

Email Order Confirmations

Many of our key eProcurement vendors are capable of providing order confirmation emails generated by their order entry system regarding the acceptance and status of your orders. These vendors represent **57.8%** of the eProcurement order volume. However, several of these vendors will not send system generated emails when your order includes either a Manually Entered Item or a Comment for Vendor. The chart below identifies the various combination supported by each vendor. You can increase the frequency at which you receive these confirmation emails by minimizing the use of both Manually Entered Items and Comments for Vendor.

% of eProcurement Orders	Vendor Name	Punch Out Shopped Items	Manually Entered Items	Comment for Vendor
2.4%	American Paper & Twine Co	YES	YES	YES
0.7%	Applied Biosystems Corporation	YES	YES	YES
1.6%	Dell Marketing L P	YES	YES	NO
13.7%	Fisher Scientific Company LLC	YES	YES	YES
22.6%	Guy Brown Products	YES	YES	NO
0.4%	Hewlett Packard	YES	NO	NO
0.7%	Information Technology Services (ITS)	YES	YES	YES
1.2%	Integrated DNA Technologies Inc	YES	NO	NO
2.5%	Invitrogen Corporation	YES	YES	YES
0.5%	Millipore Corporation	YES	YES	YES
0.4%	Qiagen Inc	YES	YES	YES
5.1%	Sigma Aldrich Incorporated	YES	NO	YES
4.4%	V W R International LLC	YES	YES	NO
1.5%	W W Grainger Inc	YES	NO	NO
57.8%				

DEFINITIONS

- 1.) **Punch Out Shopped Item:** This is an item selected on the vendor's punch out catalog and returned into eProcurement.
- 2.) **Manually Entered Item:** This is an item where the user manually enters information regarding the item to be ordered.
- 3.) **Comment for Vendor:** This is any text entered in the Comment for Vendor field on the Requisition Header panel in eProcurement. This does not include any text entered in the Internal Comment field.

NOTES:

- 1.) To receive order confirmation emails, requisition Creators must include email address on their submitted requisitions. It is recommended that all users enter and **save** their email address on their Profile panel.
- 2.) Whether or not you receive an order confirmation email is dependent upon the technical ability of the vendor's order entry system and is not a factor of the technical ability of Vanderbilt's eProcurement application. The ability of suppliers other than those listed above to send e-mail order confirmations varies greatly.
- 3.) If you experience one of the vendors in the chart above not providing an order confirmation email, please advise the eProcurement Support Team at EPROCUREMENT_QUESTION@list.vanderbilt.edu