

Document Retrieval Guide

New Orders

Enter Spec or Item Numbers

Spec or Item

Spec or Item

Spec or Item

[Add More](#)

Add to Cart

My Orders

Order Number: 11504338	Order Date: 06/21/2022
PO Number: TEST13579	Status: Cancelled
Track Shipment	

Order Number: 10384692	Order Date: 02/11/2020
PO Number: 3333	Status: Cancelled
Track Shipment	

Order History

My Claims

Claim: 10249349 Closed	Date: 10/25/2019 Amount: 0
Claim: 10247306 Closed	Date: 10/24/2019 Amount: 0
Claim: 10247346 Cancelled	Date: 10/24/2019 Amount: 0

View Claims

Saved orders

Submit Claim

Note - You must have an active My Avery Dennison account to submit claims. If you need to register, please follow this link. [My Avery Dennison Registration](#)

This guide will help you through the steps of retrieving order documents from My Avery Dennison. The documents that are available on My Avery Dennison are the Sales Order Acknowledgement, Certificate of Analysis, Certificate of Compliance, Packing List and Invoice. These documents will become available once the order has reached a particular status. If any of these documents are missing please reach out to your service consultant.

Log into My Avery Dennison. From the Homepage/Dashboard, click on Order History.

My Orders

Showing 1 to 10 of 34 entries

1 2 3 4 > Last

Search Orders by:

Order Number

PO Number

Customer Job Ref

Customer Part No.

SPEC No.

Order Status

All

Go

[Clear All](#)

Order Date ▼ ▲	Order No. ▼ ▲	PO Number ▼ ▲	Total ▼ ▲	Status ▼ ▲
06/21/2022	11504338	TEST13579	\$0.00	Cancelled
02/11/2020	10384692	3333	\$21.00	Cancelled
08/23/2019	10166727	test		Open
08/23/2019	10166779	test		Cancelled
08/23/2019	10166802	test		Cancelled
10/25/2019	10248535	fffg		In Review
10/14/2019	10231668	dd		Cancelled
09/22/2019	10203730	nothiq		Closed
09/19/2019	10199997	TEST_123		Closed
09/06/2019	10184637	donot ship		Closed

Step 1

Search for the order by entering the sales order number or PO number within the search and clicking Go. Once the correct order has been located, click on either the order number or PO number to open the order details.

My Orders

Order: 11789250

Order History

PO Number
RX-04/05/23-GFD-2

Status
Closed

Billed To:
Avery Dennison

Re-Order

Order Placed By
Avery Dennison

Order Date
04/05/2023

79100 | 2.0M WH BOPP TC/S7000/40# | A334011

Product Info:

Spec #: 79100

Line #: 11

Rolls/Cut: 1

Width: 12125

Length: 10000

Cores: 3

Order Detail:

Status: Shipped/Closed

Customer Part No #:

Customer Job Reference #:

PO Line Reference #:

Shipped To:

Shipping Info:

Carrier: CUSTOMER PICKUP

Shipment Method: CUSTPCKUP-TL- Customer Pickup

Est. Arrival: 04/14/2023

Bill of Lading: 10757030

Shipped Quantity: 728.23

Shipping From: GFD - Greenfield, IN- 870 W. Anderson Blvd - Greenfield-IN- 46140-US

PRO Number:

Tracking #: 4929168

Delivery #: 4929168

Shipped Lot #: ZF506230A110501

Documents:

Invoice

Sales Order Acknowledgment

Packlist

79560 | 2M CL BOPP ITC/S7000/40#BG | A335521

Step 2

Once the order details page opens, click on the order line to open up the details for that particular line/spec. The details for that particular line/spec will appear and include details such as order status and shipping/ track information.

Documents:

Invoice

Sales Order Acknowledgment

Packlist

Step 3

The bottom of the details box includes the available order documents. Click on the link and the document will save to your computer. Once it is saved you will be able to open and view the document.

label.averydennison.com

05/2023

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