

User Guide for Tracking Summus Dell Shipments

**Procedures for Tracking Summus
Dell Shipments in eSHOP**

Navigating as Shopper on eShop

- Link to eSHOP "Shopper" page:
<https://www.uttyler.edu/utshare/>

Future Students Current Students Faculty & Staff Alumni Give to UT Tyler Login

Get to Know UT Tyler Academics Admissions Cost & Financial Aid Student Life Research Athletics

UT Share

- UT Share Mission
- Team Members
- Implementation & Events
- Resource and Training
- Business Affairs Home Page

Contact Us

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Tyler, Tx 75799

Office Hours:
M-F 8 a.m. - 5 p.m.

800 UT TYLER
askutshare@uttyler.edu

HOME >> UT SHARE

UT Share

PeopleSoft® HR/Finance Implementation

UT Share identifies software platforms that provide solutions to support unlimited possibilities across the UT System. PeopleSoft® HR/Finance and PaymentWorks systems are UT Share platforms.

PeopleSoft® HR-Payroll and Finance Login
Select The University of Texas at Tyler from the drop-down list. Then enter employee user ID and network password. >

UT Tyler eSHOP
The UT Tyler eSHOP "Shopper" link - UT Tyler user ID and password required. >

Opening Summus Dell Premier Page

- Click on UT Tyler Summus
Dell punchout App

The screenshot displays the UT Tyler eSHOP interface. At the top, the header includes the UT Tyler eSHOP logo, a currency dropdown set to 0.00 USD, and navigation icons for search, favorites, and user profile. Below the header is a 'Shop • Shopping Dashboard' section. A prominent blue search bar is titled 'Search From All Hosted Catalogs (Does Not Include PunchOut Catalogs)'. It features a search mode selector (Simple/Advanced) and links for 'Go to: Favorites | Forms | Quick Order' and 'Browse: Suppliers | Categories | Contracts'. The search input field contains the placeholder text 'Search for products, suppliers, forms, part number, etc.' and a search icon.

The main content area is divided into two columns. The left column, titled 'Organization Message', contains a 'Welcome to eShop' message. It describes the eProcurement system as 'An eProcurement system for the University of Texas at Tyler' and provides instructions on how to search for items by keyword or item number. Below the message is a 'Further Reading & Training' section with a link to 'Punch-out Shopping'.

The right column, titled 'Shop By Catalog', is highlighted in green. It features a 'Hosted Catalogs' section with two items: 'eppendorf' and 'Summus Industries (VWR - Core Lab)'. Below this is a 'Punchout Catalogs' section with eight items, each with a small icon in the top right corner: 'Airgas', 'BURGOON GRAINGER HUB', 'Cell Signaling', 'fisherscientific Possible Missions-HUB', 'STAPLES Summus', 'TODAY'S HUB', 'DELL Summus - UT Tyler', and 'UT Tyler Only'.

Checking Summus Dell Order Status

- Check the Status of your Summus Dell order by clicking [Recent Online Orders](#).
- To track shipping information, Click [Dell Order Support Page](#)

The screenshot displays the Dell Technologies Premier user interface. At the top, there is a search bar for 'Search Dell Premier' and navigation links for 'Shop', 'Solutions & Services', 'Deals', and 'Account'. A secondary navigation bar includes 'Standard Configurations', 'Quotes', 'Recent Online Orders' (highlighted in yellow), and 'Procurement Integration'. The main content area features a 'WELCOME TO PREMIER' message, a 'LIMITED TIME BUSINESS DEALS' banner with the text 'Shop Our Best Deals Now' and 'Save up to 50% on select laptops, desktops, servers, and accessories.', and a background image of a computer workstation. Below this, a blue header bar says 'Hi Guest User, welcome back!' and shows the 'Account Type: Premier Account'. A user information box lists 'University of Texas at Tyler (RC972790)', 'Access Group: B2B DO NOT DELETE', and 'Role: SiteEQuoteBuyer'. A left sidebar contains navigation options: Overview, Dell Support, Manage Service Contracts, Recent Online Orders (selected), Reports, and Procurement Integrations. The 'Recent Online Orders' section includes a search bar and a list of orders. The first order is highlighted in yellow and shows: 'Order Placed On: October 3, 2023', 'Dell Purchase ID: 2008253165030', 'Total Items: 1', 'Purchased By: cynthia.cormier@summusindustries.com', and 'Payment Method: Purchase Order, PO: UTTYL.0000040271'. A 'Buy It Again' button is visible. The product details at the bottom are 'SI# CD5401 OptiPlex Micro (Plus 7010) - I5 / 16gb ram / 256HD / Wireless' with a quantity of 1.

Tracking Summus Dell Order

- You can search a Summus Dell order two ways.
 - Order Number (Highlighted on slide 4)
 - PO Number (Must be the entire ten-digit PO# from eSHOP-UTTYL.0000012345) Once information has been entered, click [Find My Order](#)

Identify your order to receive support

Get help with: [Order status](#) | [Invoices](#) | [Returns & Exchanges](#) | [Contact support](#)

Enter an Order Number or Dell Purchase ID (DPID)

2008253165030 [Find My Order](#)

[How to find my order information?](#)

More options to find your order

[Search by PO Number](#)

Need to contact us? Find your order to view your contact options.

Enter the PO Number

UTTYL.0000040271

[How to find PO Number?](#)

Validate by

Customer Number Company Name Postal Code

Enter the Postal Code

75799

[How to find Postal Code?](#)

[Find My Order](#) [Close](#)

Tracking Summus Dell Order

Your orders for Purchase Order Number **UTTYL.0000040271**

[View Another Order](#)

Sign in to your account to securely access this information and to see all of your orders. [Sign in](#)

[Download records](#)

Viewing 1 - 2 Of 2

Filter Orders ▾

Order date: Oct 3, 2023 | Order number: [759267113](#) | Dell Purchase ID: **2008253165030**

Order: Shipped

[Track your order](#)

[View invoice](#)

[View Packing Slip](#)

✓ Received By Dell
Oct 3, 2023

✓ Confirmed
Oct 4, 2023

✓ In Production
Oct 6, 2023

✓ Shipped
Ship date: Oct 14, 2023 ⓘ

Delivered
Revised Delivery Date: Oct 19, 2023 ⓘ

- Once you click [Find My Order](#), the next screen will give you Order details.
- If product has been delivered, click on [Track your order](#).

Tracking Summus Dell Order

- Tracking ID is located at the top right corner.

Order 759267113: Tracking Details

Package 1 Tracking ID: 709483507366
Shipped with: FEDEX GROUND | Ground RPSI

Delivery status

Oct 18, 2023

✓ 12:29 PM
Delivered Tyler, 75799, US

Oct 16, 2023

✓ 5:52 PM
Arrived at FedEx location MOUNT JULIET, 37122, US

[See all updates](#)

Items in this package

OptiPlex Micro (Plus 7010)

Close

FedEx Shipping Tracking Design & Print Locations Support Sign Up or Log In

FedEx® Tracking Track Another Shipment Local Scan Time Help

DELIVERED **DELIVERY STATUS** Delivered ✓ **TRACKING ID** 709483507366 ✎ ☆

Wednesday
10/18/23 at 12:29 PM
Signed for by: APAIGE
[Obtain proof of delivery](#)

How was your delivery?
☆☆☆☆☆

Want updates on this shipment? Enter your email and we will do the rest!

YOUR EMAIL SUBMIT

MORE OPTIONS

Manage Delivery

FROM
LEBANON, TN US
Label Created
10/16/23 4:29 PM

WE HAVE YOUR PACKAGE
MOUNT JULIET, TN
10/16/23 3:37 PM

ON THE WAY
TYLER, TX
10/18/23 6:52 AM

OUT FOR DELIVERY
TYLER, TX
10/18/23 7:04 AM

DELIVERED
Tyler, TX US
Delivered
10/18/23 at 12:29 PM

Issues and Questions

- For unresolved issues, status updates or return requests, please contact:

Summus Dell Service Representative:

Cynthia Cormier

cynthia.cormier@summusindustries.com

Procurement Services

purchasing@uttyler.edu

