Finding your Order Status by PO Number in the Dell Punchout

Before you begin, clear your cache and cookies (internet history). Then log into myUFL>myUF Market.

Go to the Dell Icon in myUF Market and click Search Punchout Catalog.



Click on the Order Status link on the right hand side of the page.

myuf Market Punchout Cancel Punch-out					
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A new window will pop up. Set the first drop down menu to PO Number and then enter your PO number. Set the second drop down to Zip Code and enter your zip code. Then click Submit.

Step 1	★ Search By Reference Number: PO Number ✓ PO Numbers may only contain letter:	 ★ Enter Reference Number: 1000064271 s, numbers and spaces
Step 2	 ★ Select Verification Type: ZipCode 	★ Enter Verification Data: 32611
🕒 Submit		

The next page will show your order information. You can contact UF's Dell rep for further information or with any questions or concerns about your order.