



Procure to Pay Newsletter
Issue 01. July 2022

Timely Goods Receipts in eSHOP

Completing quantity/goods receipts in eSHOP is a key step in the ordering process. Any order over \$5,000, science catalog order, and all Non-Catalog orders require a goods receipt. This is the responsibility of the requestor, as payment is not issued to the supplier until this step is completed. All goods receipts should be completed when you receive the items from your order.

There are several benefits of timely goods receipts:

- opportunity for prompt pay discounts
- cost avoidance (late fees)
- avoiding disruption in services due to credit holds

Over the last two years, shipping delays have become a common occurrence. If this is causing the delay in a completed goods receipt, please add a comment to your eSHOP PO with the anticipated delivery date. This will help reduce the number of times we need to reach out for an update.

If you are not familiar with how to complete a quantity/goods receipt, you can find a step-by-step User Guide through [SAPPHIRE](#).

eSHOP System Updates 22.2 in effect July 18, 2022

- Internet Explorer will no longer be allowed for the use of eSHOP.
- Search result updates make filtering the results easier.
- The most noticeable change is to the special forms. Continuing the new user experience updates, Non-Catalog, and Direct Payment forms will now open within the eSHOP application instead of a pop-up window. An asterisk replaces the BOLD indication of required fields, and the action dropdown moves to a button in the top right corner of the page. Using the Close button returns you to your previous screen.

NEW Contracting Module in eSHOP: Contracts+

Contracts+ is a new module in eSHOP. Contracts+ will move contracting for all university campuses from a multi-system process to a single system. Additional features of the new system include:

- automate workflow related to contract review, including approval, and subject matter experts (SME's) such as IT security, ADA, and legal review
- standardize contract templates across the NU campuses
- provide visibility to the contract review process for our campus stakeholders

- allow for automatic uploads to the state contract database as required by the Taxpayers Transparency Act

Training has begun for high volume requestors and will continue through the month of July. Additional training sessions for all contract requestors will be scheduled in August and communicated to the campuses. If you have questions, please contact Sara Luther, sara.luther@nebraska.edu.

Self- Service tax forms available through eSHOP Tile

Using the Credit Reference/Tax Form Request tile in eSHOP, employees can use the Self-Service link located in the form to create a Form 13 on demand.

Forms Available

Self-Service: *(produces a completed Tax-Exempt Form 13 -* [Click to complete and print form](#) *)*
Print Form 13 *send the first page to the supplier).*


Supplier Maintenance (Add/Change)

A few things to remember when interacting with the Supplier Maintenance tile in Firefly:

- Search for your supplier first using the wildcard *. For example, if you are looking for Donald Doe, he may be in our system as Donald or Don. By searching ***Don*Doe*** you are more likely to find a supplier number.
- A completed W9 or VP form showing the full taxpayer identification number is required.
- When submitting updates or changes to address or supplier information, please attach the documentation you have supporting the request. Examples may include a letter from the vendor, or an email stating their order email address needs to be updated.

Supplier Request Options

☒ Add New SAP Supplier
☐ Change SAP Supplier

Supplier ID: 

If you are not familiar with the Supplier Maintenance Firefly tile you can find a step-by step User Guide through [SAPPHIRE](#).

Meet the newest members of the Procure to Pay team

Chris Dier, Sourcing Agent for Facilities and Maintenance projects. Chris is from Kearney and went to UNK for his Business & Management degree. After graduating, Chris moved to Wisconsin where he met his now fiancé, Delaney, who turned him into a Green Bay Packers fan. Nebraska was calling him home, so Chris moved to Lincoln, working for the Department of Transportation. Chris has always wanted to be a Husker, so he knew he had to apply for the Sourcing Agent position. He loves swimming, kayaking, watching movies, and watching sports, especially football, and hockey. Go Huskers, Packers, and

Minnesota Wild! Chris is happy to be here, and excited to be part of the University of Nebraska! Contact Chris at cdier@nebraska.edu.

Mel Sinnard, Senior Sourcing Agent for Professional Services. Mel has lived in Nebraska most of her life. She earned both her bachelor's and master's degrees from the University of Nebraska – Lincoln. While earning her Masters, Mel was a Graduate Assistant for UNL Campus Recreation–Outdoor Adventures program. Previous positions include the Operations Director for both the Lincoln Children's Zoo, and the Lincoln Children's Museum. Mel previously worked as a Procurement Professional for the State of Nebraska. Mel is an avid golfer and loves the outdoors. She is excited to work with all the University of Nebraska and assist departments with their purchasing needs. Contact Mel at mel.sinnard@nebraska.edu.

VWR Sales Representative

Evan Updike is the new VWR Sales Representative for the University of Nebraska. Evan is based out of Omaha. He has been extremely helpful in providing quotes, and customer service, and has some promotional/trade-in offers for instruments, chemicals, and other lab supplies. Please do not hesitate to contact him if you would like more information or need assistance with an order: Ph. 402 305 4506 or email: evan.updike@avantorsciences.com.

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Paymentservices@nebraska.edu: general payment questions, payment status, supplier setup
Pcard@nebraska.edu: pcard questions, travel card questions
P2P@nebraska.edu: eSHOP and procurement questions