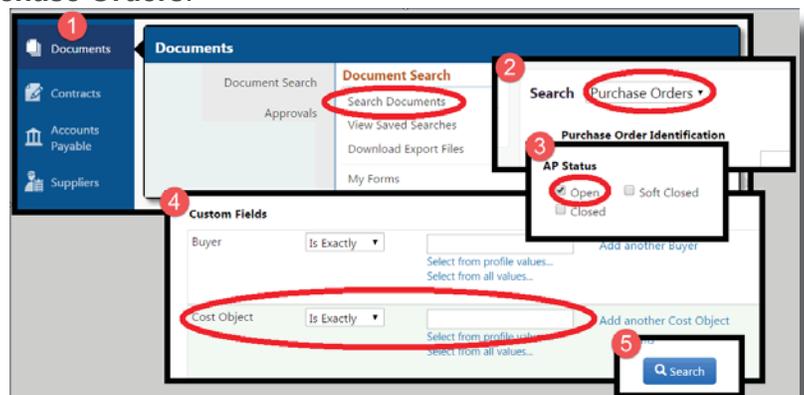


Open Purchase Orders Create Commitments

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

Open purchase orders create commitments on your balance sheet and should be reviewed for validity. To view open eSHOP PO's follow these steps:

1. From the blue navigation bar on the left side of your screen, select **Documents**, then **Search Documents**.
2. In the **Search** drop down box, select **Purchase Orders**.
3. Scroll down to the **AP Status** section, select **Open**.
4. Scroll down to **Custom Fields**, in the **Cost Object** field, use the drop down box to choose if you would like to enter a single Cost Center/WBS, or a range. Enter the Cost Object.
5. Select **Search**.
6. Select the blue PO number to drill down into the purchase order detail. To cancel or update a PO, please submit an eSHOP Change Order Request form.



New Vendor Spotlight: MSC

MSC Industrial Supply Company is now available as a Punch-out Supplier in our eSHOP system for MRO (Maintenance, Repairs & Operations) related purchases. MSC Industrial Supply is a one of the largest wholesale industrial distributors in the US at \$3 Billion in sales with a local branch and sales staff in Omaha. The University of Nebraska will have access to over 1.5 million maintenance and industrial products from 3,000+ suppliers. MSC has a State of Nebraska contract award for Industrial Supplies which gives the State Government organizations access to negotiated discounted pricing and free freight terms, including a 2-day shipping policy for in-stock items. Some of the product categories that you will find are: Safety, fasteners & hardware, material handling & storage, facility maintenance, fleet maintenance, hand & power tools, marking & labeling, tapes & adhesives and many others. If you have any questions, feel free to contact Dustin Kotik at 402-472-5881 or dustin.kotik@unl.edu.



Withdrawing Requisitions

eSHOP reminds funding Approvers for seven (7) days to take action on requisitions submitted for approval. If no action is taken, the requisition will remain in the Approver's eSHOP approval folder and a purchase order will not be placed. Requestors are encouraged to withdraw unapproved requisitions from the Approvers folder. Withdrawing the requisition may allow the Requestor to resubmit the requisition for approval (vendor dependent). Withdrawing also prevents approval and order placement on items that may include outdated pricing or unavailable products from punchout catalog vendors, as well as preventing duplicate order placement. Instructions on withdrawing requisitions can be found [here](#).



eSHOP Orders

If you receive an invoice for a Purchase Order that was entered in to eSHOP, please send the invoice to the Accounts Payable Office. Purchase Order Invoices will begin with E000XXXXXX. Do not Park the invoice in SAP or enter it as a Direct Payment in eSHOP. All Purchase Order invoices need to be applied to the PO to remove the open commitment from your Financial Cost Object Report.

If you have a Purchase Order that is cancelled or an item on a Purchase Order that is cancelled, a Cost Object change, increase in price, or any other change to an item on a Purchase Order, please fill out a Change Order Request. The Change Order Request Form is located under Special Forms next to the NonCatalog Order Form in eSHOP.



New eSHOP Vendors

We are pleased to announce the enablement of three new Maintenance & Repair (Facilities) vendor in eSHOP: The Home Depot, Lowes, and MSC. Please view the Supplier Reference Guides for ordering information for each of these vendors.