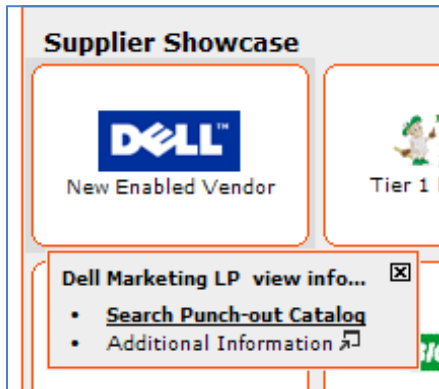


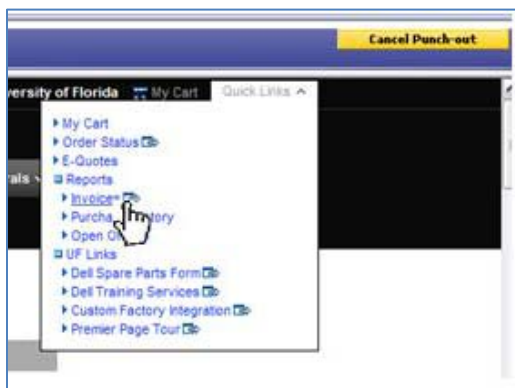
Retrieving an Invoice from the Dell Punchout

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

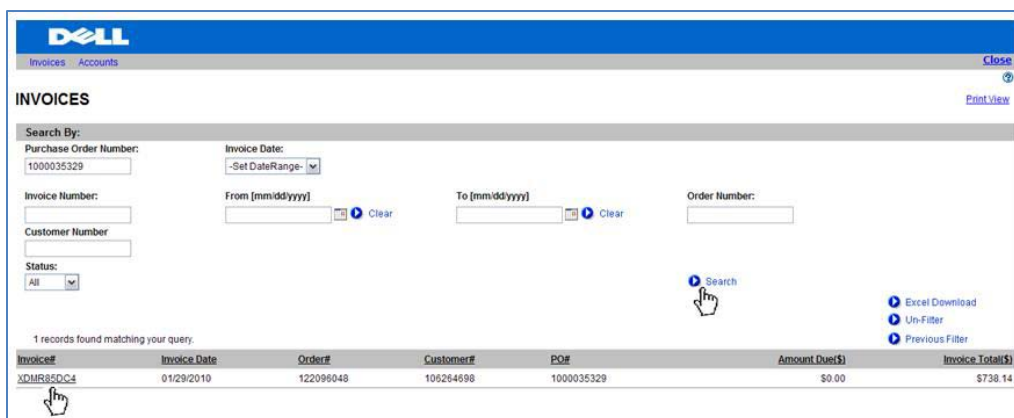
Go to the Dell Icon in myUF Market and click Search Punchout Catalog.



Click on Quick Links at the top right of the Punchout. Then expand Reports, and click on Invoices. This will bring up all UF Invoices in another window.



To see a specific invoice, type in your PO number or use the filters to select criteria and click search.



Click on the invoice number to open up the invoice.