

DELIVERY STATUS

Did you know you can quickly and easily check your order's status on your own?

PUNCH-OUT

- If your shopping cart is from a punch-out catalog, you can easily check your order's status and tracking info.
- Go to the specific vendor's catalog through **BCM Marketplace**.
- The location varies from vendor to vendor, but typically you can find the **Order Status** link:

-by clicking “” near the top header of the website. A drop-down menu will appear with the Order Status option.

OR

-by clicking “**My Account**” near the top header of the website. A drop-down menu will appear with the Order Status option.

- Here, you can see recent orders or search for your order using your **PO Number**.
- Clicking the order will give you an updated **status** of your order, like whether it has been **shipped** and any **tracking** information, if applicable.



FREE-TEXT

- If your shopping cart was free-text, you may email purchasing@bcm.edu for assistance. Provide the PO number with your inquiry.

