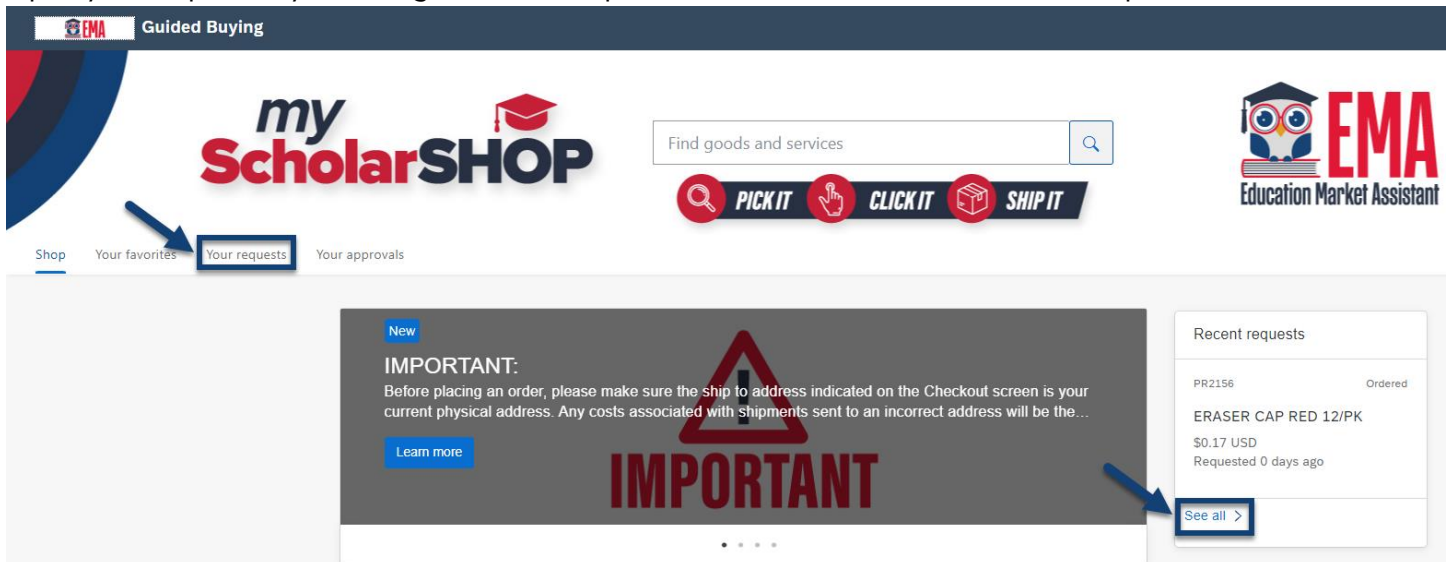


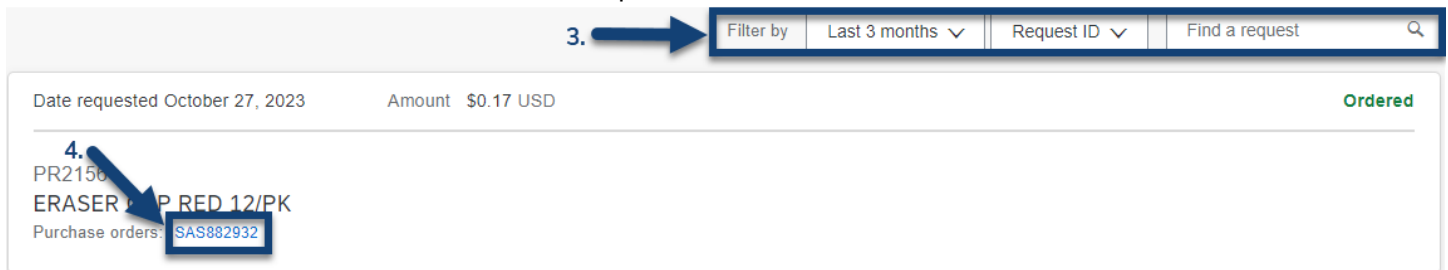


This guide provides steps to view any updates provided by the vendor(s) for your order(s) in MyScholarShop.




1. Access MyScholarShop from your EMA portal.
2. Open your requests by selecting the “Your requests” tab or “See all” under Recent requests:



3. If you do not see the desired request, update the filters at the top of the screen and click on the magnifying glass icon to find the desired request.
4. Click on the Purchase Order number to view details for that order. There will be a separate Purchase Order listed for each vendor included in the request.



5. The top of the screen will display the status of the order, including whether the vendor has confirmed the order and if provided whether the item has shipped. **NOTE:** Not all vendors provide shipping information.
Shipped

 Confirmed 1/1	 Shipped 1/1	 Received By Quantity 0/1	Estimated delivery Wednesday November 1
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6. Further down on the page, you will see a section for “Related documents”. You can click on the applicable Document ID to open and view additional information related to the Order Confirmation and Shipping Information.

Related documents			
Document ID	Document type	Date created	Status
ASN27	Advanced Ship Notice	October 27, 2023 4:44 PM	Added
OC581	Order Confirmation	October 27, 2023 4:41 PM	Added

2 records

7. The “Confirmation notice” will display the number of Items in the order that the vendor has confirmed or rejected.

Confirmation notice
X


 **Expected delivery date** Wednesday, November 1, 2023

ID CONF882932

Expected ship date Monday, October 30, 2023

Last updated Friday, October 27, 2023


Items

Name	Confirmed Qty.	Rejected Qty.	Backordered Qty.	Ordered Qty.	Unit
 ERASER CAP RED 12/PK	1	0	0	1	pack

Close

8. When included, the “Ship notice” includes information such as the Expected shipment date, Carrier, and Tracking number if it is available.

Ship notice ✕

 Delivery date **Wednesday, November 1, 2023**


ID PS882932

Expected ship date Monday, October 30, 2023

Carrier FedEx

Tracking # 123456789

Last updated Friday, October 27, 2023

Items			
Name	Shipped Qty.	Ordered Qty.	Unit
 ERASER CAP RED 12/PK	1	1	pack

Close