# 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

Q

#### **UT Share**

UT Share Mission

Team Members

Implementation & Events

Resource and Training

Business Affairs Home Page

#### Contact Us

3900 University Blvd. 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.



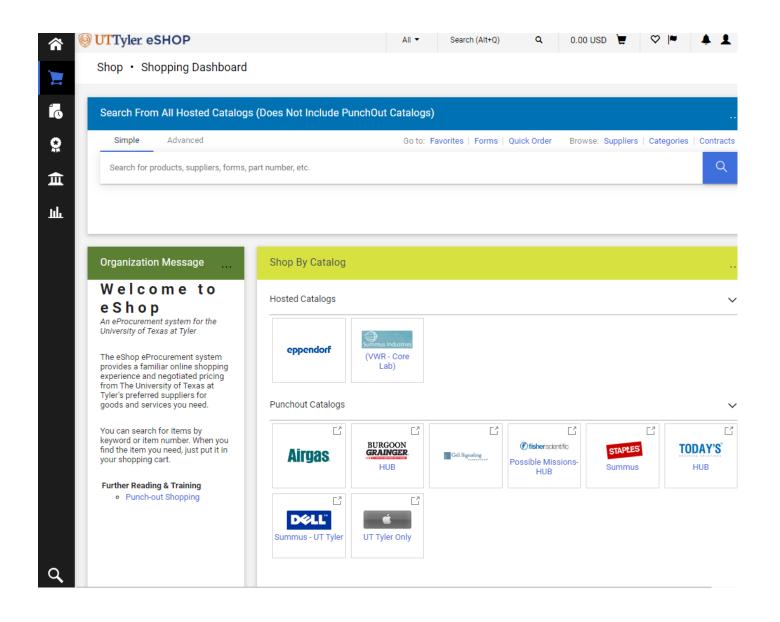


#### UT Tyler eSHOP

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

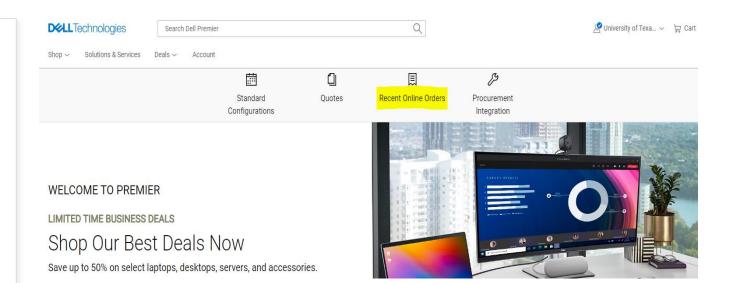
## Opening Summus Dell Premier Page

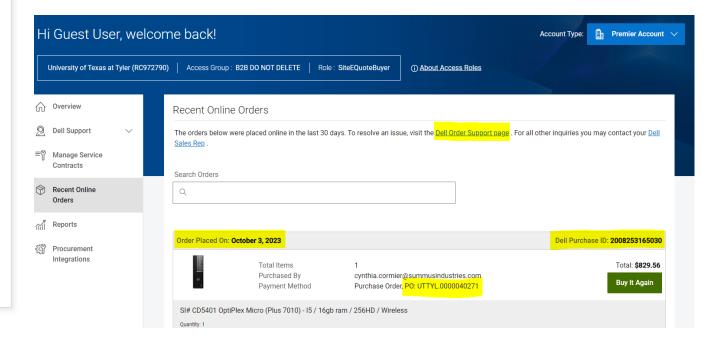
Click on UT Tyler Summus
 Dell punchout App



## Checking Summus Dell Order Status

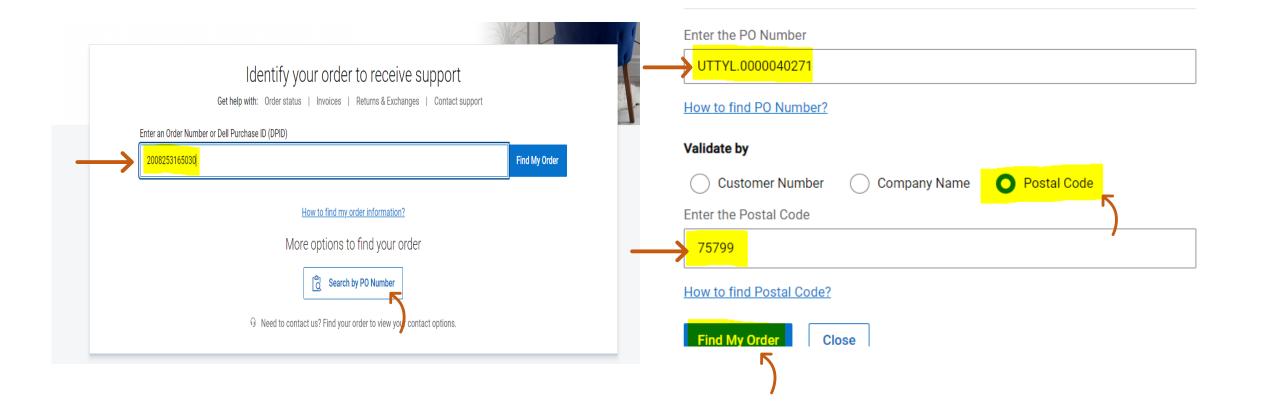
- Check the Status of your Summus Dell order by clicking Recent Online Orders.
- To track shipping information, Click Dell Order Support Page



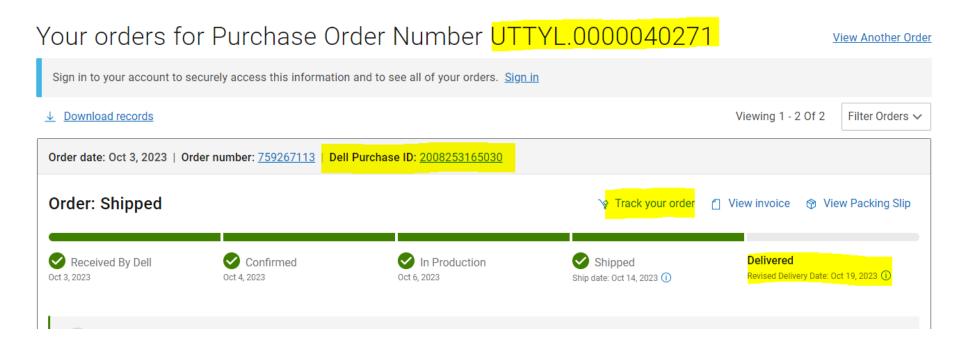


# Tracking Summus Dell Order

- You can search a Summus Dell order two ways.
  - 1. 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



# Tracking Summus Dell Order

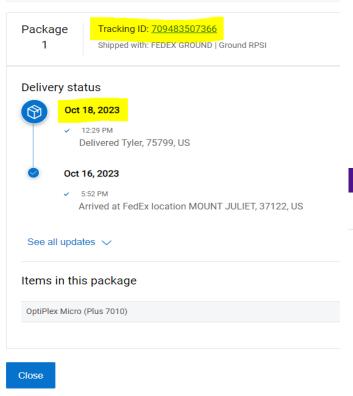


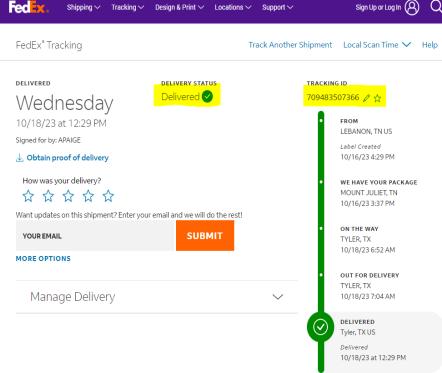
- Once you click
   Find My Order,
   the next screen
   will give you
   Order details.
- If product has been delivered, click on Track your order.

## Tracking Summus Dell Order

 Tracking ID is located at the top right corner.

## Order 759267113: Tracking Details





## 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