Standardized Pricing for Computer Purchasing

Written by: Rick Haugerud, Asst Vice President, ITS Office of Cybersecurity

The University of Nebraska with the Nebraska State College System campuses have jointly signed a new system wide contract for computer purchasing. Information Technology Services and Procurement Services have selected three vendors: Dell, Connection, and CDW to provide common pricing for standardized, Windows-based computers and peripherals. The agreement is projected to cut costs by 17%, based on past purchase volumes.

Next steps will be to review potential cost savings for Apple desktop/laptops. Purchasing from these new desktop/laptop and accessory standards identified by the request for proposal is a key BRT strategy. These devices are available now for order on each vendors' eShop punch-out sites.

To help you compare these new options, we have put together a quick reference guide of all of the new standards. This pricing is available for all state entities, including the State of Nebraska and the three state colleges.

Computer standards by campus: UNK | UNL | UNO

Supplier Spotlight: Crescent Electric

Written by: Dustin Kotik, Senior Sourcing Specialist, UNL

The University of Nebraska is pleased to announce that Crescent Electric Supply Company has enhanced their Punch-out catalog relating to Electrical Supplies. Modifications include enhanced search features that enable "type-ahead" searching that offers matched product descriptors, suggested products, categories and manufacturer names that match your search terms. Another enhancement includes the ability to create or save "shopping lists" for items that are frequently ordered by campus customers. The next time you have a need to order electrical supplies for campus use, please check out Crescent Electric's new punch-out catalog.

Crescent Electric quick reference guide
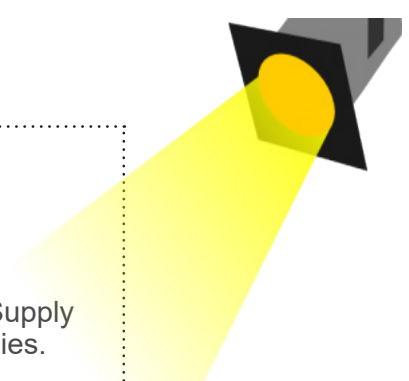
Foreign Orders can now be processed within eSHOP at UNL

Step 1: Check to see if the foreign supplier is available in eSHOP. For how to search in eSHOP for a supplier, click here.

Step 2: If the foreign supplier IS NOT in Eshop, submit a Vendor Request form in Eshop. Instructions for how to use the Vendor Request form can be found here. Be sure to include an attached W8BEN form (W8BENE for entities, W8BEN for individuals).

Step 3: If the foreign supplier IS in eSHOP, complete a non-catalog order form and enter the foreign supplier. Click here for how to submit a Non-Catalog Order form.

Step 4: If prepayment is required for the order, enter a goods receipt after the PO# is assigned. If prepayment is not required, enter the goods receipt when the product is actually received and before the invoice is sent to Accounts Payable. Instructions for how to enter a good receipt can be found here.

Step 5: Send the foreign supplier invoice to Accounts Payable to initiate payment. If the invoice is for a vendor in a country other than Canada, it must be accompanied by the Wire Transfer Cover Sheet.

PR Approvals Tab: Find the Status of a Vendor Request

Bring up the requisition with your Vendor Request in eSHOP. Click on the PR Approvals tab to see which step is pending.

In the example below, Form Approval is provided by the buyer and Commodity Approval is provided by the Vendor Request team. If a steps is pending, you could select "view approvers" to contact a buyer or member of the vendor request team for assistance.

Resources Under Development

FORMS	
Financial Approver Change	Format Revision In Process
Printing Promotional Prod.	Test In Process
Vendor Request Form	New Process Announced by BRT
Credit Application - Form 13 or 17 Requests	Creation Phase
ENABLED SUPPLIERS	
PerkinElmer	Implementation Pending
MP Biomedical	Contract Pending
Belimo Aircontrols Inc	On Hold
Digikey	Under Review
Intermountain Lock	Contract Pending
Amazon	Test in Process
Abante	Live in eSHOP
Henry Schein	Contract Pending – Split into 2 catalogs

Got Questions?

UNL Accounts Payable Department
Questions regarding invoice payments for non-catalog suppliers:
402-472-2881 or ap@unl.edu.

Procurement Systems Help Desk
Questions regarding placing an order or eSHOP functionality:
402-472-2126 Option 2, *or*
eshop@unl.edu

Vendor Request Team
See article on this page for more information.