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