

eSHOP Upgrades Improve User Experience

Written by: Mary Mitilier, UNMC Procurement System & Training Specialist

The University's official procurement system eSHOP continues to evolve. In the upcoming months, users may notice some changes to the homepage (dashboard) making it more user friendly and easier to navigate. Depending on your eSHOP role, there are other dashboards available already.

The current SHOPPING HOME dashboard that everyone has is designed for the shopper/requester and most common tasks. Funding source approvers may prefer the APPROVER DASHBOARD. The Approver Dashboard displays your pending approvals and allows users to group approvals by approval folder. The ACCOUNTS PAYABLE DASHBOARD is specifically designed to help Accounts Payables staff access the important invoicing tasks they perform and quickly create invoices, credit memos, and more. The BUYER DASHBOARD is aligned to quickly process requisitions, exceptions, and perform other common tasks.

Accessing alternate dashboards

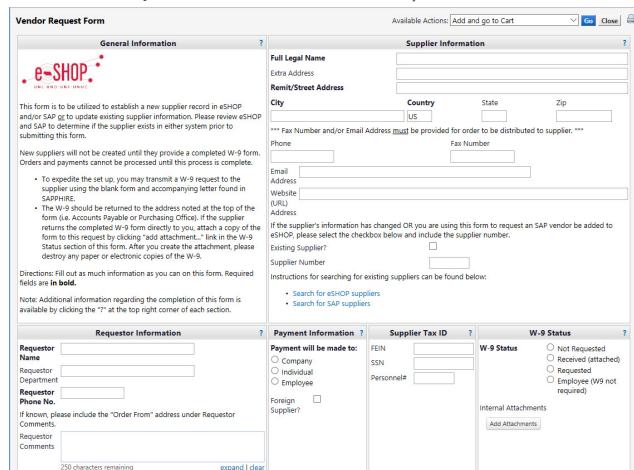
From eSHOP shopping home click your name at the top of the screen. Select dashboards. Once in the dashboard view, in the center of your screen, you will have a drop down of available dashboards. If your security role does not allow use of one of the available dashboards, you will continue to see the standard shopping dashboard. If you hold multiple roles, you may toggle between available dashboards. If you would like to change your default dashboard, after landing on a new dashboard, click your name at the top and "SET MY HOME PAGE". Choose the page you would like to set. Switch back by going back to the "SET MY HOMEPAGE" and choose from the available options.

Requesting a New Vendor Through eSHOP

Written by: Carrie Stithem, Accounts Payable Manager, UNK

The process for department users to request a new Vendor to be created in the Master Vendor File was moved to the new Vendor Request Form in eSHOP (found in the Special Forms section). A team of Accounts Payable personnel across all campuses has been assembled to address all requests from all campuses. Communication with users could come from any one of the team members, not just those on your home campus. Therefore, all communication should take place via the "comment" section of the eSHOP Vendor Request Form to allow for the team members to best address the status of a request and provide assistance in the most efficient manner.

[Instructions: Vendor Request – Creating](#)



Vendor Request Form

Available Actions: Add and go to Cart

General Information

This form is to be utilized to establish a new supplier record in eSHOP and/or SAP or to update existing supplier information. Please review eSHOP and SAP to determine if the supplier exists in either system prior to submitting this form.

New suppliers will not be created until they provide a completed W-9 form. Orders and payments cannot be processed until this process is complete.

- To expedite the set up, you may transmit a W-9 request to the supplier using the blank form and accompanying letter found in eSHOP.
- The W-9 should be returned to the address noted at the top of the form (i.e. Accounts Payable or Purchasing Office). If the supplier returns the completed W-9 form directly to you, attach a copy of the form to this request by clicking "add attachment..." link in the W-9 Status section of this form. After you create the attachment, please destroy any paper or electronic copies of the W-9.

Directions: Fill out as much information as you can on this form. Required fields are in bold.

Note: Additional information regarding the completion of this form is available by clicking the "?" at the top right corner of each section.

Supplier Information

Full Legal Name

Extra Address

Remit/Street Address

City Country State Zip

*** Fax Number and/or Email Address must be provided for order to be distributed to supplier. ***

Phone Fax Number

Email Address Website (URL) Address

If the supplier's information has changed OR you are using this form to request an SAP vendor be added to eSHOP, please select the checkbox below and include the supplier number.

Existing Supplier?

Supplier Number

Instructions for searching for existing suppliers can be found below:

- Search for eSHOP suppliers
- Search for SAP suppliers

Requestor Information

Requestor Name

Requestor Department

Requestor Phone No.

If known, please include the "Order From" address under Requestor Comments.

Requestor Comments

250 characters remaining expand | clear

Payment Information

Payment will be made to:

Company

Individual

Employee

Foreign Supplier?

Supplier Tax ID

FED#

SSN

Personnel#

W-9 Status

Not Requested

Received (attached)

Requested

Employee (W9 not required)

Internal Attachments

Add Attachments

Consolidated Electrical Distributors (CED)

UNL Procurement Services is happy to announce that Consolidated Electrical Distributors (CED) is now live in eSHOP as a Punch-out Catalog supplier. CED was recently awarded as a Prime Supplier for Fluorescent Lamps on campus. When you are ready to place your next order for Fluorescent Lamps, please utilize CED's punch-out catalog in eSHOP for convenience. If you have any questions regarding the use of CED, please contact Dustin Kotik, UNL Senior Sourcing Specialist, at 402-472-5881 or dustin.kotik@unl.edu.

Change Orders

Increasing the dollar amount or changing a cost object on a purchase order?

Please enter the dollar amount of the increase or the amount you are moving to another cost object in the "Total Value of Price Increase" field. This will allow the change order request to route for proper funding source approval.

Suggestion Box

Do you have a change or suggestion that might 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.



Resources Under Development

FORMS		
Approver Assignment	Business Owner Approval Requirement	Researching Workflow Options
Printing Promotional Prod.	Streamline existing manual process	Test In Process
Vendor Request Form	Add new or update existing suppliers	New Process Announced by BRT
ENABLED SUPPLIERS		
PerkinElmer	Human & Environmental Health	Implementation Pending
MP Biomedical	Life Science Supplies	Contract Pending
Belimo Aircontrols Inc	Actuators & Valves	Review On Hold
Digikey	Electronic Components	Under Review
Intermountain Lock	Security Supplies	Contract Pending
Waters	Laboratory Instruments	Implementation - Live
Amazon	Online Shopping	Test in Process
Abante	Screen Printing, Embroidery	Test in Process
CED	Florescent Lamps	Implemented - Live
Henry Schein	Medical & Dental Supplies	Review addition of Veterinary Supplies