



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

This issue is full of information requested by our end users. We hope you find helpful the new UNL Purchasing Decision Tree Flowchart which was created in collaboration with Accounts Payable and Financial Services. You will notice the Goods Receipt training guide has been updated and a new partnership initiative has been announced between Procurement and departments to designate Super Users. We appreciate your support of the eSHOP system and look forward to working with you to further develop eSHOP.

– Kim Phelps, Associate VC Bus & Finance

Purchasing Decision Tree Flowchart

Thank you for your feedback! Because you asked, the new UNL Purchasing Decision Tree Flowchart came into existence. It is our hope that this flowchart assists you with selecting the proper purchasing system to enter an order. New terminology has been added to help clarify how Procurement will develop the supplier base within eSHOP to ultimately save departments money.

Catalog suppliers are the enabled suppliers with existing price contracts that are shared with end users UWide. Did you know eSHOP has 4,622 users UWide? UNL has 2,523 end users! Go BIG RED!

Portal suppliers are non-catalog suppliers that have large spend or transaction volumes. The portal allows for invoices to process electronically without being set up as an enabled catalog.

There is always room for improvement, so please let us know if you have some suggestions on how to make the flowchart even better. [Click here for a printable copy of the flowchart](#) which will be added to the UNL eSHOP announcements page for future reference.

UPCOMING REQUESTER TRAINING

Held from 10-12:00 at ADM 316

December 3, 2015

January 6, 2016

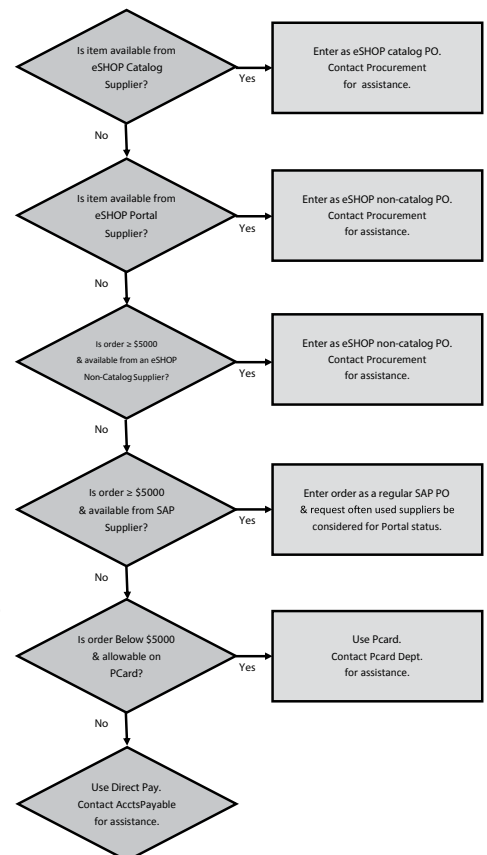
February 3, 2016

March 2, 2016

eSHOP: On the Go

Details coming...

in 2016



Under Development



FORMS

Approver Assignment Form – Creation Phase

Change Order Form – Review opportunity to move all change orders to eSHOP.

SUPPLIERS

ArtFX – Branded Clothing - Now Available

Hon – Furniture – Now Available

New England Bio - Regents for Life Sciences – Contract Signed – Implementation to begin



Cell Signaling Tech – Regents and Antibodies for Cell Science – Contract Review

Waters – Analytical Lab Instruments Mfg – Partner with UNMC – Under Review

When will I need to enter a goods receipt?

A goods receipt is an indication that the items you have ordered have been satisfactorily received and the invoice can be paid. You can create a partial receipt if only part of the order has been received.

Goods receipts are required for:

1. Any purchase order (not shopping cart) total over \$5,000
2. All orders from a Science Catalog supplier 
3. All non-catalog orders 

For additional instructions on how to enter a goods receipt, click here for the training guide.

eSHOP Super User Partnership



We are looking forward to representatives from campus departments/colleges coming together to discuss eSHOP system improvements, upgrades, training, and questions. Super users were selected by their respective areas in support of eSHOP and to assist with further development of the system for our campus. Click here to find the Super User for your area. For more information about the Super User role, click here.

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



Updating Your Profile

Not sure how to add or change your profile information? We've got a snippet for you!

Click here to watch a quick video with step by step instructions on how to update your profile.

Supplier Showcase 2015

Thank you for attending. We would appreciate your feedback. Click here to complete a survey.

Save the date for next year, Tuesday, October 17, 2016.

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