This month, we thought you would appreciate an update on eSHOP usage, not only by UNMC users but other campuses.

In October, a little over $3 million was processed UWide. UNMC made up approximately $1.3 million of that number which is a close second to the $1.5 million entered by UNL. UNO came in at $117,717 and UNK was last with $109,018.

UNMC has entered 3,312 orders in October which was with 223 suppliers. UNL entered 3,102 orders with 129 suppliers. UNO ended up with 553 orders to 25 suppliers and UNK had 304 orders to 27 suppliers.

Other interesting tidbits to share:

- UNMC implemented and is utilizing two forms that other campuses do not yet have – change orders and new vendors.
- 79% of all invoices processed UWide are completed within 5 days of the Purchase Requisition (PR) being entered.
- UNMC’s Top 3 Users in October:
  - Debi Griffith
  - Sue Klima
  - Lynne Niemeyer

Thank you for a job well done! We applaud UNMC end users for utilizing eSHOP so quickly. The positive reaction to eSHOP is just another example of innovative people working to support UNMC’s mission.

Nicole McCoid
eSHOP Procurement System Specialist

**NEW** You can now view all previous User Group Information Here.

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### Requester Training

**When:**
12/6 | 2:30 — 4:00

**Where:** ADC 2008

**To Sign up go to SAPPHIRE -> Campus Training -> UNMC and reserve your spot today!**

### User Group

There will be no User Group in November or December. Please check back after the holidays for next 2013 User Group Dates.

A new guide has been added to training materials! The eSHOP Document Search Quick Guide will assist you with advanced options such as Saving a Search and Exporting Search Results to Excel. Click [Here](#) to view.
From General Supply

In order to search the General Supply Catalog in eShop, you first have to select the General Supply Label in the Showcased Suppliers area. Then use the smaller search field that opens below the General Supply Label to do your search. If you miss these steps, and use the large field at the top of the screen, you will be searching all suppliers. You might not find what you are looking for or get the best possible price that way.

General Supply can order Non-Stock Preferred Vendor items usually at a lower cost and without freight, handling or dry ice charges.

Vendors Include:

Bio-Rad, Fisher / Promega, LifeTechnologies / Applied Biosystems, New England Biolabs and Qiagen

To use this service, Fax a Requisition to General Supply at 559-8070 and include:

Vendor Name, Vendor Catalog #, Quantity, Cost Center, Building, Room Number, and Name for the delivery.

If you have any questions feel free to call Jean at 559-5220 or Jerrie at 559-5893.

TIPS & TRICKS

Office Depot Updates

Hali Sedlak, Buyer

Recent updates to the Office Depot contract and site within eSHOP has provided better pricing and availability for end users. The discount UNMC receives from Office Depot is anywhere from 5% - 25% less than the retail site. The only time you may see a lower price outside of eSHOP is when there is an instant savings discount off the original price. Instant savings discounts are usually for items that will no longer be carried by Office Depot. Office Depot also offers free next day delivery on every order which is a great perk when you need office supplies fast!

There have also been some changes made to Office Depot locations in Omaha. The Office Depot across from Nebraska Furniture Mart will be moving just two blocks South of Dodge on 72nd St in the middle of December.

Another benefit offered to UNMC employees is an Office Depot discount card. You must sign up for the card which can be used when shopping at any Office Depot location. Click here to apply for your discount card.

If you need assistance with ordering, checking your order status, or processing a return, check out the Office Depot Ordering Guide under eSHOP Supplier Reference located here. You can also contact Office Depot customer service at 1-866-607-6790 regarding returns, missing products, defective or damaged products, and products not received.

If you have any questions or concerns, feel free to contact me at 559-5853 or email at hsedlak@unmc.edu.

November 2012
eSHOP USER GROUP DISCUSSION

When will I be sent an email request for Receipt?

- All orders over $5,000
- Any order from a Science Catalog
- Any order using a Non-Catalog Form

* If you are sent an email to receive, please follow the instructions found here.

How do I enter an order to deliver next day?

- We are working to add information to Supplier Guides to assist you and will announce when the updates become available. In the interim, you may contact the responsible buyer for guidance on how best to process your order.

How can I see orders within eSHOP that have not been completed?

1.) Go to Document Search – Advanced Search – Select Search Purchase Order from the drop down menu.
2.) At the top of the search page under Purchase Order info, select a custom date range start/end date.
3.) Enter UNMC as the Business Unit.
4.) You will then need to check the following boxes found about halfway down:
   ◊ Supplier Status - Sent to Supplier and No Shipments
   ◊ Receipt Status - No Receipts
   ◊ Invoice Status - No Invoices
   ◊ Match Status - No Matches
   ◊ AP Status - Open
5.) You will want to isolate the information further by adding in a cost object, prepared by, approved by, and/or vendor name depending on what you would like in the report.