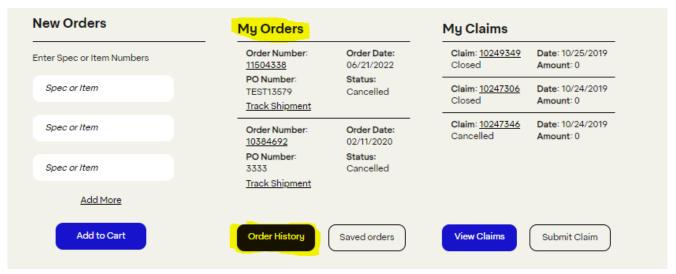
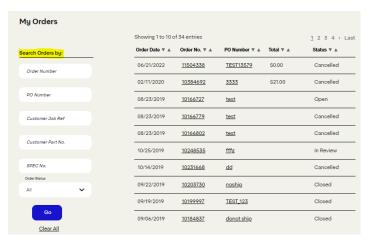
## **Document Retrieval Guide**



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.

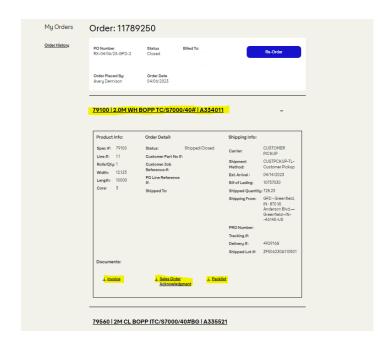
Log into My Avery Dennison. From the Homepage/Dashboard, click on Order History.



## 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.





## 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.



## 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



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