

Reporting Quick Guide

Understand your business needs using VaccineShoppe Reports



From the Reports page, click on *Launch Report* to run one of the five available reports:

- Discount savings and summary report
- Invoice and credits report
- Influenza vaccine report
- Product purchase report
- Purchasing Insights

Once a report has been launched, it will open in a new browser tab.

Using the Filter bar on the right side of the report, you can filter by:

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	Chapter	1	:	l
1	 Invoice 	e Date	:	I
	From:	9/13/2021	曲	l

From the account overview page click on the *Reports* link. To run a specific report, hover over the drop-down and select the report from the list.

Understand your business needs using	
VaccineShoppe Reports	
Now you can get insights on your purchasing insights, discounts, and savings to help you a to your business needs.	djust
Access a range of reports:	
Discount savings and summary report	Launch report
Invoice and credits report	Launch report
Influenza vaccine report	Launch report
Product purchase report	Launch report
Purchasing insights	Launch report
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- Invoice Date
- Invoice Number
- Site Number
- Order Number
 - Customer PO Number
 - Ship-To Account

*Filters vary by report type

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				Chapter 1	
				🔻 Ship Da	te i
				From:	9/13/2021
				To:	10/13/2021
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Lot Number	Sale Quantity	Doses	u ⁿ :		ate :
UT7376LA	6	60	Show Data		
e noroen	20			Excel PDF	
UT7356NA	20	200			:
UT7376LA	32	320		Data	
UT7356NA	20	200		(All)	
UT7376LA	30	300		▼ Product	(22) :
	10	100			

►	Invoice Number	÷
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•	Sile Number	:
Þ	Order Number	:
Þ	Customer PO Number	:
Þ	Ship To Customer A	:
Þ	Ship To Customer N	:

To export a report, hover over the top right corner of the report data and click on the ellipsis to display the drop-down.

Select *Export* and then choose the file type. Reports can be exported into an Excel, pdf, or csv file for your convenience.

Need assistance? Contact our support center Mon - Fri 8:00 AM - 6:00 PM (ET) 31-800-822-2463