

University to Receive Sustainability Award

Written by: Roger Spiehs, Asst Dir - Procurement Svcs/Inventory, UNL

The University of Nebraska will be recognized for its purchasing practices from Office Depot/OfficeMax. The award for “Greener Spend Analysis Sector Leadership In Greener Purchasing” is an honor based on the high green spend compared to others in the higher education industry. Office Depot/OfficeMax noted the university’s efforts to seek out eco-conscious products are helping to make a more positive impact on the planet. A formal presentation will be made in January during the Office Depot/OfficeMax business review.

Office Depot Greener Office Program

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The Office Depot Greener Office Program was started to spur interest and offer products meeting today’s environmental efforts and concerns.

If you are interested in buying greener, but are not sure how to start, Office Depot has designed “The Greener Purchasing Program” for you. Located at the bottom of each page is a punch out to the Office Depot “Greener

Office” Catalog with approximately 10,000 greener products.

In addition, when using the regular catalog office supply catalog/punch-out, be sure to look for the Eco-conscious and Recycled Content labels when ordering a product to see environmentally friendly alternatives.

Finally, you can review a short presentation ([click here](#)) that provides some basic information on the Greener Office Program.

We hope you find this information valuable and that it provides you with additional knowledge regarding the purchase of recycled and remanufactured products to help you reduce our environmental footprint and enhance your eco-conscious purchases.

 Eco-conscious label
 Recycled Content label

[Office Depot buying green FAQs](#)

Survey Says...

The University of Nebraska’s office supply contract with Office Depot has far-reaching impact on all University campuses. In 2016 over 24,000 eSHOP orders were placed with Office Depot. Recently, eSHOP users were requested to provide feedback on the products and services received from Office Depot, with replies from 389 users representing all four University campuses.

When placing Office Depot orders via eSHOP, please rate your shopping experiences:					
	Excellent	Good	Average	Poor	Terrible
Ability to find the items you are looking for	32%	53%	12%	2%	0%
Office Depot’s product selection	30%	54%	15%	1%	0%
Ease of ordering	43%	46%	9%	1%	1%
Quality of items Office Depot provides	39%	48%	12%	1%	0%

When placing Office Depot orders via eSHOP, please rate your order fulfillment experiences:					
	Excellent	Good	Average	Poor	Terrible
Timely delivery of your order (within 48 hrs)	63%	29%	7%	1%	0%
Order completeness	55%	37%	7%	1%	1%
Order accuracy	61%	32%	6%	0%	1%
Ease of handling returns	35%	40%	18%	4%	2%
Damage-free orders	60%	31%	7%	1%	1%

Please rate your overall Satisfaction with Office Depot:					
	Excellent	Good	Average	Poor	Terrible
Quality of Office Depot’s overall service	43%	48%	8%	1%	0%
Office Depot’s pricing: compared to competition	32%	49%	16%	3%	0%
Value of products/services provided for the price	35%	50%	14%	1%	0%
Please rate Office Depot’s overall performance	35%	53%	9%	2%	0%

Need Access?

We have updated the eSHOP website specifically for YOU, our users. You can quickly get information about how to gain access for Shoppers, Requestors, and Approvers by clicking [here](#). Bookmark the website so you can easily find specific UNL eSHOP information in the future.

Gaining Access

Each user is assigned a role when given access to eSHOP. A role provides permission to process a specific part of an order. There are three roles available: Shopper, Requestor, or Approver.

Overview

Shoppers 

Shoppers can select items and create a shopping cart but must assign it to a Requestor for approval.

Requestors 

Requestors can shop for items, assign or review funding information, and submit requisitions.

Approvers 

Approvers are responsible for financial review and can approve, reject, or return a requisition.

Suggestion Box

Do you have a change that would improve eSHOP? Email your suggestion to eshop@unl.edu with Suggestion Box as the subject. Your idea just may help to improve how all campuses utilize eSHOP.



Resources Under Development

FORMS		
Approver Assignment	Business Owner Approval Requirement	Live Pilot Test In Process
Printing Promotional Prod.	Streamline existing manual process	Test In Process
Apple VPP Estimate	Automate existing form	Live Pilot Test In Process
ENABLED SUPPLIERS		
Medline Industries	Healthcare Supplies	Implemented - Live
Ferguson	Plumbing Supplies	Implemented - Live
PerkinElmer	Human & Environmental Health	Contract Pending
MP Biomedical	Life Science Supplies	Contract Pending
ABCAM	Protein Research Tools	Implemented - Live
Waters	Laboratory Analytical Equip. & Software	Test in Process
Kurt J Lesker Co	Vacuum Products & Systems	Implemented - Live
Belimo Aircontrols Inc	Actuators & Valves	Contract Pending
Home Depot	Home Improvement Supplies	Implementation Pending
Lowe's	Home Improvement Supplies	Implementation Pending