

1. Log in using your Cardinal Health[™] at-Home web credentials.



2. After entering login details, click "Manage Account" and select "Reports."

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3. On the Reports page, select "Order Activity."

CardinalHealth [®] at-Home
Home Products Place Order Manage Account Help/Resources Company
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Reports
 <u>Current Backorders</u> See what's on backorder as of last night. <u>Invoice Search</u> <u>Super Bill Search</u> (<i>Formerly Known as Daily Order Confirmation</i>) A consolidated order report detailed per patient providing HCPC, tracking numbers, item numbers, quantities ordered, quantities shipped, with pricing. <u>Order Activity</u>
 <u>Proof of Delivery</u> Access Proof of Delivery (POD) documents from the shipping carrier. Download and store PODs for your records.



4. Enter in the desired date range, select status type "Shipped", select report type "Detailed", and click "Search" then "Open."

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If you are using this report as an invoice, please forward remittance detail with columns "Invoice Number" and "Total" to <u>remittance@indemed.com</u>.

Note: When you open the Excel file, if the QTY, Sales, Tax and Total columns do not convert from text to number you can highlight the columns and click the drop-down by the yellow explanation point and select convert to number.

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Information

If you have further questions or concerns, please contact our Web Help Desk at 1.800.860.8027 ext. 4350, Monday – Friday, 8:30 a.m. – 5:30 p.m. EST or email <u>webmaster@indemed.com</u>.