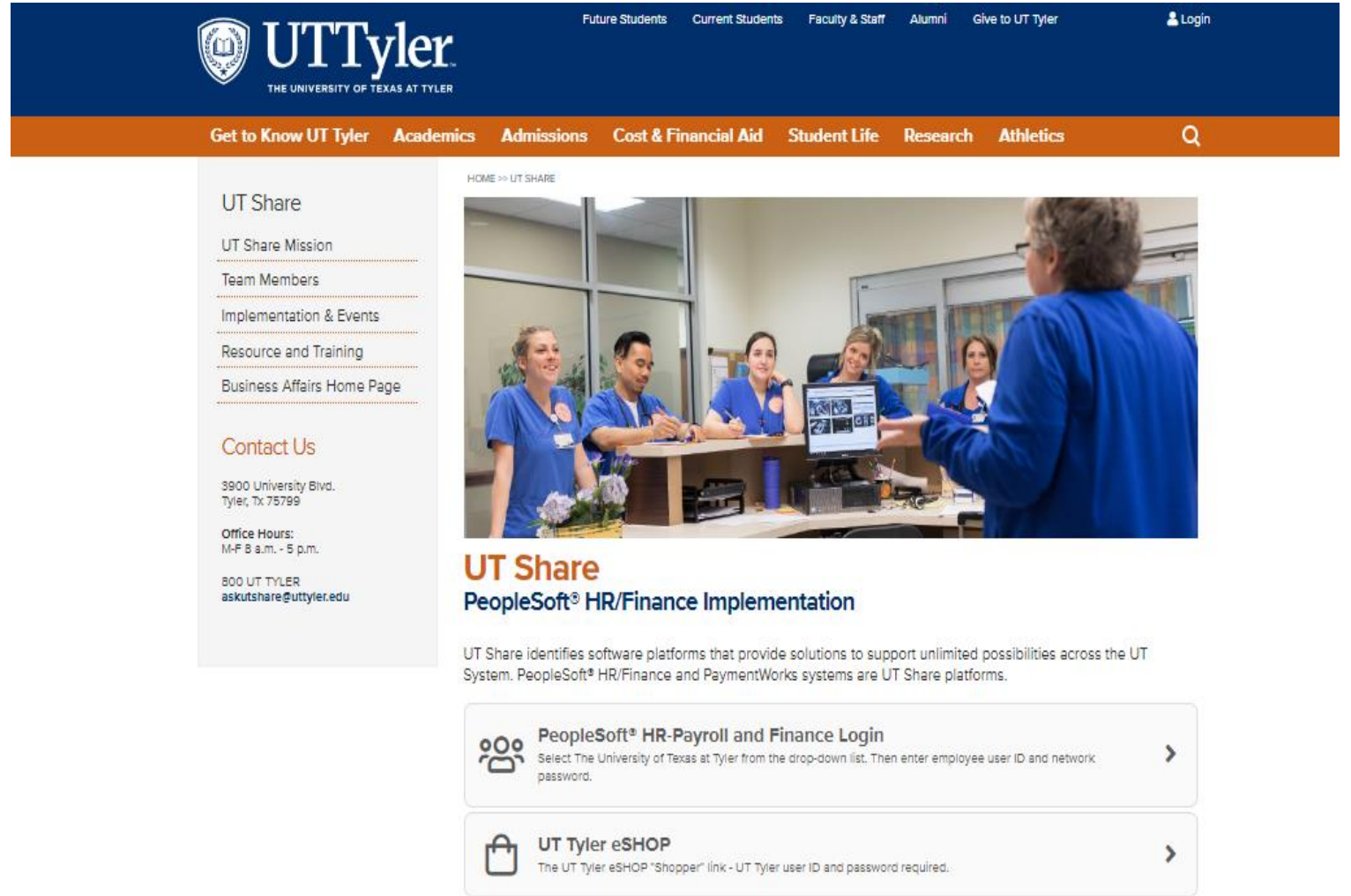


User Guide for Tracking Apple Shipments

Procedures for Tracking Apple
Shipments in eSHOP

Navigating as Shopper on eShop

- Link to eSHOP "Shopper" page:
<https://www.uttyler.edu/utshare/>



The screenshot displays the UT Tyler website's navigation and content. At the top, a dark blue header contains the UT Tyler logo and the text "THE UNIVERSITY OF TEXAS AT TYLER". To the right of the logo are links for "Future Students", "Current Students", "Faculty & Staff", "Alumni", and "Give to UT Tyler", along with a "Login" button. Below this is an orange navigation bar with links for "Get to Know UT Tyler", "Academics", "Admissions", "Cost & Financial Aid", "Student Life", "Research", and "Athletics", and a search icon. The main content area is divided into two columns. The left column is a sidebar with a light gray background, containing links for "UT Share", "UT Share Mission", "Team Members", "Implementation & Events", "Resource and Training", and "Business Affairs Home Page". Below these links is a "Contact Us" section with the address "3900 University Blvd. Tyler, Tx 75799", "Office Hours: M-F 8 a.m. - 5 p.m.", and the phone number "800 UT TYLER" and email "askutshare@uttyler.edu". The right column features a large photograph of a group of people in blue scrubs working at a computer. Below the photo is the heading "UT Share" and "PeopleSoft® HR/Finance Implementation". A paragraph of text states: "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." At the bottom of the right column are two white buttons with rounded corners. The first button has a person icon and the text "PeopleSoft® HR-Payroll and Finance Login" with a subtext: "Select The University of Texas at Tyler from the drop-down list. Then enter employee user ID and network password." The second button has a shopping bag icon and the text "UT Tyler eSHOP" with a subtext: "The UT Tyler eSHOP 'Shopper' link - UT Tyler user ID and password required."

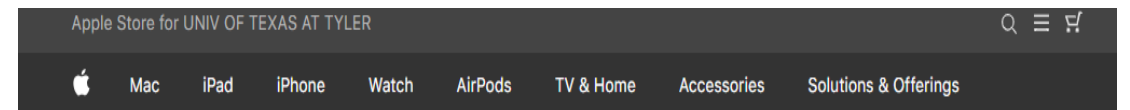
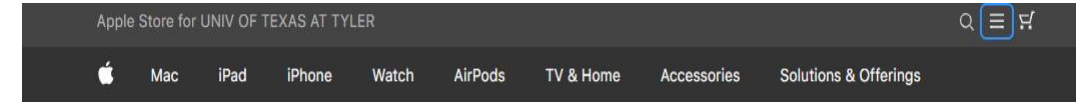
Opening Apple Premier Page

- Click on UT Tyler Apple punchout App

The screenshot displays the UT Tyler eSHOP interface. At the top, the header includes the UT Tyler eSHOP logo, a currency dropdown set to 0.00 USD, and a search bar with the text "Search (Alt+Q)". Below the header, the page title is "Shop • Shopping Dashboard". A prominent blue search bar contains the text "Search From All Hosted Catalogs (Does Not Include PunchOut Catalogs)". Below this, there are tabs for "Simple" and "Advanced" search, and a search input field with the placeholder text "Search for products, suppliers, forms, part number, etc.". The main content area is divided into two columns. The left column features an "Organization Message" section with a green header, containing a "Welcome to eShop" message and a "Further Reading & Training" link for "Punch-out Shopping". The right column has a yellow header for "Shop By Catalog" and lists "Hosted Catalogs" (eppendorf, Summus Industries (VWR - Core Lab)) and "Punchout Catalogs" (Airgas, BURGOON GRAINGER HUB, Call Signaling, fisherscientific Possible Missions-HUB, STAPLES Summus, TODAY'S HUB, DELL Summus - UT Tyler, and UT Tyler Only).

Checking Apple Order Status

- Check the Status of your Apple order by hovering mouse arrow over the three lines near the top right corner.
- Click Order Status
- Locate your PO number, click on the [Blue](#) order number to retrieve shipping/ tracking information regarding your Apple order.



Showing: [Order Type: Orders](#) [Creation Date: Last 30 Days](#) [Status: Any](#) [Search Again](#) ▾

Order Number	Order Type	PO Number	Creation Date ▾	Status
AAA0510848	Order	UTTYL.0000039607	08/16/2023	Shipped

Checking Apple Order Status

- If you do not initially see your Apple order, Click [Search Again](#), to extend the period of creation date. (30 Days)
- Once date has been selected, Click [Search](#)

Apple Store for UNIV OF TEXAS AT TYLER

Mac iPad iPhone Watch AirPods TV & Home Accessories Solutions & Offerings

Order Status

Showing: Order Type: Orders Creation Date: Last 30 Days Status: Any [Search Again](#)

Order Number	Order Type	PO Number	Creation Date	Status
AAA0510848	Order	UTTYL.0000039607	08/16/2023	Shipped

Apple Store for UNIV OF TEXAS AT TYLER


Mac iPad iPhone Watch AirPods TV & Home Accessories Solutions & Offerings

Order Status

All Orders/Returns **Orders** Returns Credit Memo Request Debit Memo Request

- To find an order, return request, or an available invoice, search by any combination of the fields to the right.
- To find a credit or debit memo request, enter the credit or debit request number in the Order Number field.
- Online Order Status retrieval is available for the previous 8 months.

Order Number Invoice Number

Part Number  Creation Date
Last 30 Days

PO Number Date Type
Ship Date

Serial Number From (MM/DD/YYYY)

Delivery Number To (MM/DD/YYYY)

Status
Any

[Reset](#) [Search](#)

Issues and Questions

- For unresolved issues, status updates or return requests, please contact:

Apple Customer Service:

800-800-2775 M-F 7:30 am – 6:30 pm

Email our Apple Representative:

Dale Love dlove@apple.com

Procurement Services

purchasing@uttyler.edu

