

## Checking Dell Order Status

- 1) [Login to Shop@UW](#) using your MD number and password and navigate to the Dell punch-out site by clicking on the Dell button in the “Shop at a Punch-out Supplier Site”.

The screenshot shows the Shop@UW website interface. On the left, there is a welcome message and information about a WiCell surplus equipment sale. The main content area is divided into two sections: "Shop at a Hosted Supplier Catalog" and "Shop at a Punch-out Supplier Site". The "Shop at a Punch-out Supplier Site" section contains several supplier logos, including Dell, which is highlighted with a green box and a green arrow pointing to it.

- 2) On the Dell site, click the “Order Status” link.

The screenshot shows the Dell website interface. The top navigation bar includes the Dell logo and links for Shop, Support, and My Premier. Below the navigation bar, there is a search bar and a link for "Order Status" which is highlighted with a green box and a green arrow. The main content area displays "Premier UW Madison Preferred Products" and "AE Computer Bundles" with a list of Dell Notebook Systems, including the Latitude E7240.

- 3) Choose the “click here” link after the “Not finding your order? To search by reference number (PO, Customer number, etc.)” text.

The screenshot shows the Dell website interface. The top navigation bar includes the Dell logo and links for Shop, Support, and My Premier. Below the navigation bar, there is a search bar and a link for "Order Status". The main content area displays "Premier Recent Order" and a message: "There are no Customer Numbers associated with your profile. Not finding your order? To search by reference number (PO, Customer number, etc.)". A green box highlights the "Click here" link, which is pointed to by a green arrow.

- 4) On the Order Status page, use the second section “Check Order Status”. In the “Search By” drop down menu, choose “PO Number” and enter your entire order number from Shop@UW. It will be in the format MDXXXXXPVX0000000000. For assistance in finding orders in Shop@UW, view the [Cart and Order History tutorial](#).

The screenshot shows the Dell Premier Search and Check Order Status interface. The Premier Search section has a dropdown menu set to "Select" and an empty search field. The Check Order Status section has a "Search By" dropdown menu with "Order Number" selected, a "Verify with" dropdown menu set to "Customer Number", and an empty search field. A green arrow points to the "PO Number" option in the "Search By" dropdown menu. Below the form, a note states: "Note: This Order Status service cannot track spare parts orders."

- 5) In the “Verify with” drop down menu, choose “Bill to Postal Code” and enter 53593 and then click the “Submit” button.

The first screenshot shows the "Check Order Status" form with "Search By" set to "PO Number" and the search field containing "MDXXXXXPVX0000000000". The "Verify with" dropdown menu is open, showing options: "Customer Number", "Link Number", "Bill To Postal Code", and "Company Name". A green arrow points to "Bill To Postal Code". The second screenshot shows the same form with "Verify with" set to "Bill To Postal Code" and the search field containing "53593". A green arrow points to the "Submit" button.

6) The Order status and estimated delivery date for items on that PO are displayed:

United States University of Wisconsin Madison Logout My Cart Quick Links

Shop Support My Premier  Search

Downloads & Drivers Product Support My Products and Services Warranty Information Order Support Support by Topic Contact Us

Premier Dashboard > Support > Order Status > Order History Dell recommends Windows.

Deals Live Chat 24/7 or Call Available Contracts Customer Service and Support

## Order History

Total Items:4  Submit Last 45 days

1 - 4 of 4

<input type="checkbox"/>	Order Date	Description	Status	Estimated Delivery Date	Dell Purchase ID	Order Number	PO Number
<input type="checkbox"/>	3/25/2014	External Slot load DVD Drive (Reads and Writes to DVD/CD),Customer Kit	Order Processing	5/9/2014	2000000000000	123456789	MDXXXXXPVX000000000
<input type="checkbox"/>	3/25/2014	Latitude E7240	Order Processing	4/1/2014	2000000000000	123456789	MDXXXXXPVX000000000
<input type="checkbox"/>	3/25/2014	Latitude E7440	Order Processing	4/11/2014	2000000000000	123456789	MDXXXXXPVX000000000
<input type="checkbox"/>	3/25/2014	Latitude 15 5000 Series	Order Processing	4/11/2014	2000000000000	123456789	MDXXXXXPVX000000000

Submit Last 45 days

Keyword Search