

## Tracking your Dell on-line order

You are able to track your order on the Dell web site once you have received your order confirmation number from Dell. Follow the instructions below to find the status of your order.

1. Log onto the Dell/Villanova on-line ordering web site from Procurement's web page <http://www.procurement.villanova.edu/secure/Dell/index.html>.
2. Click on the access button to enter the online Dell web store.
3. On the Premier Dell/Villanova web site, click on the "order status" button on the top section of the page.
4. A new web page will open named "CHECK ORDER".
5. Fill in the required fields:
  - a. Choose reference number:  
Order number - enter your order number you are checking on
  - b. Choose Verification Type  
Customer number, enter "3575"
6. Click Submit under this information.
7. The status of your order will be displayed. Follow the links listed on this page for more information.