12
View Upcoming Shipments	13
Searching for Quotes	15
Purchasing a Quote	16
Requesting a Quote Extension	18
Download Invoice PDF & Certificate of Conformance	20
View Certificate of Conformance	21
Lot Management	24
Order Notifications	28



What Should I Know Before I Start?

- Customers can directly add products to cart without navigating away from the cart page through the Add Products widget.
- Customers can add a new shipping address or edit an existing shipping address from the cart page.

Order Management

(1 of 2)



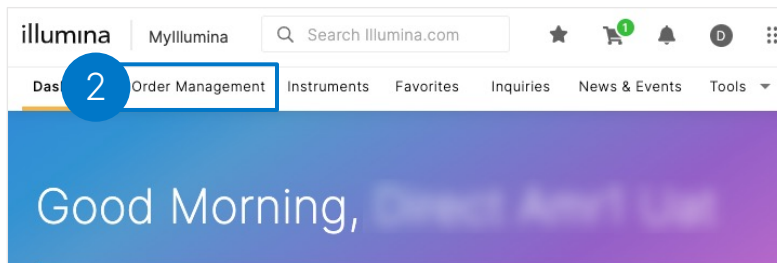
Home

Execute the following steps to view orders and quotes on the Order Management page:

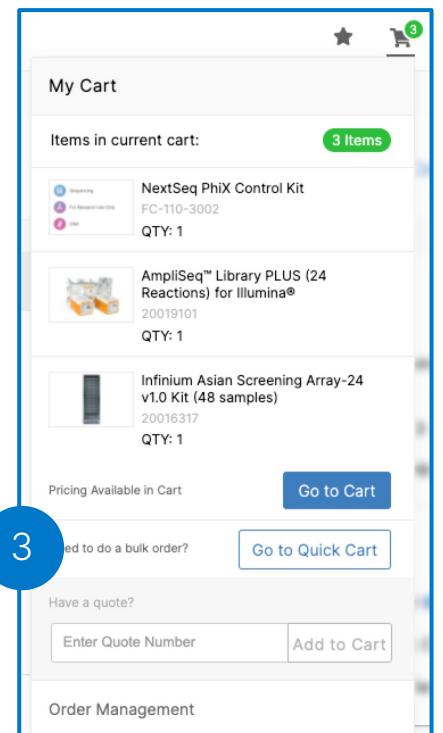
1 Log into MyIllumina.



2 Once in MyIllumina simply select the **Order Management** tab.



3 Or navigate to the **My Cart** widget and select the **Order Management** button to view the order management page.



Order Management

(2 of 2)



Home

Execute the following steps to view orders and quotes on the Order Management page:

- 4 Select the **View All Orders** button next to the **Recent Orders** and **View all Quotes** next to the **Recent Quotes** section to view all the recent orders and quotes, respectively.

Order Management

[Overview](#) [Orders](#) [Quotes](#) [Saved Carts](#) [Address Book](#)

Recent Orders

4A [View All Orders](#)

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
Pending	Open	-	3456789	Mar 9, 2021	1	441.73 EUR
1984502	Open	-	1234	Mar 5, 2021	1	1,852.50 EUR

Recent Quotes ?

Quote Number [Add to](#) 4B [View All Quotes](#)

No quotes are currently available.

Searching for Orders

(1 of 2)



Home

Execute the following steps to search for an order on the Order Management page:

1

Navigate to the Order Management page and select the Order tab.

The screenshot shows the Order Management page with the following elements:

- Navigation tabs: Overview, Shipments, Orders (selected), Invoices, Quotes, Saved Carts.
- Search bar: Search By Purchase Order Nu... Search
- Search dropdown menu: Search By, Purchase Order Number, Order Number, Quote Number.
- Order History table:

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	AMOUNT
2222872	Open			May 4, 2022	1	
Pending	Open			May 4, 2022	11	
Pending	Open	-		May 4, 2022	3	19,003.20 USD
2222823	Open			May 3, 2022	5	88,080.55 USD
2222790	Open			Apr 22, 2022	1	58,576.20 USD
2222785	Open	-		Apr 22, 2022	1	21,658.00 USD
2222758	Open	-		Apr 22, 2022	3	33,415.20 USD

2

Select the any one of the following options from **Search by** dropdown menu. You can search by Order Number for any online or offline order placed from within your organization.

- Order Number
- Purchase Order Number
- Quote Number

3

Enter the number in the search bar.

Searching for Orders

(2 of 2)



Home

Continue the following steps to view the desired order on the order tab:

5

Alternatively, select the filter icon to apply the following filters to search for the desired product:

- Order Date
- Status

The screenshot shows the Illumina Order Management interface. The 'Order Management' section is active, and the 'Orders' tab is selected. A table titled 'Order History' displays a list of orders with columns for ORDER, STATUS, QUOTE, PO/REFERENCE, and ORDER DATE. A filter overlay is open, showing options for 'Order Date' (Quarter to Date, Year to Date, Previous Year, Custom Range) and 'Status' (Pending). A blue circle with the number 5 highlights the filter icon in the top right corner of the table.

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE
2148605	Open	-	7537,211	May 9, 2022
8000080341	Open	4384795	219863	May 9, 2022
2148589	Open	4384795	7647,648	May 6, 2022
2148588	Closed	-	153	May 6, 2022
8000080336	Open	-	7647,647	May 5, 2022
2148604	Open	-	7647,671	May 4, 2022
8000080299	Closed	4384795	4946,25	May 3, 2022
2148449	Open	-	15347,234	May 2, 2022

The customer can also search for the order by applying any of the following filters in the **Status** section: **Pending**, **Opened**, **Closed**, and **Cancelled** or by selecting **Online** or **Offline** options in the Show section of the filter.

Downloading Order History

(1 of 2)



Home

Continue the following steps to download your order history:

1 To download a history of your orders, start by navigating to the Orders page.

Order Management

Overview Shipments **Orders** Invoices Quotes Saved Carts

Search By: Purchase Order Nu... PO123

Download

Order History
To view orders placed by others in your organization, enter the exact PO, Order, or Quote number into search.

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
2241945	Open	4435194	PO123a	Jun 13, 2022	1	953.38 USD
Pending	Open	4435190	PO12345	Jun 6, 2022	1	877.68 USD
2241852	Open	-	PO123	Jun 1, 2022	1	725.40 USD
Pending	Open	-	PO123	Jun 1, 2022	2	1,380.12 USD

1 - 4 of 4

2 To enable the download function, click on the “Search By” and select purchase order number, order number, or quote number in the dropdown menu.

3 Alternatively, you can filter by date range for up to one year by clicking the filter icon and setting your range.

Downloading Order History

(2 of 2)



Home

Continue the following steps to download your order history:

- 4 After selecting your search criteria or filtering by date range, click on the Download icon to start the download process.

The screenshot shows the 'Order Management' interface with the 'Orders' tab selected. A search bar at the top right contains the text 'Purchase Order Nu...' and 'PO123'. A blue circle with the number '4' highlights the 'Download' icon (a document with a download arrow) next to the search bar. Below the search bar is the 'Order History' section, which includes a table of orders.

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
2241945	Open	4435194	PO123a	Jun 13, 2022	1	953.38 USD
Pending	Open	4435190	PO12345	Jun 6, 2022	1	877.68 USD
2241852	Open	-	PO123	Jun 1, 2022	1	725.40 USD
Pending	Open	-	PO123	Jun 1, 2022	2	1,380.12 USD

At the bottom right of the table, it says '1 - 4 of 4' with navigation arrows.

- 5 Once the CSV file generates, the Notifications bell within the navigation menu will display an alert, where you can download the file for up to 2 weeks.

Searching for Invoices



Home

Execute the following steps to search for Invoices on the Order Management page:

1 Navigate to the **Order Management** page.

2 Select the **Invoices** tab.

3 Select your preferred method; **Sales Order Number**, **Purchase Order Number**, or **Customer Invoice Number** in the Search By drop down menu.

SALES ORDER #	ORDER DATE	INVOICE DATE	PAYMENT TERMS	PO/REFERENCE	PACKING SLIP #	INVOICE TYPE	ACTION
7001040221	1864693	Apr 9, 2020	Apr 13, 2020	CC00	BTONextSeq_20201001120836	Customer	...

4 Populate the search bar with the with the **Sales Order**, **Purchase Order**, or **Invoice Number** and select the **Enter** button on the keyboard.

5 Click on the invoice number in the Invoice History section.

PRODUCT(S)	QUANTITY	UOM	NET VALUE
20028312 Novaseq 6000 S4 Reagent Kit v1.5 (300 cycles)	10	EA	888,794.00

Download and Print Pack Slips



Home

Execute the following steps to download and print pack slips from the Order Details page:

1 Navigate to the **Order Management** page and click on your order.

1

Order Management

Overview Orders Invoices Quotes Saved Carts Address Book

Back

2

Order Details

ORDER NUMBER	QUOTE NUMBER	ORDER DATE (PST)	ORDER STATUS	BILLING METHOD	PO/REFERENCE
	-	Oct 28, 2021	Open	Purchase Order	43147

Ship To

Bill To

2 From the Order Detail, scroll down to the Delivery Schedule.

3 For orders that have shipped, click on the Packing Slip Number to download a copy of the packing slip.

Illumina Address ID: 6000007084

Illumina Address ID: 4000007999

Delivery Schedule (Earliest Available) [View Lot Tracker](#)

Delivery Date (PST): Aug 12, 2021

Packing Slip Number: 1001300776 [Certificate of Conformance](#)

PRODUCT(S)	STATUS	QUANTITY	UCM	MY PRICE	TOTAL	BUY AGAIN
20019102 AmpliSeq™ Library PLUS (96 Reactions) for Illumina®	Shipped	1	EA	\$12,000.00	\$12,000.00	

3

Download a Shipment Summary



Execute the following steps to download and print a shipment summary from the Order Details page:

1 Navigate to the **Order Management** page and click on your order to see your order details.

1

Order Management

Overview Orders Invoices Quotes Saved Carts Address Book

Back

2

Order Details

ORDER NUMBER	QUOTE NUMBER	ORDER DATE (PST)	ORDER STATUS	BILLING METHOD	PO/REFERENCE
	-	Oct 28, 2021	Open	Purchase Order	43147

Ship To

Bill To

2 From the Order Details page, scroll down to the Delivery Schedule. If the order has shipped, click on "Download" to download a shipment summary.

Delivery Schedule (Earliest Available)

Delivery Date: **Nov 3, 2021** Packing Slip Number: **1001465961** Certificate of Conformance [Download](#)

PRODUCT(S)	STATUS	QUANTITY	UOM	MY PRICE	TOTAL	BUY AGAIN
20020497 AmpliSeq™ Hematology Research Panel for Illumina® Custom Product Name: Hematology Research Panel Quote: 4426634	Invoiced	1	EA			

illumina®

Order Details

Ship Date: Wednesday, November 3, 2021

Illumina Order Number: [REDACTED]

Purchase Order Number: [REDACTED]

Pack Slip Number: [REDACTED]

Carrier: UPS Inc

Tracking ID: 1Z47XV850101950386
1Z47XV850101947050

Bill To: Wistar Institute
3601 Spruce St
Philadelphia, Pennsylvania 19104-4205
USA
Illumina Address ID: 4000009297

Ship To: Wistar Institute
3601 Spruce St
Philadelphia, Pennsylvania 19104-4205
USA
Illumina Address ID: 6000019676

Delivery Contact: [REDACTED]

Product #: MS-103-1003
Product Description: MiSeq Reagent Nano Kit v2 (500-cycles) Qty: 1

Track and Trace your shipments (URL enabled after 2 hours)

Order Questions? Useful Links
Email: customer@illumina.com Order Now
Phone: +1 800 809 4566 Register for MyIllumina
Terms and Conditions
[Ship Schedule Form/Ship Hold Policy](#)

View Upcoming Shipments

(1 of 2)



Home

Execute the following steps to view upcoming shipments from the Order Management Overview tab and Shipments tab:

1

Navigate to the **Order Management** page and click on the Shipments tab.

Order Management

Overview **Shipments** Orders Invoices Quotes Saved Carts

Search By Order Number Search

Shipments

Shipments displayed have you as email recipient.

DELIVERY DATE	PACKING SLIP	ORDER	STATUS	CARRIER	PO/REFERENCE	ORDER DATE
Mar 24, 2022	1001523111		Delivered	DSV	ship21	Mar 21, 2022
Mar 24, 2022	1001523113		Open	DSV	ship21	Mar 21, 2022
Mar 24, 2022	1001523114		Delivered	DSV	ship21	Mar 21, 2022
Mar 24, 2022	1001523115		Open	DSV	ship21	Mar 21, 2022
Mar 24, 2022	1001523112		Open	DSV	ship21	Mar 21, 2022
Mar 24, 2022	1001523110		Delivered	DSV	ship20	Mar 21, 2022
Mar 24, 2022	1001523109		Shipped	DSV	ship19	Mar 21, 2022
Mar 24, 2022	1001523122		Open	DSV	ship18	Mar 21, 2022

2

All open shipments will be displayed with the status of open. Orders with the status of Shipped and Delivered will display for up to the past 7 days.

View Upcoming Shipments

(2 of 2)



Home

Execute the following steps to view upcoming shipments from the Order Management Overview tab and Upcoming Shipments tab:

3 Navigate to the Overview tab on the Order Management page. In the “Shipments” section, you will be able to view up to 3 of the most recent upcoming shipments (based on delivery date). You can also click “View All Shipments” to see all shipments.

The screenshot shows the Order Management page with the following elements:

- Navigation tabs: Dashboard, **Order Management**, Instruments, Favorites, Inquiries, News & Events, Tools.
- Sub-navigation tabs: Overview, Shipments, Orders, Invoices, Quotes, Saved Carts.
- Section: **Shipments** (highlighted with 3A). A message states: "You don't have any shipments."
- Button: **View All Shipments** (highlighted with 3B).
- Section: **Recent Order** (with a "View All Orders" link).
- Table of Recent Orders:

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
2222872	Open	4426634	612361	May 4, 2022	1	58,576.20 USD
Pending 🗨️	Open	4426619	597826	May 4, 2022	11	67,538.48 USD
Pending	Open	-	847409	May 4, 2022	3	19,003.20 USD

Feedback button is visible on the right side of the table.

Searching for Quotes

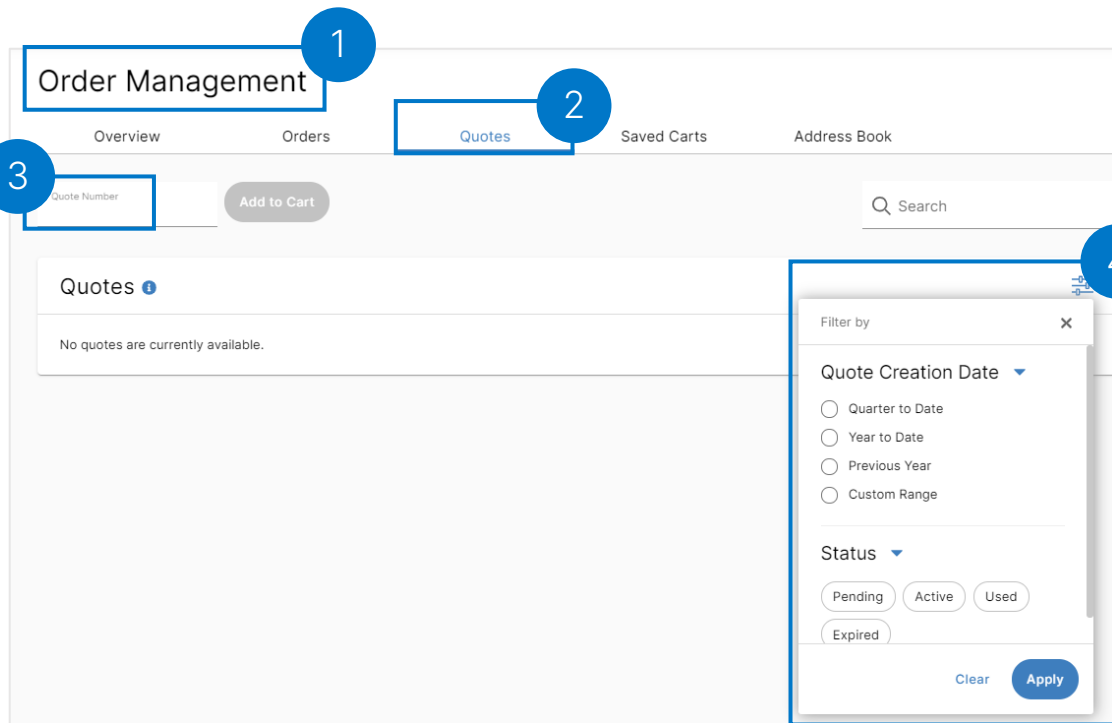


Home

Execute the following steps to search for Quotes on the Order Management page:

1 Navigate to the **Order Management** page.

2 Select the **Quotes** tab.



3 Populate the search bar with the with the **Quote Number** and select the **Enter** button on the keyboard.

4 Additionally, the customer can apply the filter to view the desired quote.

Purchasing Quotes

(1 of 2)



Home

Execute the following steps to purchase the quote using the quote number on the order management overview page:

1 Navigate to **Order Management** page.

The screenshot shows the 'Order Management' page with the 'Overview' tab selected. A blue box labeled '1' highlights the 'Order Management' header. Below the header are tabs for 'Overview', 'Orders', 'Quotes', 'Saved Carts', and 'Address Book'. The 'Recent Orders' section contains a table with the following data:

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
Pending	Open	-	3456789	Mar 9, 2021	1	441.73 EUR
1984502	Open	-	1234	Mar 5, 2021	1	5,852.50 EUR

Below the table is the 'Recent Quotes' section, which is currently empty. A blue box labeled '2B' highlights the 'Recent Quotes' header. To the right, there is a 'Quote Number' input field (labeled '2A'), an 'Add to Cart' button, and a 'View All Quotes' link. At the bottom of the section, it says 'No quotes are currently available.'

2 Populate the quote number in the **Quote Number** field in the **Recent Quotes** section.

Purchasing Quotes

(2 of 2)



Home

Execute the following steps to purchase the quote using the quote number on the order management overview page:

3 Select the **Add to Cart** button.

Order Management

Overview Orders Quotes Saved Carts Address Book

Recent Orders [View All Orders](#)

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
Pending	Open	-	3456789	Mar 9, 2021	1	441.73 EUR
1984502	Open	-	1234	Mar 5, 2021	1	5,652.50 EUR

Recent Quotes ⓘ

Quote Number **Add to Cart** [View All Quotes](#)

No quotes are currently available.

4 Alternatively, the customer can add a quote by populating the **Quote Number** field on the **Quotes** tab.

Order Management

Overview Orders **Quotes** Saved Carts Address Book

4A **Add to Cart**

4B **Quotes** ⓘ

No quotes are currently available.

Requesting a Quote Extension

(1 of 2)



Home

Execute the following steps to request and extension on a quote with an active or expired status:

- 1 Navigate to the Order Management Page and click on the Quotes tab. Quotes listed are those with your email as recipient. Under Actions, click the ellipses next to the active or expired quote, and select Request Extension from the dropdown.*

QUOTE	CREATED	EXPIRES	STATUS	TOTAL	ACTIONS
4426625	May 3, 2022	Jun 2, 2022	Used	58,576.20 USD	...
4426619	Apr 29, 2022	May 29, 2022	Used	34,388.48 USD	Download PDF
4426618	Apr 29, 2022	May 29, 2022	Active	8,973.20 USD	...
4426617	Apr 29, 2022	May 29, 2022	Active	8,830.14 USD	Add To Cart
4426610	Apr 29, 2022	May 29, 2022	Used	58,576.20 USD	Download PDF Request Extension
4426598	Apr 28, 2022	May 28, 2022	Active	74,256.41 USD	...

*Note: only Active or Expired quotes will give the option to “Request Extension”. Quotes with a “Used” status only have the option to download the quote PDF.

Requesting a Quote Extension

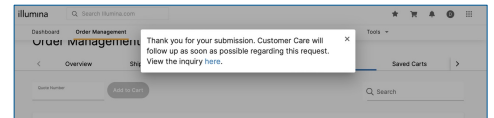
(2 of 2)



Home

Execute the following steps to request and extension on a quote with an active or expired status:

- 2 After clicking Request Extension, a New Support Inquiry box will appear. Complete the request form and click Submit to send the request to Customer Care.



- 3 Once the form has been submitted, you can hover over the Request Extension option on the Quotes page to see verification the request has been submitted for the quote extension.

QUOTE	CREATED	EXPIRES	STATUS	TOTAL
4426625	May 3, 2022	Jun 2, 2022	Used	58,576.20 USD
4426619	Apr 29, 2022	May 29, 2022	Used	34,388.48 USD
4426618	Apr 29, 2022	May 29, 2022	Active	8,973.20 USD
4426617	Apr 29, 2022	May 29, 2022	Active	8,830.14 USD

Download Invoice PDF and Certificate of Conformance



Execute the following steps to download the Invoice and Certificate of Conformance:

- 1 Navigate to the **Order Details** page.
- 2 Select the **Certificate of Conformance** link on the right corner of the **Delivery Date** section to download the certificate.

Delivery Schedule View Lot Tracking

Delivery Date: Dec 11, 2020 Packing Slip Number: 1001246999 Certificate of Conformance

PRODUCT(S)	STATUS	QUANTITY	UOM	MY PRICE	TOTAL	BUY AGAIN
20020495 AmpliSeq™ Custom DNA Panel for Illumina® Quote: 4308238	Invoiced	1	EA	€3,276.00 €3,276.00 Discounts: -0.00	€3,276.00	

Delivery Details

CARRIER	PACKAGES	DELIVERY STATUS
UPS Nederland BV	1	DELIVERED

Invoice Details

INVOICE NUMBER	INVOICE DATE	AMOUNT
7080019859	Dec 12, 2020	3987.77

- 3 In the **Invoice Details** section select the Invoice number to download the invoice PDF.

View Certificate of Conformance Using the Lot Tracker Tool



Home

(1 of 3)

Execute the following steps to view the Certificate of Conformance using the Lot Tracker Tool:

1 Navigate to the **Order Management** page.

The screenshot shows the 'Order Management' page with the 'Tools' dropdown menu open. The 'Product Lot Tracker' option is selected. A blue box highlights the 'Order Management' link in the top navigation bar.

ORDER	STATUS	QUOTE	ORDER DATE	QUANTITY	TOTAL
Pending	Open	-	3456789	1	441.73 EUR
1984502	Open	-	1234	1	5,852.50 EUR

2 Select **Product Lot Tracker** list tracker from the **Tools** dropdown menu.

3 Select the **Certificate of Conformance** tab.

The screenshot shows the 'Product Lot Tracker' page with the 'Certificate of Conformance' tab selected. A search dropdown menu is open, showing 'Sales Order Number' selected.

To find a Certificate of Conformance, enter the associated packing slip number, sales order number or purchase order/reference number. We recommend using your packing slip number for the best results.

View Certificate of Conformance Using the Lot Tracker Tool

(2 of 3)

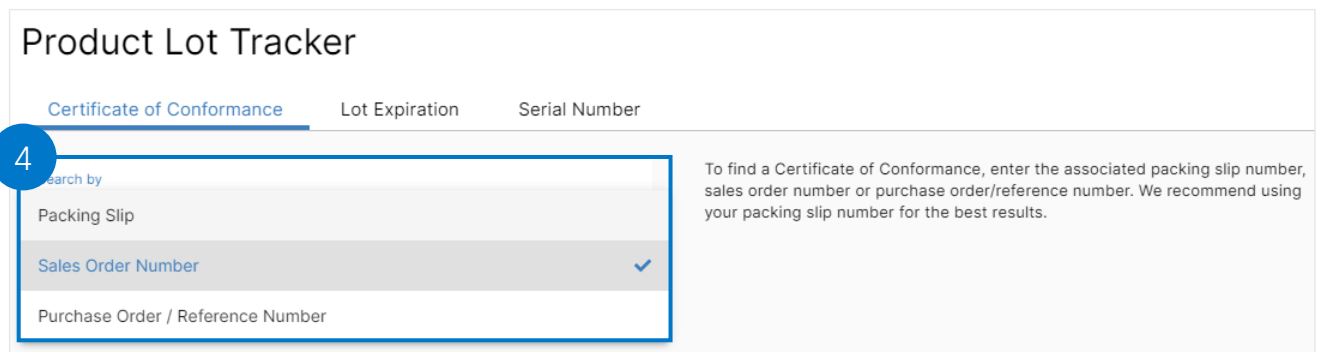


Continue with the following steps to view the Certificate of Conformance using the Lot Tracker Tool:

4

Select any of the following desired options in the **Search By** dropdown menu:

- Packing Slip
- Sales Order Number
- Ship Date



Product Lot Tracker

Certificate of Conformance Lot Expiration Serial Number

4

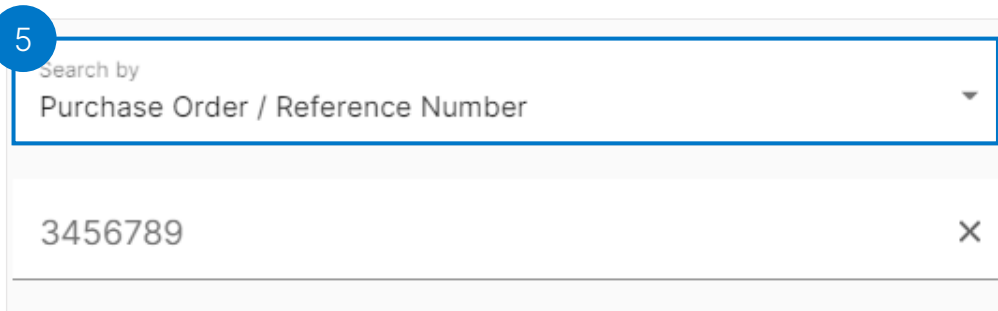
Search by

- Packing Slip
- Sales Order Number ✓
- Purchase Order / Reference Number

To find a Certificate of Conformance, enter the associated packing slip number, sales order number or purchase order/reference number. We recommend using your packing slip number for the best results.

5

Populate the **Search** field in accordance with the option chosen before and select the **Enter** button.



5

Search by

Purchase Order / Reference Number

3456789

View Certificate of Conformance Using the Lot Tracker Tool

(3 of 3)



Continue with the following steps to view the Certificate of Conformance using the Lot Tracker Tool:

6

Populate the **Search** field in accordance with the option chosen before.

Product Lot Tracker

Certificate of Conformance Lot Expiration Serial Number

Search by
Purchase Order / Reference Number

12321

Certificate of Conformance

PACKING SLIP	SALES ORDER NUMBER	SHIP DATE
1000697621	1503999	May 9, 2018

7

Select the **download** icon under **Certificate of Conformance** search results section to download the certificate.

Lot Management

(1 of 4)



Home

Execute the following steps to search for Box Lot expiration using the Lot Tracker Tool:

- 1 Select the **Lot Expiration** tab.

The screenshot shows the 'Product Lot Tracker' interface. At the top, there are three tabs: 'Certificate of Conformance', 'Lot Expiration' (which is selected and highlighted with a blue circle and the number '1'), and 'Serial Number'. Below the tabs is a search input field. A dropdown menu is open, showing search options: 'Box Lot Number' (selected with a checkmark and a blue circle and the number '2'), 'Component Lot Number', 'Packaging Slip Number', and 'Sales Order Number'. To the right of the dropdown, there is explanatory text: 'To find lot expiration dates, you can search by lot number, packing slip or sales order number. Enter a kit or box number to find the earliest expiration date for the components of that kit or box. Enter a component number to find the expiration date of the individual component. To search by serial number, use the 'Serial Number' tab. Refer to the [Label Guide](#) to locate serial and lot numbers.' At the bottom of the search field, there is a note: 'Separate multiple entries with a comma or line break. Hit Enter to begin search.'

- 2 Populate the search by field with the **Box Lot Number/Component Lot Number/Packaging Slip Number/Sales Order Number** and select the Enter button on the keyboard.

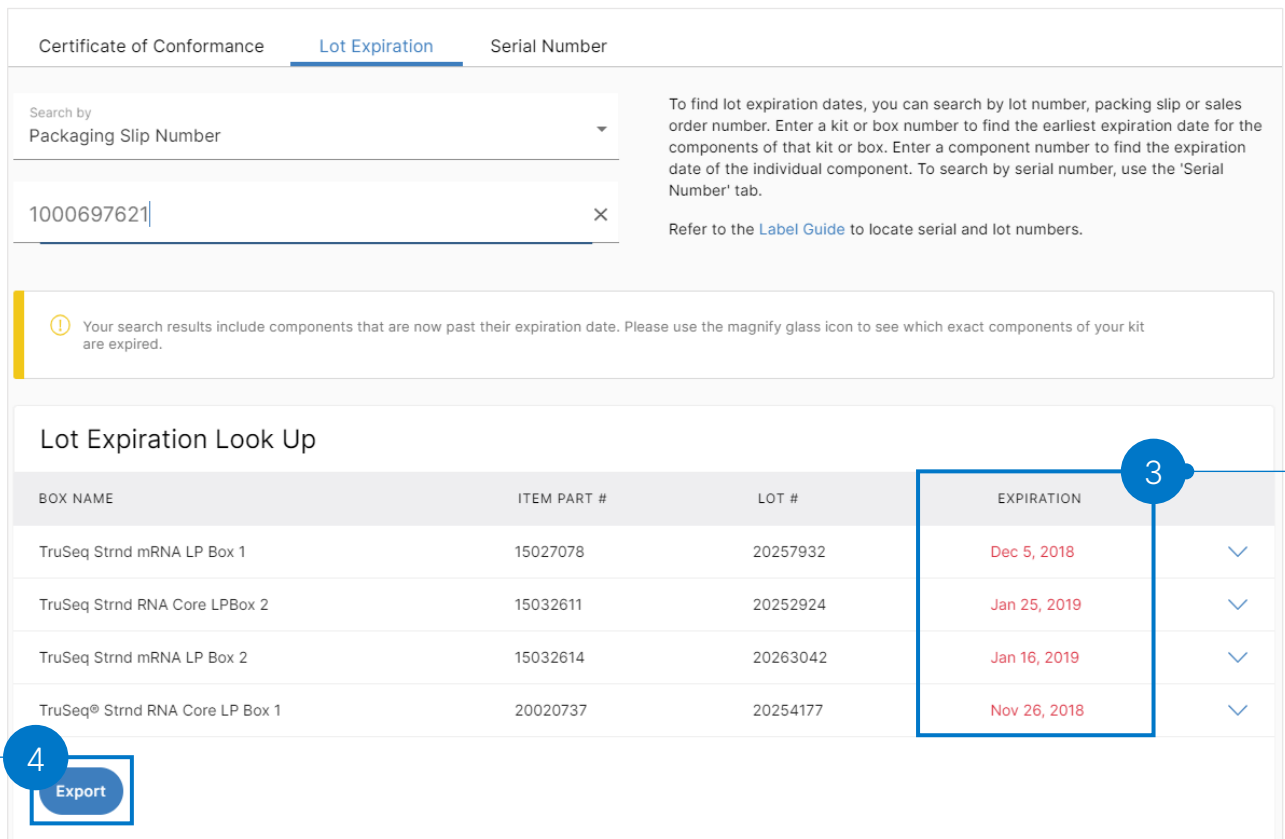
Lot Management

(2 of 4)



Execute the following steps to search for Box Lot expiration using the Lot Tracker Tool:

3 On the search results page view the lot **Expiration** dates.



Certificate of Conformance **Lot Expiration** Serial Number

Search by
Packaging Slip Number

1000697621

To find lot expiration dates, you can search by lot number, packing slip or sales order number. Enter a kit or box number to find the earliest expiration date for the components of that kit or box. Enter a component number to find the expiration date of the individual component. To search by serial number, use the 'Serial Number' tab.

Refer to the [Label Guide](#) to locate serial and lot numbers.

ⓘ Your search results include components that are now past their expiration date. Please use the magnify glass icon to see which exact components of your kit are expired.

Lot Expiration Look Up

BOX NAME	ITEM PART #	LOT #	EXPIRATION
TruSeq Strnd mRNA LP Box 1	15027078	20257932	Dec 5, 2018
TruSeq Strnd RNA Core LPBox 2	15032611	20252924	Jan 25, 2019
TruSeq Strnd mRNA LP Box 2	15032614	20263042	Jan 16, 2019
TruSeq® Strnd RNA Core LP Box 1	20020737	20254177	Nov 26, 2018

Export

4 Select the **Export** button to export the Lot Tracker Result CSV file.

Lot Management

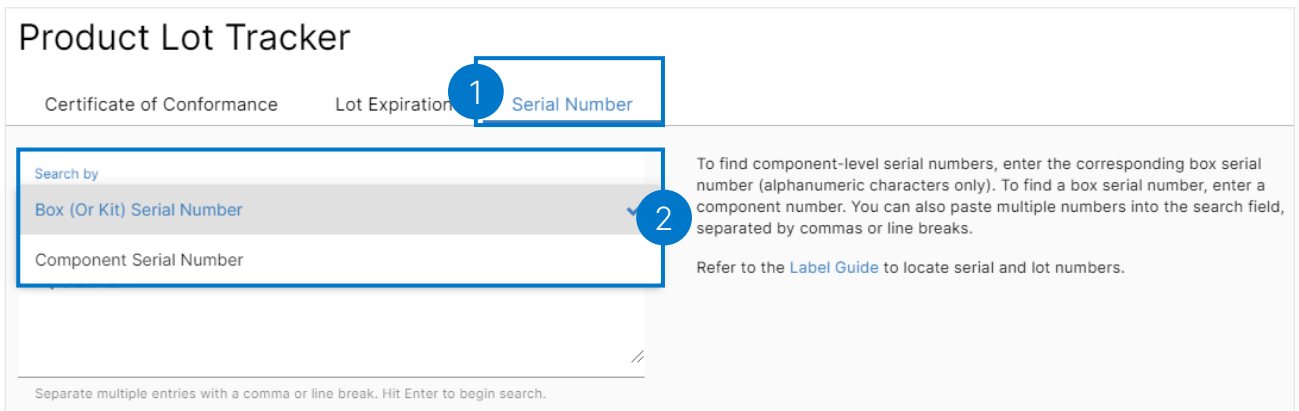
(3 of 4)



Execute the following steps to search for Box Lot using the Serial Number tab:

1

Navigate to the Product Lot Tracker Tool and select the **Serial Number** tab.



The screenshot shows the 'Product Lot Tracker' interface. At the top, there are three tabs: 'Certificate of Conformance', 'Lot Expiration', and 'Serial Number'. The 'Serial Number' tab is selected and highlighted with a blue box and a circled '1'. Below the tabs is a search field with a dropdown menu open. The dropdown menu has three options: 'Search by', 'Box (Or Kit) Serial Number', and 'Component Serial Number'. The 'Box (Or Kit) Serial Number' option is selected and highlighted with a blue box and a circled '2'. To the right of the search field, there is a text box with instructions: 'To find component-level serial numbers, enter the corresponding box serial number (alphanumeric characters only). To find a box serial number, enter a component number. You can also paste multiple numbers into the search field, separated by commas or line breaks. Refer to the [Label Guide](#) to locate serial and lot numbers.' Below the search field, there is a small text box that says 'Separate multiple entries with a comma or line break. Hit Enter to begin search.'

2

Select any one of the following option from the **Search By** dropdown menu:

- **BOX (Or Kit) Serial Number**
- **Component Serial Number**

Lot Management

(4 of 4)



Execute the following steps to search for Box Lot using the Serial Number tab:

3

Populate the **Search box** with one or multiple serial numbers.

Product Lot Tracker

Certificate of Conformance Lot Expiration **Serial Number**

Search by
Box (Or Kit) Serial Number

Q Search **3**

Separate multiple entries with a comma or line break. Hit Enter to begin search.

4

Select the **Export** button to export the CSV.

Certificate of Conformance Lot Expiration **Serial Number**

Search by
Box (Or Kit) Serial Number

20257932

To find component-level serial numbers, enter the corresponding box serial number (alphanumeric characters only). To find a box serial number, enter a component number. You can also paste multiple numbers into the search field, separated by commas or line breaks.
Refer to the [Label Guide](#) to locate serial and lot numbers.

Separate multiple entries with a comma or line break. Hit Enter to begin search.

Your search results include components that are now past their expiration date. Please use the magnify glass icon to see which exact components of your kit are expired.

Serial Number

BOX NAME	ITEM PART #	LOT #	SERIAL #	EXPIRATION
TruSeq Strnd mRNA LP Box 1	15027078	20257932	20257932	Dec 5, 2018

Export **4**

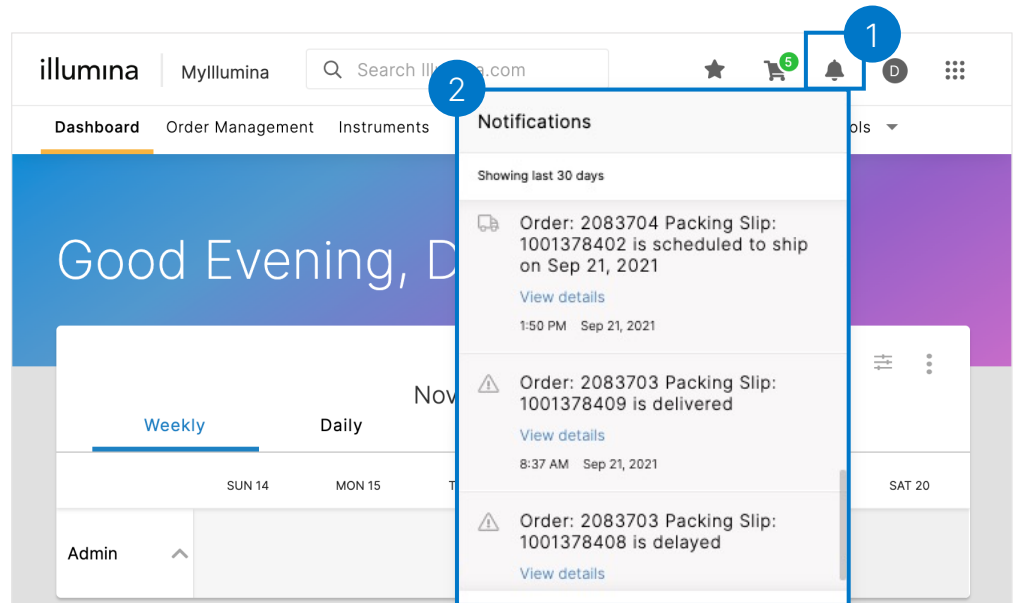
Order Notifications



Order notifications for shipped, delivered, and delayed orders are now available in the notification bell in the main navigation.

1 Hover over the notification bell once you're signed into your account.

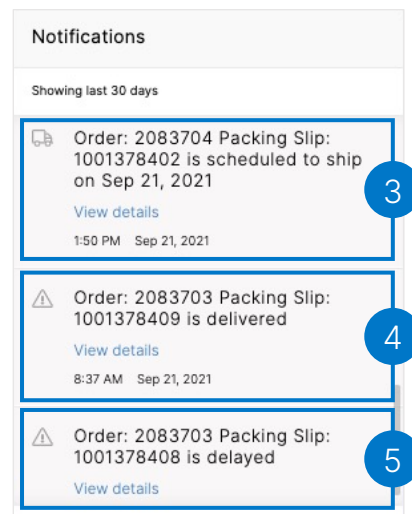
2 Shipment status will be displayed in the notifications drop down.



3 Example of an order scheduled to ship.

4 Example of an order which has been delivered.

5 Example of a delayed shipment notification.



|| Thank you

For additional support, contact
customercare@illumina.com