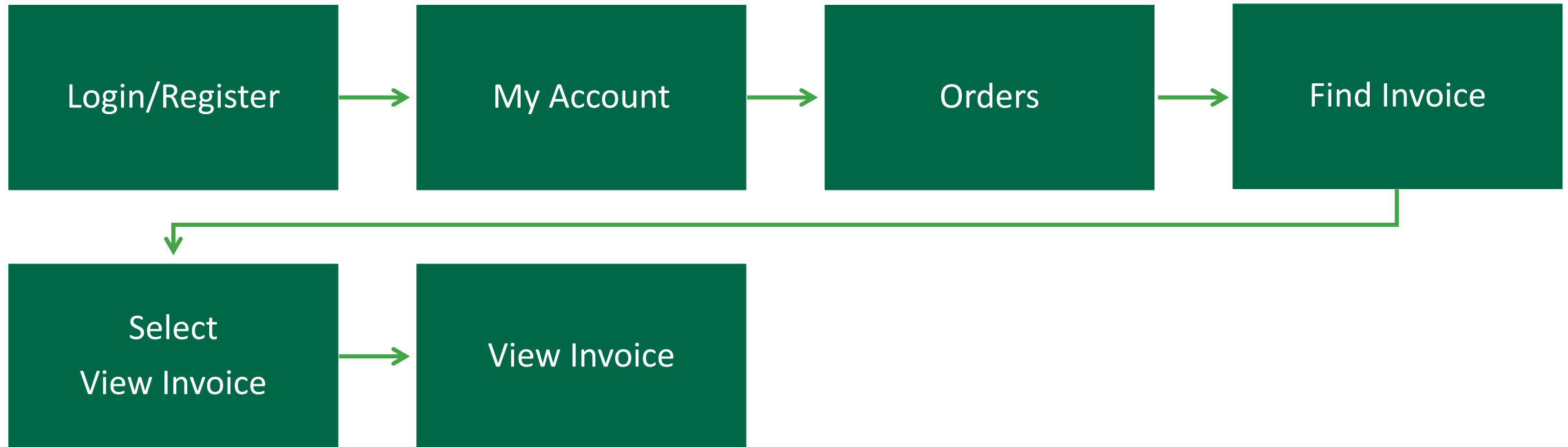


# neogen.com

How to View Invoices

# How to View Invoices

To access an invoice from a previous order, use our View Invoice feature under My Account.



# Navigate to View Invoices

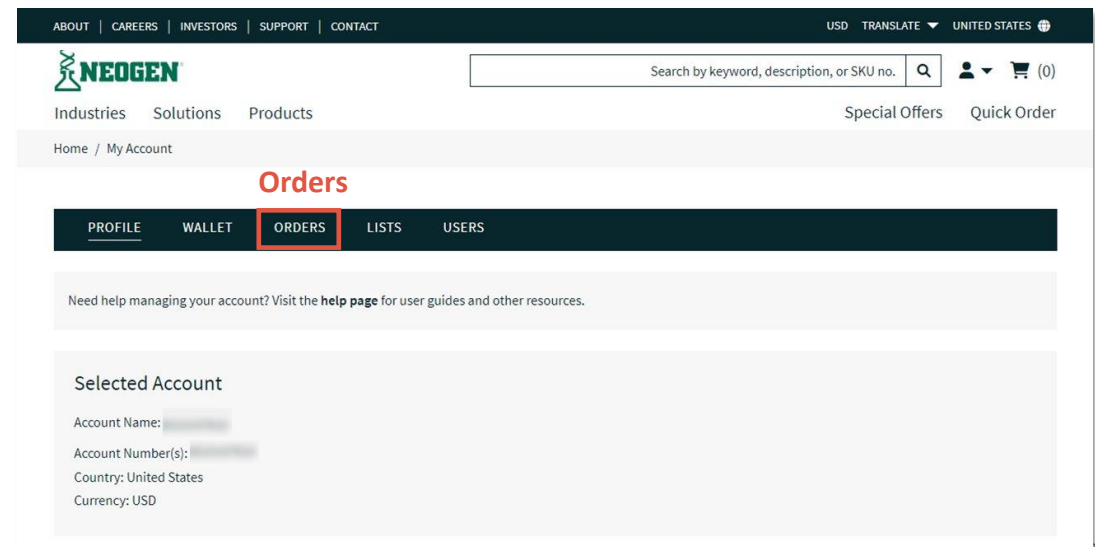
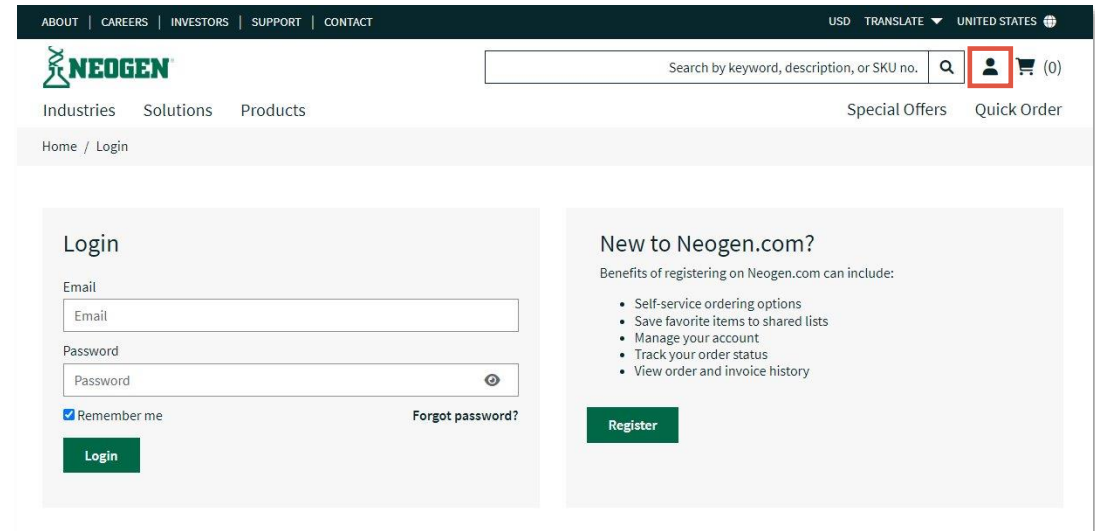
Our View Invoice feature is available to registered customers. You must log in or register your pre-existing Neogen account to view invoices from previous orders.

1. Select the My Account user icon.
2. Log in or register to access your account.
3. From the My Account drop-down menu or page, select Orders.

*\*Features shown on this page may not be available in all countries and users may not have access to all options.*



My Account Icon



# Find Invoice

The Orders tab displays all online and offline orders for the account by order date.

## Search

Use the search box to find the invoice you are looking for. You can search by:

- Order Number (e.g., 12345)
- Confirmation Number (e.g., W1234567)
- Invoice Number (e.g., 90012345)
- Item Number (e.g., 700001234)

The screenshot shows the Neogen account dashboard. At the top, there is a navigation bar with links for ABOUT, CAREERS, INVESTORS, SUPPORT, and CONTACT. The user is logged in as USD, TRANSLATE, and UNITED STATES. The Neogen logo is on the left, and a search bar is on the right. Below the navigation bar, there are tabs for Industries, Solutions, and Products. The main content area has a dark header with tabs for PROFILE, WALLET, ORDERS (selected), LISTS, and USERS. A message says "Need help managing your account? Visit the help page for user guides and other resources." Below this is the "Orders" section with a search box (highlighted with a red box) and a "Search" button. There is also an "Export" button. The orders are listed in a table with columns: Order Number, Order Status, Order Date, Order Total, Placed, Ship To, View Receipt, and Reorder. The first order is "Submitted" on "Feb 20, 2024" for "\$924.12" and is "Offline". Below the table, there are three shipment details. Shipment 1 of 3 is "Shipped Wednesday, February 21" and includes "Reveal® for Multi-Treenut" (SKU No. 700002602) with a "Reorder Item" button. Shipment 2 of 3 is "Shipped Monday, February 26" and includes "Reveal® 3-D for Soy" (SKU No. 700002647) with a "Reorder Item" button. Shipment 3 of 3 is "Shipped Thursday, February 29".

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# Select View Invoice

The View Invoice feature displays for orders that have been processed and shipped.

Select the View Invoice icon to open the invoice PDF in a new tab.


The screenshot shows the Neogen user account interface. At the top, there is a navigation bar with links for ABOUT, CAREERS, INVESTORS, SUPPORT, and CONTACT. The user's location is set to USD and UNITED STATES. A search bar is available with the placeholder text "Search by keyword, description, or SKU no.". Below the navigation bar, there are links for Industries, Solutions, and Products, along with Special Offers and Quick Order. The main content area is titled "Orders" and includes a search bar and an "Export" button. A table of orders is displayed with columns for Order Number, Order Status, Order Date, Order Total, Placed, and Ship To. The first order is highlighted, showing a status of "Submitted" and a date of "Feb 20, 2024". Below the table, there is a section for "Requested Future Shipping Date: Tuesday, February 20" and a note that availability is subject to change. The "View Invoice" button is highlighted in red. Below this, there are three shipment entries, each with a "View Invoice" button. The first shipment is "Shipped Wednesday, February 21" and contains one item: "Reveal® for Multi-Treenut" (SKU No. 700002602). The second shipment is "Shipped Monday, February 26" and contains one item: "Reveal® 3-D for Soy" (SKU No. 700002647). The third shipment is "Shipped Thursday, February 29" and contains one item: "Reveal® 3-D for Soy" (SKU No. 700002647).

Order Number	Order Status	Order Date	Order Total	Placed	Ship To	View Receipt	Reorder
	Submitted	Feb 20, 2024	\$924.12	Offline			

Requested Future Shipping Date: Tuesday, February 20  
\*Availability is subject to change between today and your requested future shipping date.


Shipment 1 of 3  
Shipped Wednesday, February 21

[View Invoice](#) [View Packing List](#) [Track Shipment](#)

Item	Qty	Unit Price	Subtotal	Reorder Item
 Reveal® for Multi-Treenut SKU No. 700002602	1			<a href="#">Reorder Item</a>

Shipment 2 of 3  
Shipped Monday, February 26

[View Invoice](#) [View Packing List](#) [Track Shipment](#)

Item	Qty	Unit Price	Subtotal	Reorder Item
 Reveal® 3-D for Soy SKU No. 700002647	1			<a href="#">Reorder Item</a>

Shipment 3 of 3  
Shipped Thursday, February 29

[View Invoice](#) [View Packing List](#) [Track Shipment](#)

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# View Invoice

In the new tab you can view the invoice and have the options to download or print the invoice using the icons in the top right.

Download or Print

Page 1 of 1

Invoice Number: [REDACTED]  
Invoice Date: 25-Mar-2024

620 Leifer Place, Lansing, MI, USA 48912  
Phone: +1 517-372-9200

Bill-to address: [REDACTED]

Ship-to address: [REDACTED] Payer: [REDACTED]

Invoice	
Invoice:	[REDACTED]
Invoice Date:	25-Mar-2024
Cust PO:	[REDACTED]
PO Date:	22-Mar-2024
Delivery Number:	[REDACTED]
Ship Date:	25-Mar-2024
Customer Number:	[REDACTED]
Sales Person:	[REDACTED]

Currency: USD

Conditions:

Terms of payment: Net 30 days  
Up to 24-Apr-2024 without deduction

Terms of delivery: FOB

Inco.Location1: Plant

Item	Item Detail	
10	Material: 700004100	APA NG Reader - Americas
	Old Part: 9904A	
	Quantity: 1	EA

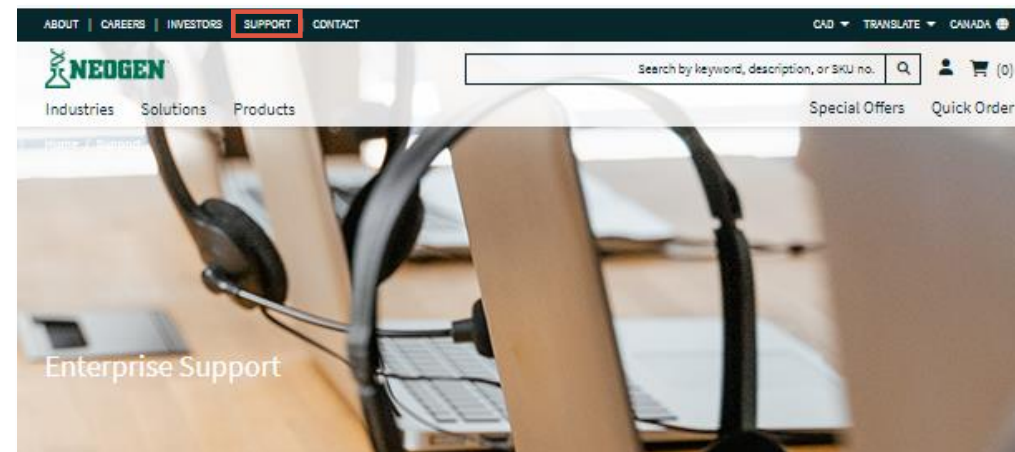
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# Support

We are always happy to help! Visit our support page by selecting “Support” in our website header or footer to find customer resources and get connected to our team.

- Hardware Support
- Software Support
- Document Search
- Customer Support



## Streamlining support

Explore the many ways our expert teams can help—no matter what challenge you're facing.



### Hardware Support

Request a hardware repair or calibration from our service center experts.

[Learn More](#)



### Software Support

Download software for the first time or troubleshoot your existing software.

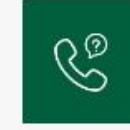
[Learn More](#)



### Document Search

From user manuals to product inserts, get product information you need.

[Learn More](#)



### Customer Support

Our team is on hand for any questions or requests. We look forward to hearing how we can help.

[Learn More](#)

