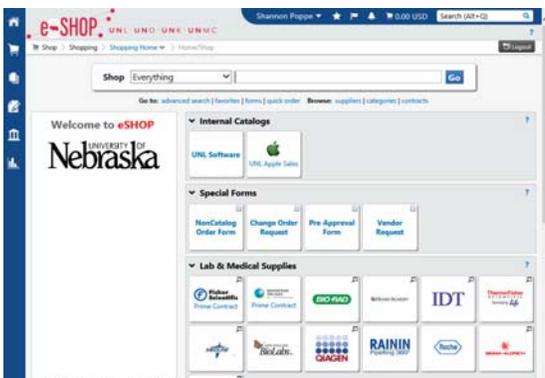


Welcome to the Inaugural eSHOP Newsletter!

Written by: Kim Phelps, Assoc. VC Bus & Finance, UNL

The UWide eSHOP Newsletter is a visual example of cooperation to meet the needs of our 500-mile wide campus. As one University, UNL, UNMC, UNO, and UNK are partnering to manage resources on behalf of faculty, staff and students throughout Nebraska. Many Big 10, Big 12, and private institutions have benefited from utilizing eProcurement technology. Indiana University, Northwestern University, Penn State University, University of Illinois, University of Iowa, University of Michigan, Texas A&M University, University of Colorado, and University of Missouri are just a few of our peers that also support increased efficiencies, competitive bidding, and financial stewardship. We hope this newsletter brings you improved knowledge of the eSHOP eProcurement system that empowers our University's departments to accomplish more with less.

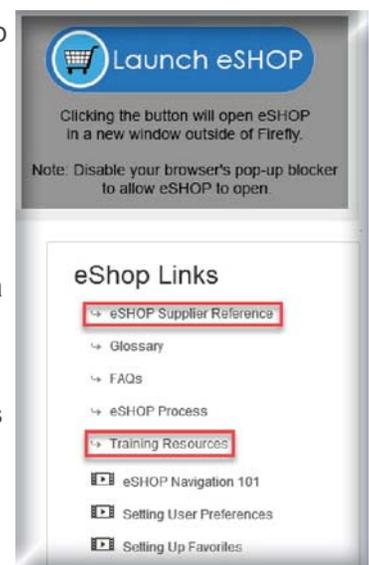


eSHOP Resources

Written by: Lynn McAlpine, Procurement Systems Coord., UNO

The next time you log into Firefly to access eSHOP, check out the eSHOP Links section. Located immediately below the Launch eSHOP button, these helpful links contain a wealth of information.

- eSHOP Supplier Reference: tips on how to navigate supplier punch outs, how to return products, view vendor contact information and more.
- Glossary and FAQs to help you become familiar with and better utilize eSHOP.
- Training Resources: quick resource guides on topics including adding items to your shopping cart, checking out, performing a goods receipt, and setting up your profile favorites.
- Resource videos: provides great eSHOP Navigation tips.



Did you know...

- 251 Electronic catalogs are available through eSHOP
- 4,755 Employees (U-Wide) have access to eSHOP
- 15,798 Suppliers can be used in eSHOP
- 94,179 eSHOP purchase orders were created in FY2016
- 114,261 eSHOP invoices were processed in FY2016

Change Orders

You can now submit all change orders through eSHOP by completing the convenient Change Order Request form located on the eSHOP Home Page. The benefits of this new process includes: one place to enter requests, easy access to documentation, routing for proper departmental approval, and documentation for audit purposes. The form's simple format removes guess work on what information is required. The new process allows multiple user access to the requests instead of limited personal email which results in quicker turn-around time for processing changes and notification when your request has been completed. We believe this change will assist in streamlining our workflow process to provide you with better service.

Resources Under Development

FORMS

- Approver Assignment: Business Owner Approval Requirement (Live Test in Process)
- Printing Promotional Prod.: Streamline existing manual process (Creation Phase)
- Apple VPP Estimate: Automate existing form (Creation Phase)

ENABLED SUPPLIERS

- Cell Signaling Tech: Regents & Antibodies for Cell Science (Now Live - added 10/3/2016)
- Medline Industries: Healthcare Supplies (Contract Pending)
- Ferguson: Plumbing Supplies (Implementation Pending)
- PerkinElmer: Human & Environmental Health (Contract Pending)
- MP Biomedical: Life Science Supplies (Contract Pending)
- ABCAM: Protein Research Tools (Implementation Pending)
- Waters: Laboratory Analytical Equip. & Software (Contract Pending)
- Kurt J Lesker Co: Vacuum Products & Systems (Contract Pending)
- Belimo Aircontrols Inc: Actuators & Valves (Contract Pending)
- Home Depot: Home Improvement Supplies (Contract Pending)

New Portal Suppliers

The following non-catalog suppliers now send their invoices electronically. This change removes paper from departments ultimately reducing manual entry and processing.

Avanti Polar Lipids, Inc.
Braintree Sci Inc.
Chemglass Life Sciences LLC
DOT Scientific
Life Sci Prod Inc.
Light Labs
Quality Biological Inc.
Research Prod. Intl. Corp.

Vendor Request Workflow

Recently, changes were made for new vendor requests. The new workflow supports the Purchasing Decision Tree developed by Kim Phelps and Marc Chauche. In SAP, you will notice that the "Request Vendor Set Up" option no longer requires you to select Accounts Payable or Purchasing. Click [here](#) for a quick guide on the best system to use for new vendor requests.

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.

