



We are looking for Pioneering Spirits ...are you ready?

Procurement is excited to provide our first eSHOP Newsletter filled with information for end users. We hope you like the format which was designed to be a quick reference tool for you! Historical newsletters can be found on the eSHOP Website. Join us in pioneering new ways to be more efficient and effective.

– Nicole McCoid Manager, Procurement Systems

Change Order Request

Not sure when to use the change order request form? Here are some key points to keep in mind:

- If you need to have a change made to a Purchase Order, you must complete and submit a Change Order Request form with the details of the change, which will be routed to Procurement Services to process.
- A Change Order Request form should be submitted in its own shopping cart and not combined with any other items. Use one form for each request.
- To add additional lines to an existing PO, a new purchase requisition must be processed.
- Notifying the Supplier – You are responsible for contacting the supplier and notifying them of the change to the purchase order after it has been approved (Procurement Services will NOT contact the supplier).

Contact Information ?		Purchase Order Information ?	
Requestor Name:	<input type="text"/>	eSHOP PO#	<input type="text"/>
Department:	<input type="text"/>	Supplier Name	<input type="text"/>
Phone:	<input type="text"/>	Supplier Contact	<input type="text"/>
FAX:	<input type="text"/>	Note: Supplier name is for reference purposes only in this section.	
Email:	<input type="text"/>		
Explanation of Change(s) Requested ?			
Type of Change	<input type="radio"/> Price Change (explain below) DO NOT Resend to Supplier <input type="radio"/> Update Price Change (explain below) RESEND to Supplier <input type="radio"/> Resend PO to Supplier - PO never received <input type="radio"/> Cancel Purchase Order <input type="radio"/> Other (explain below)		
Has Vendor been notified?	<input type="radio"/> Yes <input type="radio"/> No		
Note: It is the department's responsibility to contact the vendor.			
Total Value of Price Increase	<input type="text"/>		
Note: Enter Total Value of Price Increase (or leave blank for other types of changes). Price increase amount will route for funding source approval. If you are changing the cost object, the "Total Value of Price Increase" should be the total of the PO. If you are adding an amount, the "Total Value of Price Increase" should be the difference between the original PO and the new PO total. If price increase is needed for more than one line item, please detail the line # and new price in comment section.			

For step by step instructions click [here](#). Also available online in Training Resources.

UPCOMING REQUESTER TRAINING

Held from 10-12:00 at ADM 316

September 10, 2015

October 8, 2015

November 5, 2015

December 3, 2015

eSHOP END USER COUNCIL

Join us for discussion about upcoming system improvements, watch for more details!

Under Development



FORMS

Vendor Request Form – Available

Change Order Request – Available

Approver Assignment Form – Change, add, remove approver - Under Review

SUPPLIERS

ArtFX – Clothing – Testing

Hon – Furniture – Ready to begin Implementation

New England Bio – Regents for Life Sciences – Contract Review

Cell Signaling Tech – Regents and antibodies for Cell Science – Under Review

Waters – Analytical Lab Instruments Mfg – Under Review

Updated Training Resources

End users requested a simplified format for viewing shopper, requester, and approver training materials. In the past, guides and snippets were duplicated by role but can now be easily viewed with the roles affected marked on the right hand side. Several guides are being revised to show updated information. Thank you for your suggestions to improve eSHOP.

Resource	Format	Shopper	Requestor	Approver
Adding Items to your Shopping Cart from a Hosted Catalog Search	PDF	X		
Adding Items to your Shopping Cart from a Punch-out Catalog Search	PDF	X		
Approver Quick Reference	PDF			X
Approver Training Manual	(under revision)			
Assigning a Substitute Approver	PDF			X
Assigning a Substitute Requestor	PDF		X	
Assigning Funding Information	(under revision)			
Changing Your Personal Settings and Email Preferences	PDF			
Comparing Items from Hosted and Punch-out Catalogs	PDF	X		

Split Funding Best Practice



To assist our end users and provide clarification, split funding should be done at the line level and not at the header to avoid problems when invoices are applied. For more information, click here for the Split Funding Guide.

eSHOP: 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.

eTIPS



Unloading Point? The unloading point appears on package labels making it easier to identify building, room, and contact person. Your unloading point should be similar to this format:

BSC 101 BRequester.

You can add the unloading point to your profile so it will automatically appear in your cart header saving you key strokes and time. Your building code can be found on the campus map.

<http://maps.unl.edu>

eSHOP: On the Go

Details coming...

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