

New eSHOP Suppliers

Written by: Lynn McAlpine

University Procurement is pleased to announce two new Punch-Out suppliers to eSHOP; Lowes and The Home Depot. The Home Depot is already available for order placement. Lowes is expected to become an active supplier on April 17th, 2017. Both suppliers will be available in the Maintenance & Repair (Facilities) shopping section of the eSHOP Home Shopping page.



Lowes and The Home Depot offer free delivery or in-store order pickup. View each supplier's eSHOP Supplier Reference Guide for full details on their services and capabilities.

Supplier QRG's

eSHOP Supplier Quick Reference Guides (QRG's) are available from the eSHOP tab in Firefly. On the [Supplier QRG page](#), users can find:

- Over 40 quick reference guides to assist shoppers while placing orders with specific suppliers in eSHOP.
- Which suppliers offer free shipping.
- The difference between a hosted catalog, punch-out catalog, and internal catalog suppliers.
- The Portal Supplier List (select non-catalog suppliers that have electronic invoice processing).

eSHOP Apple VPP Software

Written by: Phil Redfern, Enterprise Apple Admin., UNL

ITS-UNL and Procurement Services are excited to announce that the eSHOP Apple VPP Software form is now available for all NU Campuses. From the eSHOP homepage, the VPP form enables faculty and staff to order any Apple App store content through Apple's Volume Purchase Program with the standard eSHOP purchasing process, then distribute that content to users and devices.

All content purchased through the Apple VPP Software form is securely distributed to endpoint devices, or users, with ITS Endpoint Management Tools. By purchasing and deploying content with these tools, Apps can be pulled and re-assigned in volume to new users at any time without the need to purchase new licenses. Additionally, app updates occur automatically on a specified schedule, eliminating the need to manually run software updates.



A walkthrough guide has been created for the Apple VPP Software form and can be found in Firefly under the eSHOP Training Resources. If you have any questions, or would like to request a technical training session on purchasing and distributing Apple VPP Software, please contact applesystems@unl.edu.

How to Find Your Requisition / PO / Invoice

eSHOP allows you to move within the system to corresponding Requisition, PO, and Invoice Numbers. Here is how it works:

- Requisition Number: find the eSHOP PO number by scrolling down to Supplier / Line Item Details. By clicking on the PO number, you will be routed to the PO. [\[click for image\]](#)
- Purchase Order: the Requisition Number is listed at the bottom of the General Information screen and when clicked on will link you back to the Requisition. From the invoice tab, you can view available invoices and drill into each invoice by clicking on the Invoice Number.

The screenshot shows two overlapping windows from the eSHOP system. The top window displays 'General Information' for PO/Reference No. E000003168 Revision 0 (Closed) from supplier HOME DEPOT. The 'Requisition Number' is 1743160. The bottom window shows the 'Invoicing Summary' for the same PO, with a table listing invoices.

Invoice No	Supplier Invoice Number	Invoice Date
V000001761	ITE000003168	1/16/2017

- Invoice: scroll down to Line Item Details to find the PO Number. [\[click for image\]](#)

eSHOP Tip

Use the backspace button on your keyboard or right click on your mouse to select Back, which will allow you to navigate to the previous screen.



Resources Under Development

FORMS		
Approver Assignment	Business Owner Approval Requirement	Live Pilot Test In Process
Printing Promotional Prod.	Streamline existing manual process	Live Pilot Test
Apple VPP Software	Automate existing form	Now Live at UNL, UNO, UNMC & UNK
ENABLED SUPPLIERS		
PerkinElmer	Human & Environmental Health	Contract Pending
MP Biomedical	Life Science Supplies	Contract Pending
Waters	Laboratory Analytical Equip. & Software	Implemented - Live
Belimo Aircontrols Inc	Actuators & Valves	Contract Pending
Home Depot	Home Improvement Supplies	Implemented - Live