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).

For step by step instructions click here. Also available online in Training Resources.
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.

eSHOP: On the Go

Details coming...
October 2015

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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
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.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Format</th>
<th>Shopper</th>
<th>Requester</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding Items to your Shopping Cart from a Hosted Catalog Search</td>
<td>PDF</td>
<td>X</td>
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</tr>
<tr>
<td>Adding Items to your Shopping Cart from a Punch-out Catalog Search</td>
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<tr>
<td>Approver Quick Reference</td>
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<tr>
<td>Approver Training Manual</td>
<td>(under revision)</td>
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<tr>
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<tr>
<td>Assigning Funding Information</td>
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<tr>
<td>Changing Your Personal Settings and Email Preferences</td>
<td>PDF</td>
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<tr>
<td>Comparing Items from Hosted and Punch-out Catalogs</td>
<td>PDF</td>
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</tbody>
</table>

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.

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...
October 2015