Creating a PO for Hotel Reservation
(UNMC Only)

Check to see if the hotel and location is in ESHOP before making the reservation. The best way to search and see the full address for the hotel’s location is to open the nonCatalog form and use the supplier search under ‘enter supplier’. If the hotel location is not in eSHOP, you will need to request a W9 and fax or email from the hotel and use the new vendor request form in eSHOP to request setup.

MAKING THE RESERVATION
Contact the hotel through your normal process to reserve the room and get a confirmation number. You can tell them they will get a purchase order shortly. If they require something to hold the room, provide the cost center or other method to hold the room.

COMPLETE THE NON-CATALOG ORDER FORM
1. Open the Non-Catalog Order Form
2. Search for the Hotel by using the Supplier Search link below the Enter Supplier filed. This will provide the full street address for the hotel.
   • Click SELECT to the right of the correct hotel location.
3. For each Individual staying complete the form
   QUANTITY: enter the number of nights the person is staying
   PRICE: enter the Per Night price
   PRODUCT DESCRIPTION (required):
   □ traveler’s name
   □ dates of stay
   □ confirmation number
4. ATTACH: attach the confirmation (external attachments are transmitted with the purchase order) Add this item to your cart (see below for adding additional reservations)

ADDING ADDITIONAL RESERVATIONS
If you have additional people that you have reserved rooms at this hotel, you can add them to this purchase order. Consider keeping the order to no more than 5 or 10 individual stays. At step 4, select the Add to Cart and Return option and click Go then repeat steps 3 and 4.

SUBMITTING A NON-CATALOG HOTEL ORDER FORM
After you have completed adding items, continue through the check-out process to submit your requisition. Once approved the purchase order will be directed to the requester not the hotel. Contact the hotel with the PO number and request the PO number appear on the invoice along with the person, dates and confirmation number. If you have a direct contact, email them the purchase order. PO vendors should always send invoices to unmcaccounts payable@unmc.edu for quickest payment.

AUTHORIZED THE PAYMENT **IMPORTANT STEP**
All orders submitted using the non-catalog form require a goods receipt be completed before their invoice will be paid. This is your acknowledgement that the service has been provided. As soon as the stay happens, navigate to your purchase order (E000#####) and use the available action - create quantity receipt. If the person(s) used the reservation(s) exactly as entered, click complete.