

December 2017 Issue

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**.
- 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.
- 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 <u>dustin.kotik@unl.edu</u>.

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 Withdrawing also prevents approval and order placement on items that may include outdated pricing or unavailable products from punchout catalog vendors, as well as preventing duplicate order placement.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 <u>here</u>.



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

✓ Special Forms		Request Form next to the No	is located under Special Form nCatalog Order Form in eSHO
	Change Order Request	n) t	Available Actions: Add and go to Cart 💎 🐻 Close 📾
NonCatalog Order	General Information ?	Contact Information	7 Purchase Order Information 7
Form Change Order Request Direct Payment	e-SHOP. Instructions for use of this form: • This form is used to request changes for	Requestor Name Department: Phone FAX Email:	Por Supplies Nume Supplies Contact Note: Supplier name is for reference purposes only in this section.
	This form will not allow new products to be added to an existing purchase order.	Explanation Type of Change	of Change(s) Requested ? Price Change (explain below) DO NOT Resend to Supplier Update Price Change (explain below) RESEND to Supplier Resend PO to Supplier - Po never received Cancel Burchate Order Other (explain below)
	 If additional funds are needed for an existing eSHOP purchase order, please enter an amount in the field labeled "Total Value of Price Increase", if multiple funding sources are being 	Has Vendor been notified? Note: It is the department's responsibility to contact th Total Value of Price increase Note: Enter Total Value of Price increase (or leave blant funding source approval. If you are changing the cost O, if you are adding an amount the "Total Value of Pr	Ves No e vendor.



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.

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