



UNMC DENTAL STORES ORDERING GUIDE

Searching/Ordering/Checkout Procedure

1. From the Home Page there are two options:
 - Click on Dental Stores, enter specific item to search or click directly on the search button and browse the catalog. **Add to cart**, click cart on top bar to display items in your cart. **Proceed to Checkout**. Required fields are highlighted at top of page. Enter information and **Submit Requisition**.
 - Click on Quick Order, this search is all vendors and may bring up multiple choices. Enter all item #'s needed, click on cart on top bar. Quantity of 1 defaults. Change quantity if necessary.

Creating/Accessing Favorites

1. When viewing your items in the cart, there are various options on the left which includes adding this item to a favorites cart if it is routinely ordered or removing the item.
2. To view list of created carts click on **favorites** near the top of the screen.

Changes

1. DO NOT enter a change order form. Changes can only be entered by contacting Dental Stores directly.

Order/Shipping Confirmation

1. Will I receive a confirmation that my order has been received? Yes. Upon the requisition approval a purchase order # will be assigned and you will receive an e-mail notification.
2. Will I receive a confirmation that my order has been shipped? No. Process is the same as current.
3. Any order on eSHOP for Dental Stores (once approved) says complete. The usual turnaround time for orders is 3 days. If it has been a week and you have not received your item, please call Dental Stores to inquire.

Viewing Previous Orders

1. Search by document number from top of home page or search by completed orders on the left of the page.

Cancelling an Order

1. Prior to the approval stage, view requisition. In upper right hand **Available Actions**, click **Withdraw Entire Requisition**. Once the requisition has been approved the order has been sent to Dental Stores. Call to cancel order.
2. Fill out and submit a Change Order Request form in eSHOP.

Returns

1. You will need to contact Dental Stores for all returns.

Helpful Hints & Tips

1. For **order changes and questions**, contact:
 - Mitch Emmons at 402-472-2357 or memmons@unmc.edu
 - Sue Tatum at 402-472-2357 or statum@unmc.edu
 - Justin Dalton at 402-472-2357 or Justin.dalton@unmc.edu
2. **Please note:** Dental Stores is located in the College of Dentistry in **Lincoln**. UPS shipping rates will have to be used when shipping items from the Lincoln campus to the UNMC Omaha campus.

Updated 8/19/2014