**AP/PO Quick Reference Guide has been updated!!!** - The AP/PO guide has been revised. You can find the revised guide at: [AP/PO Guide](#). This tool will be helpful in identifying the preferred methods of payment for many goods and services.

**Important Information about the Attention Field on Requisitions** - When a Requester creates a requisition, there are two pieces of delivery information transmitted to the vendor: Ship to Code (Address) and Attention field. The Attention field automatically populates with the requesters name in the format of “LastName,FirstName”, based on the information included in the Requester’s defaults. Requesters or Approvers may edit this field before it’s sourced into a PO and sent to the vendor.

Vendors in Show Me Shop use this information to generate shipping labels, packing slips and email confirmations for the items ordered. Because they expect to see a comma in that field, most vendors have programmed their internal software to find this comma and use it as a trigger, or indicator, in generating a label for the PO. If a Requester edits this field on the requisition and does not include a comma, the order may be misdelivered which results in delivery delays. We understand that some departments need other information displayed in this field and may have a need to edit this field.

Here are some suggested formats:

Department A opts for central delivery and instructs their requesters to enter the name of the PI and their lab number.

- PILastName, Room#
- PILastName, Room# PILFirstName
- Room#, PILastName

Department B purchases radioactive materials and an Authorized User Number needs to be displayed along with name.

- LastName, User# First Name
- User#, FirstName LastName

Also note this field is limited to 25 characters. Information in excess of this limit will be cropped as the PO is sent to the vendor.

For example, if the requester enters “Dr Johnathan Smith, Laboratory 215C”, this would be an acceptable format – but it would be cropped to 25 characters. The shipping label would not include the room number and would appear as “Labor Dr Johnathan Smith”.

**Equipment Maintenance** – For the past several years, the University has partnered with The REMI Group as our third party administrator for equipment maintenance needs. This agreement has been renewed for an additional five (5) years. The new agreement includes a deeper discount for medical and research equipment, moving from a 20% savings to a 26% savings off of the original service agreement quote. To learn more about how to realize these savings for your equipment service maintenance needs, please contact our office.

**Submitting P-card Statements to ImageNow** - Are you fuzzy on exactly how to get your completed Purchasing Card Statement submitted to Imaging? The P-card team has added an FAQ that includes a document with all the details you’ll need. The top half of the page includes a review of submission requirements and reasons why some statements are rejected. The bottom half details both methods available for submission – by fax or by email. To view this document, go to [P-Card Statement](#).
Submission Instructions. Cardholder statements not received by the close of the following cycle may be suspended until it is received.

eProcurement Browser Issues – There have been some compatibility issues related to Internet Explorer 9 (IE9) and eProcurement because this version is not certified by Oracle/PeopleSoft. One known issue is the ability to successfully access Show-Me Shop. It is suggested that IE9 not be installed until these issues are addressed. Further, if you already have IE9 installed, we recommend reverting back to IE8. Contact IT for assistance if needed.

There are also compatibility issues related to versions of Firefox more recent than 3.6, as versions 4 – 6 are also not certified by Oracle/PeopleSoft. The major issue with Firefox involves the link between Show-Me Shop cart and PS Requisition becoming disconnected, resulting in delays because catalog requisitions may be sourced using non-catalog procedures.