



## MAV eSHOP Helpful Hints and Tips

Welcome to the world of MAV eSHOP and thank you for using this exciting new tool! MAV eSHOP automates much of the shopping, ordering and payment processes which results in an overall cost savings to the University. As is always the case with any new automated tool, we've learned a few things along the way. Below are a few issues that we've seen occur that can delay your order. By following the tips provided, you will ensure that your order processes promptly. Again, thank you for using MAV eSHOP!

### SHIPPING AND DELIVERY ISSUES

#### 1. Only one "ship-to" address is allowed per PO

When you import your MAV eSHOP cart into UTShare and are selecting your specific delivery location, please double check to ensure that all lines on your Requisition have the correct and same ship to address. If they do not, the order will not dispatch in the system. The PO has to be manually corrected and dispatched which will delay your order.

Here is an incorrect example:

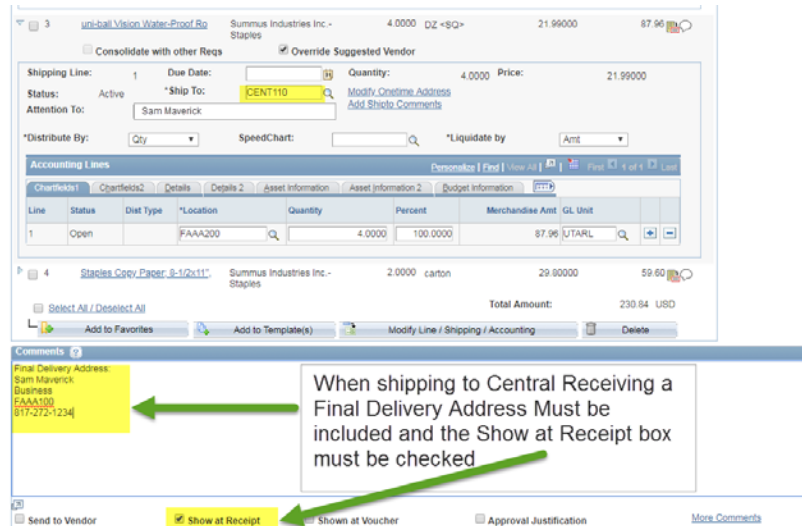
The screenshot displays three requisition lines. Line 1 (Description: Storage Fine Print Permanent Ld) has a ship-to address of 'CENT119'. Line 2 (Description: Scotch Rex Sealing Tape 311) has a ship-to address of 'CENT119'. Line 3 (Description: Intical Vision Water-Proof Fo) has a ship-to address of 'Dr-246'. A text box on the right states 'Ship To address should be the same on every requisition line'. A red arrow points from this text box to the 'CENT119' address on line 2, and another red arrow points from the 'Dr-246' address on line 3 to the 'CENT119' address on line 2, highlighting the inconsistency.

Here is a correct example:

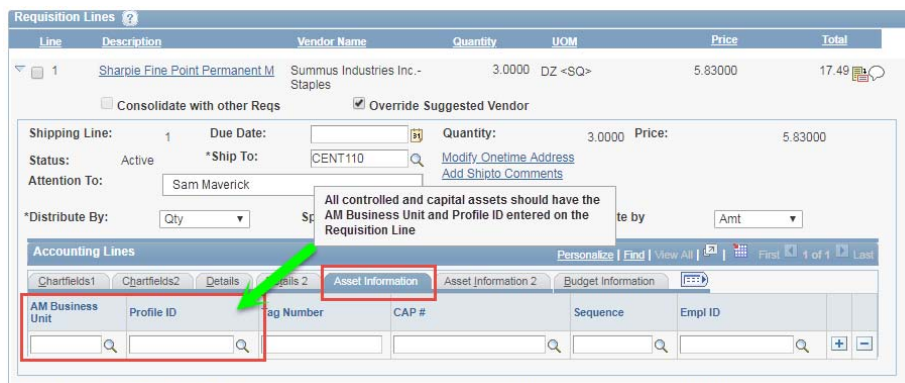
The screenshot displays three requisition lines. Line 1 (Description: Storage Fine Print Permanent Ld) has a ship-to address of 'FAAA100'. Line 2 (Description: Scotch Rex Sealing Tape 311) has a ship-to address of 'FAAA100'. Line 3 (Description: Intical Vision Water-Proof Fo) has a ship-to address of 'FAAA100'. A text box on the right states 'All Ship To lines are set to the same address'. A green arrow points from this text box to the 'FAAA100' address on line 2, and another green arrow points from the 'FAAA100' address on line 3 to the 'FAAA100' address on line 2, highlighting the consistency.

2. Assets and controlled items (including all computers) must be shipped to Central Receiving (CENT110 in UTShare) for tagging and/or encryption.

- a. Per University **Procedure 4-23 “Responsibilities, Inventories, Reporting and Tracking of University Property”**, any asset or controlled item must be delivered to Central Receiving. If your Requisition contains any assets or controlled items, please ensure that all lines are set to ship to CENT110. In the event an asset or controlled item is delivered directly to your department, you must contact the Property Management Office immediately at 817-272-2191.
- b. Please enter your final destination information (building, contact information and phone number) in a header comment field on your requisition and select the box “Show at Receipt”. This lets Central Receiving know where to deliver the items after tagging and/or encryption. Otherwise delivery is delayed while Central Receiving tries to discern who the order is for.



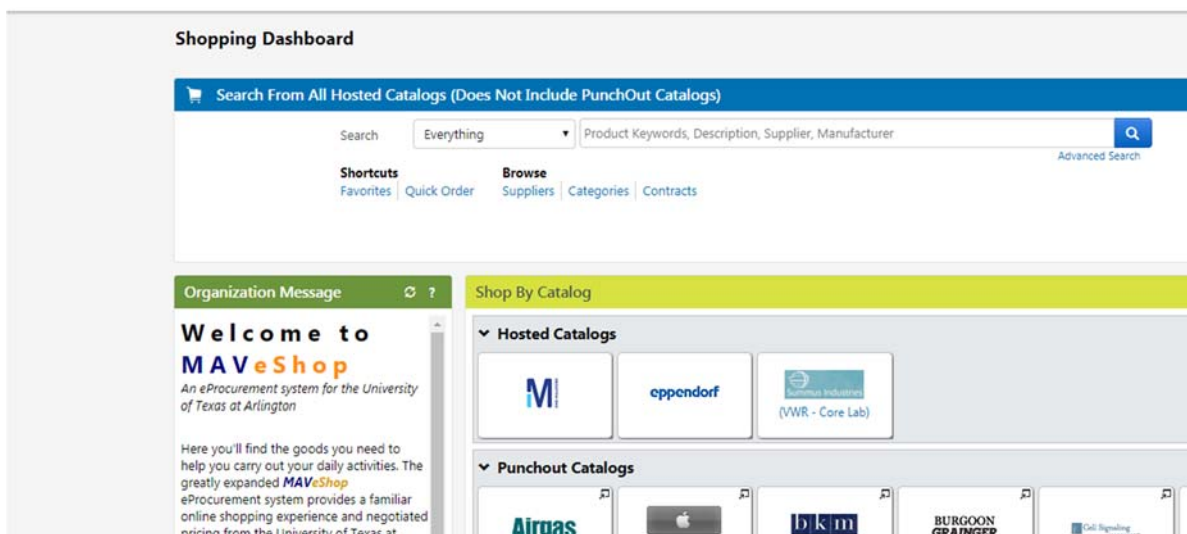
- c. When entering a requisition for controlled items or capital assets, please ensure you use the correct Account Code and include a Profile ID. A helpful presentation is included on the Procurement website at <https://www.uta.edu/business-affairs/procurement/>, or you may contact your Buyer or Aprell Feagin in Accounting Services at 2-6180 if you have any questions prior to finalizing the order in UTShare.



## “SEARCHING” FOR ITEMS

Another item that has led to some understandable confusion is the “search” bar at the top of the MAVeSHOP home page. Be advised, search functionality only works for what are called “hosted” catalogs. In our instance, that means only Millipore, Eppendorf and VWR core lab supplies as shown under the “Hosted Catalogs” heading. Even though the blue ribbon at the top of the page explains this, it is easy to overlook. If you want to search the punchout catalogs for items, you have to go into the vendor-specific catalog and search. This is due to how the catalogs are housed within the system and unfortunately we can’t change that configuration.

For example, if you were to enter “Stanley” (as in the tool manufacturer) into the search bar and hit search, you will get no results because the three hosted catalogs do not contain any Stanley items. However, if you go into the Burgoon/Grainger catalog and search for Stanley, you will have many results.



## ITEMS CANCELLED ON A PO

In the event that you have a PO with multiple items and for any reason one or more of the items will ultimately not be delivered against the PO, please notify your Buyer so the item can be canceled and the PO closed out in UTShare. Otherwise the PO remains open and the funds remain encumbered against the PO.

Also, do not request (nor accept if the vendor offers) to ship a similar product against the same PO. The system will not recognize the new item and it will stop the transaction. If you want a similar or replacement item it needs to be processed on a separate order.