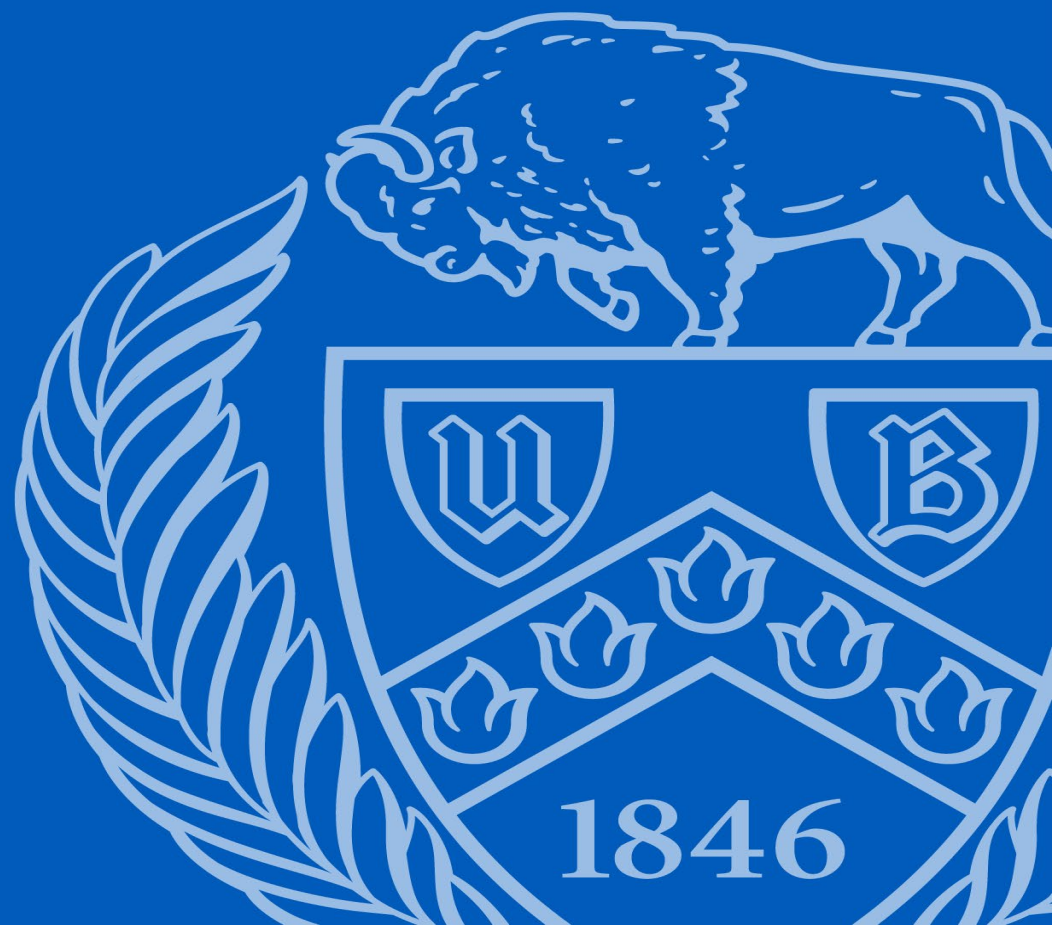# SHOPBLUE: WHAT IS NEW AND UPCOMING

Business Day 11.12.2025

SHOPBLUE

- What is NEW!

- What is Upcoming

- Reminders

- Q&A

WHAT IS NEW WITH SHOPBLUE
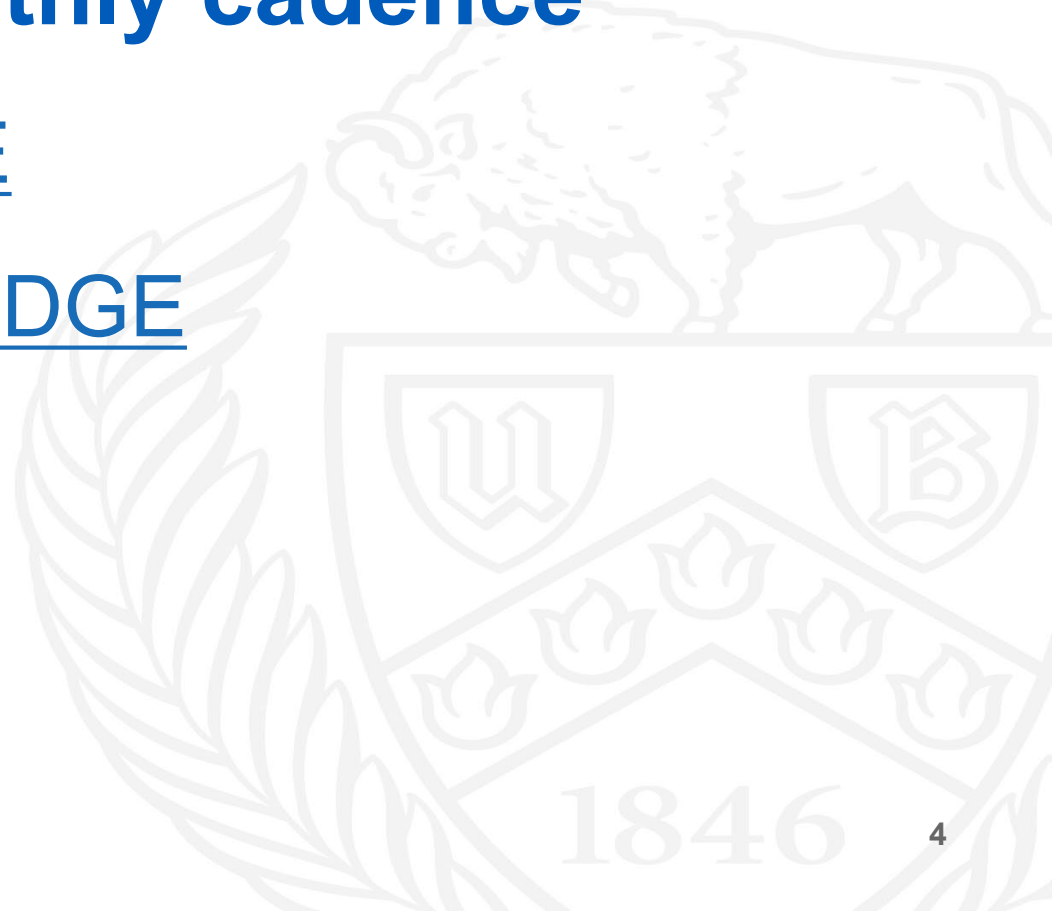
Training

ShopBlue 101 Training monthly cadence

- Zoom: Register in UB EDGE

- In-Person: Register in UB EDGE

ShopBlue 101 eLearning

- Register in UB EDGE

Communication and Support
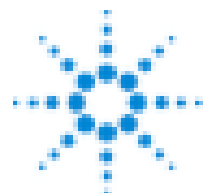
ShopBlue Listserv now in use

- SHOPBLUE-USER-LIST

Business Services Support Hub

- Submit and track ShopBlue support requests and find resources all in one place.
- Visit the Business Services Support Hub today!

New Catalog Suppliers

amazonbusiness

P-card Use Only

Agilent

GRAINGER FOR THE ONES WHO GET IT DONE

Other Resellers-Cert MWBE

Amazon – PCard Use Only

September 2 - Amazon Punchout went live university-wide

October 15 - Amazon direct for P-Card use was disabled

Amazon website

- Training recordings, FAQs and resources

Contact information

- ShopBlue Support: Portal
- Amazon Business Customer Service: 1-866-486-2360
- PCard Questions: PCard Website

Note: When applicable, please use WB Mason catalog

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Agilent

- Now available as a hosted catalog
- Order Agilent products directly in ShopBlue
- Improves visibility and reduces manual entry for laboratory supplies
- Ensure compliance with approved pre-negotiated pricing
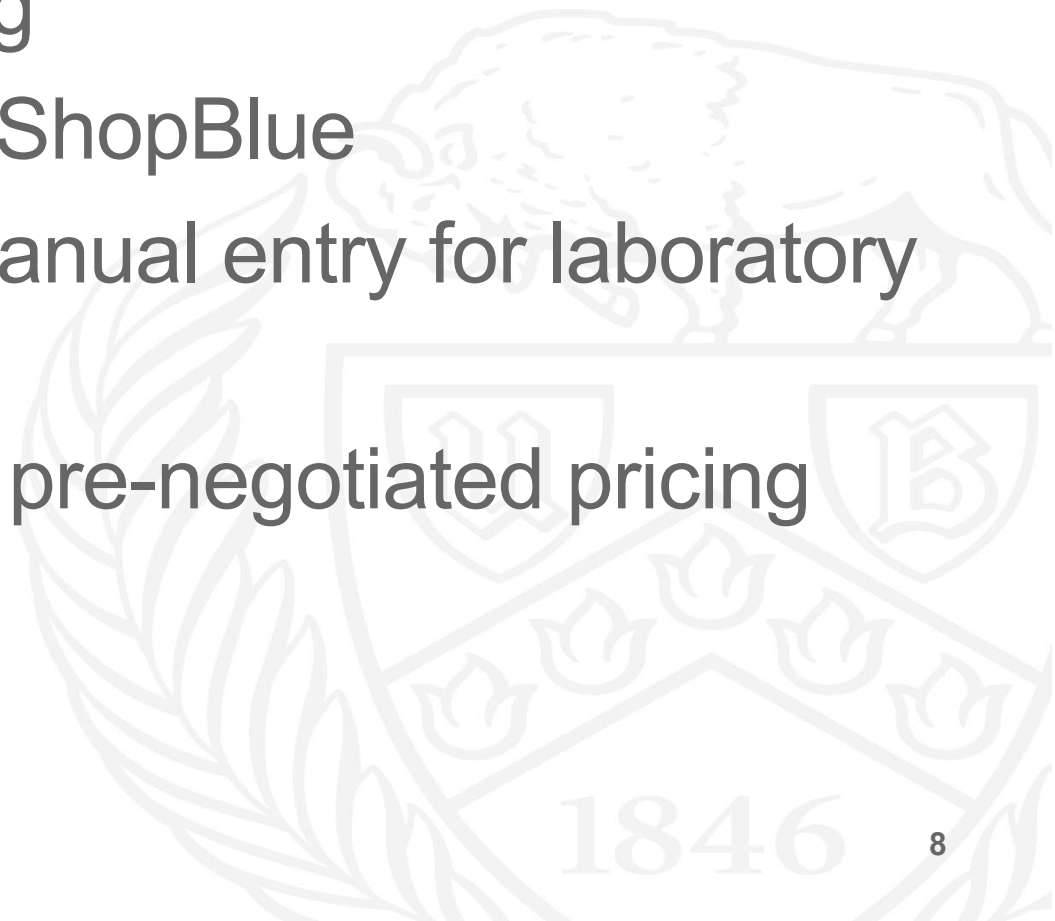
Grainger/Minoritech

As of October 2025, the Minoritech punchout will now be accessible through the Grainger punchout due to a SUNY-wide effort.

Please select Grainger or a contract value-added reseller catalog to purchase from.

Edge Electronics (WBE – Women-Owned Business Enterprise)

Grainger

Intivity (MBE – Minority Business Enterprise)

Minoritech (MBE – Minority Business Enterprise – UB Preferred)

Wats International (MBE – Minority Business Enterprise)

START SHOPPING

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New ShopBlue Forms

- Events Form

- A/V Contract Quote Request Form

Events Form

- Use for events off-campus
- Streamlined and reduced processing time
- Increase visibility of where your event request is in workflow
- [Events Off-Campus Website](#)
- eLearning coming soon in UB EDGE

A/V Contract Quote Request Form

- Use for Inter Technologies Contract

- Streamlined request process

- Audiovisual(AV) Equipment Website

- eLearning available in UB EDGE
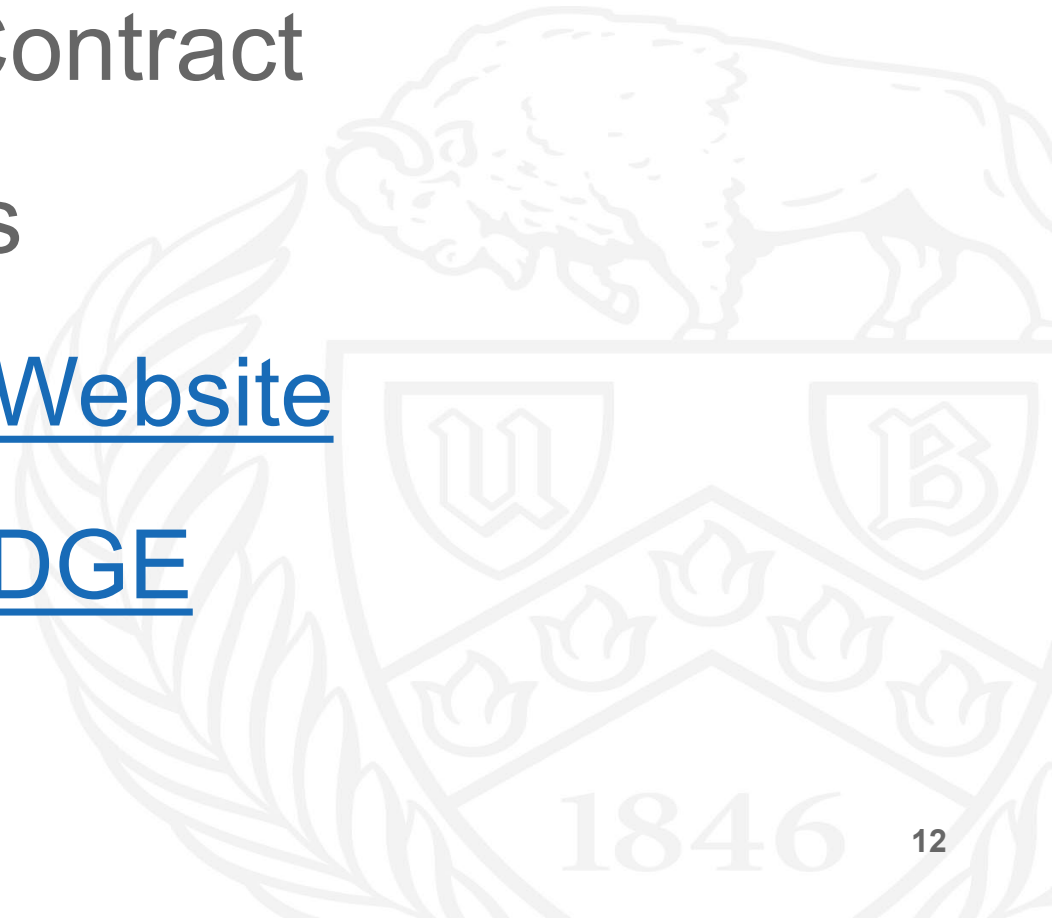
Order Confirmations Tab

Purchase Order • Amazon.com LLC • CC36204 Revision 0

| Status | Summary | Revisions 1 | Confirmations 1 | Shipments 1 | Receivers | Vouchers | Comments/Business Purpose | Attachments | History |

Records found: 2 　　+　　+

Confirmation No	Created Date	Created By	Note
114-2290425-9112251	11/6/2025	Supplier	

Line Details

	Line	Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
∧	1	Shelf Liner, Non-Adhesive Roll Drawer Liners 12 Inches x 20 Feet, Non Slip Grip Durable Strong Clean, Shelving Liner for Kitchen cabinets,Storage, Desks, Kitchenware, Tableware, Light Gray	B07SQRF8SG	EA	17.70 USD	2 EA	35.40 USD

Confirmation No	Notice Date	Status Quantity	Estimated Ship Date (ESD)	Status	Note from Supplier
114-2290425-9112251	11/6/2025	2	-	Accepted	114-2290425-9112251

Shipments Tab

Purchase Order • Amazon.com LLC • CC36204 Revision 0

| Status | Summary | Revisions 1 | Confirmations 1 | **Shipments 1** | Receivers | Vouchers | Comments/Business Purpose | Attachments | History |

Records found: 1

Shipment No	Notice Date	Shipment Date	Delivery Date	Carrier	Tracking Number	Note from Supplier
432175744851301	11/7/2025	11/7/2025	11/7/2025	Amazon Logistics	TBA325726676155	

Line Details

Line	Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Status Quantity	Status
1	Shelf Liner, Non-Adhesive Roll Drawer Liners 12 Inches x 20 Feet, Non Slip Grip Durable Strong Clean, Shelving Liner for Kitchen cabinets,Storage, Desks, Kitchenware, Tableware, Light Gray	B07SQRF8SG	EA	17.70	2 EA	35.40	2	Shipped

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Contracts Module

- Contracts are now being loaded in ShopBlue

- Currently being used as a repository

- Working on further automation using workflow, templates, eSignature, eNotary and more.

Contract PO Example

Purchase Order • Tele Data Com Incorporated • 000310AC Revision 0

| Status | Summary | Revisions 1 | Confirmations | Shipments | Receivers |

5 Lines

Line	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext.
1	✓	Install (1) Single Cat6 Data Outlet in Rm.54 from TR-58		EA	702.00	Qty: 1 EA	7

∧ ITEM DETAILS

Contract: UB-C001392
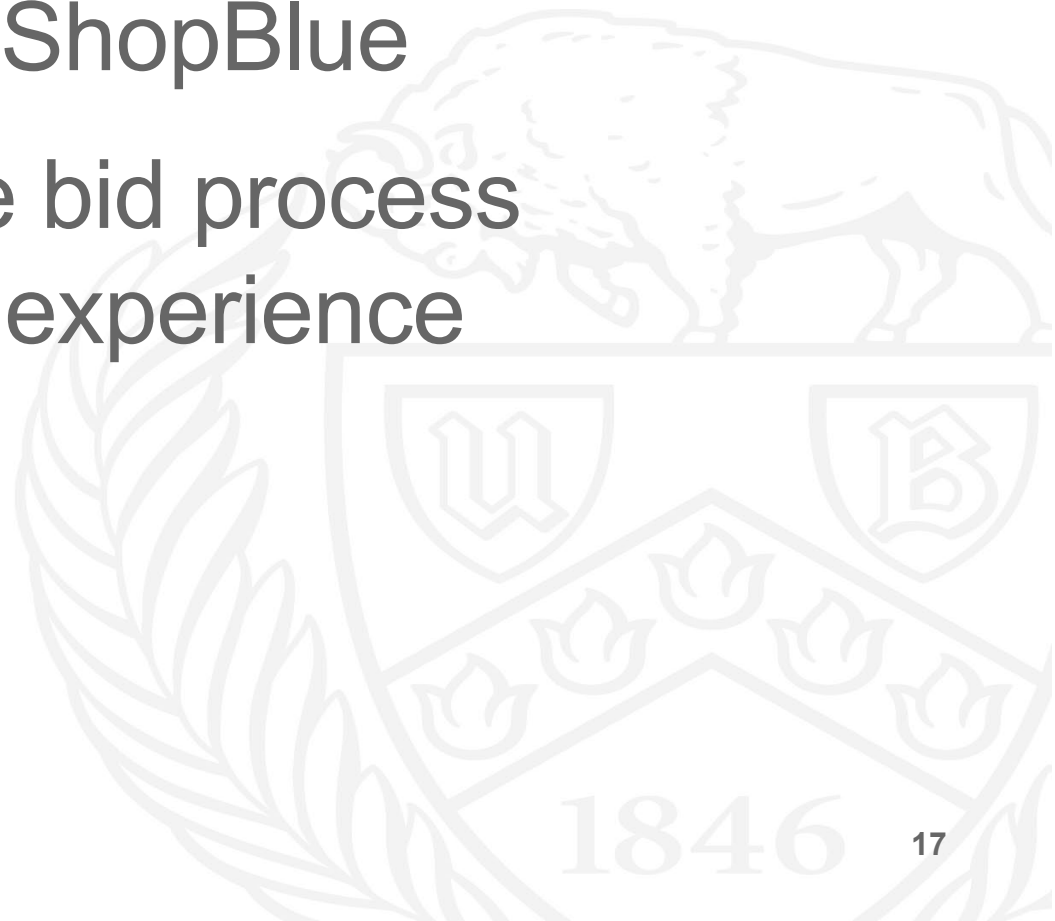
Commodity Code 00000000-0000000-536000 / Default
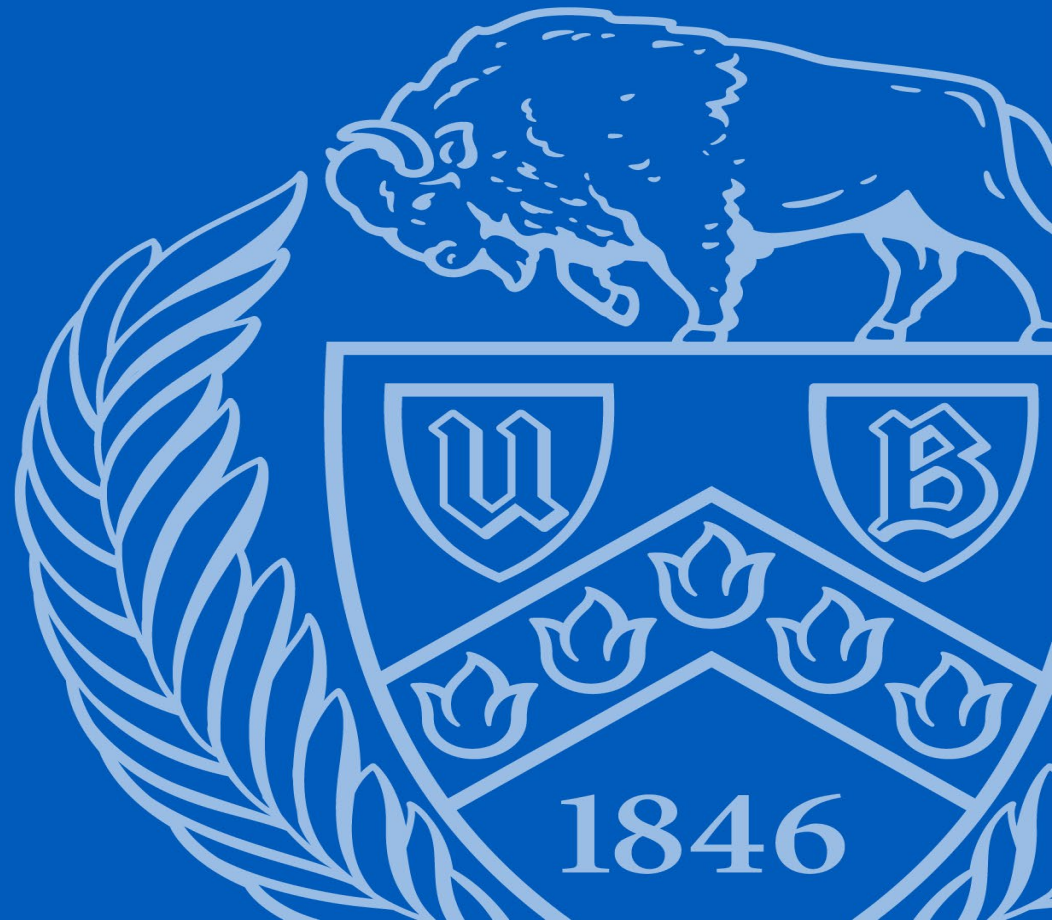
Requisition Number 208446175 view | print

External Note no value

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Sourcing Module

- Bids are now going through ShopBlue

- Increase visibility, streamline bid process and provide consistent user experience

- Panelist for bid evaluations

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WHAT IS UPCOMING

Upcoming Catalog Suppliers – Phase 1

Note: **WB Mason** will be replacing Crystal Rock for water purchases

Upcoming Catalog Suppliers – Phase 2

Upcoming ShopBlue Forms

Lab Animals

- Combined form for Standing Orders and Non-Catalog orders
- Ensures consistent approvals and tracking

Software Form

- Streamlined process for requesting and purchasing software
- Purchasing Software

Contract and Sourcing Request

Current Process: All procurements, including competitive bids, need to have secured funding by creating a Purchase Requisition.

- For leases, revenue contracts and service agreements, create a $0 non-catalog requisition.

Upcoming: Contract & Sourcing Request Forms

- Centralized submission and review of contract and sourcing requests with approval process and tracking

Projects in Progress

Contract encumbrance (AC340)

- Early stages of integrating in ShopBlue. Ultimately will result in contract payments to be made and tracked within ShopBlue.

Facilities

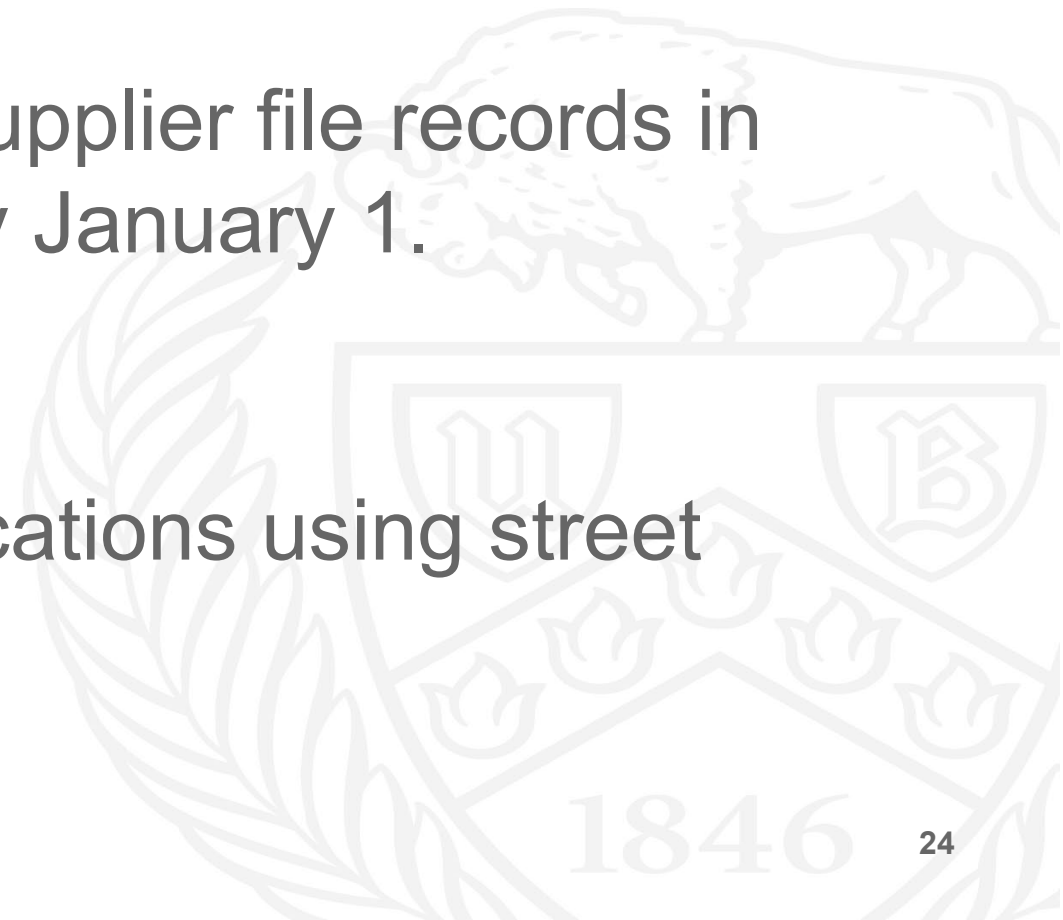- Project to integrate Facilities Maximo system with ShopBlue is in the beginning stages.

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Projects in Progress

Supplier file cleanup
- Started to cleanup duplicate supplier file records in ShopBlue. To be completed by January 1.

Street addresses
- The addition of new ship-to locations using street addresses is in a pilot phase.

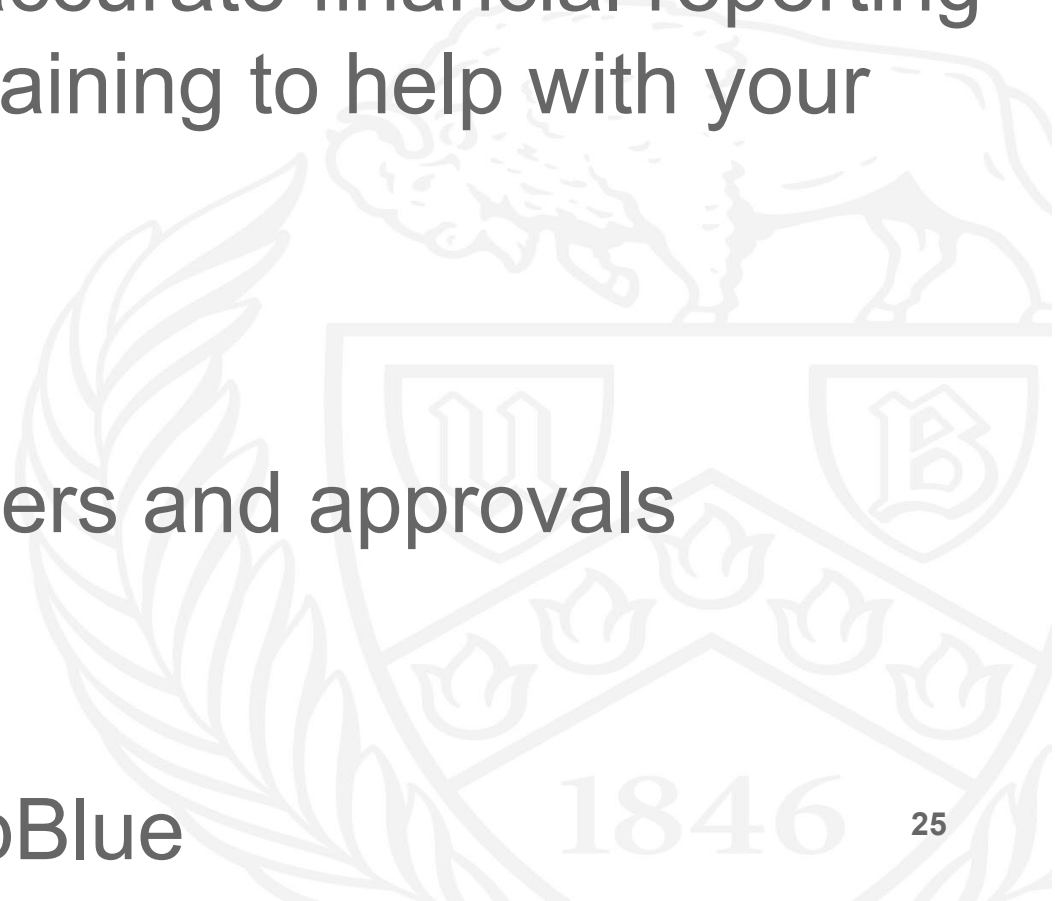# Projects in Progress

UNSPSC/OEC

- Proper code selection ensures accurate financial reporting
- UNSPSC reference guide and training to help with your selections – coming soon.

ShopBlue Mobile App

- Looking into enabling for receivers and approvals

Survey to users

- Early 2026 – Feedback on ShopBlue

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Accounts Payable - Invoices

If you receive an invoice from a vendor, email the invoice and include the purchase order number:

State and Research purchase orders:
- apinvoice@business.buffalo.edu

UBF purchase orders:
- ubf-ap@buffalo.edu

Independent Contractor invoices:
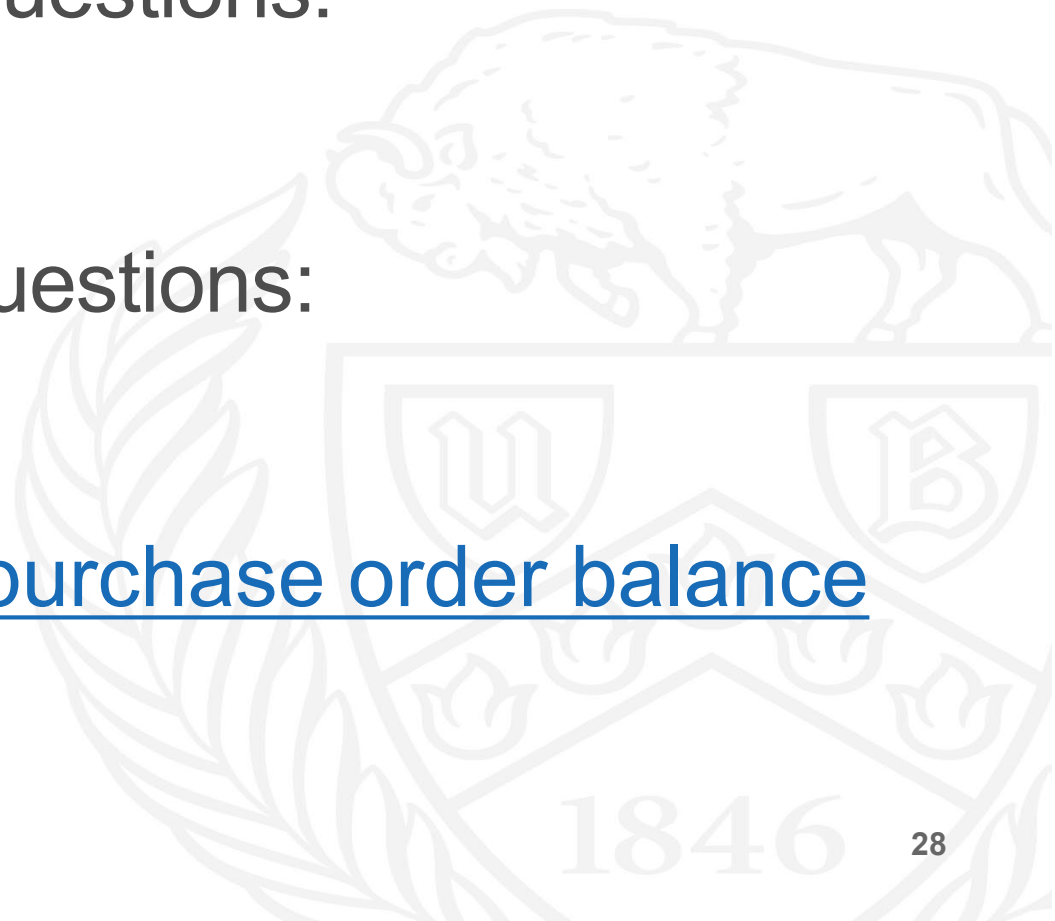- icinvoice.ap@buffalo.edu

Accounts Payable - Questions

State/Research Accounts Payable Questions:

- apinquiry@buffalo.edu

UB Foundation Accounts Payable Questions:

- ubf-ap@buffalo.edu

How to review payment status and purchase order balance

Accounts Payable - Receivers

A receiver is required for all ShopBlue transactions except for Payment Requests and Amazon orders.

Once the goods are received, enter the receiver as soon as possible for the date you received the items
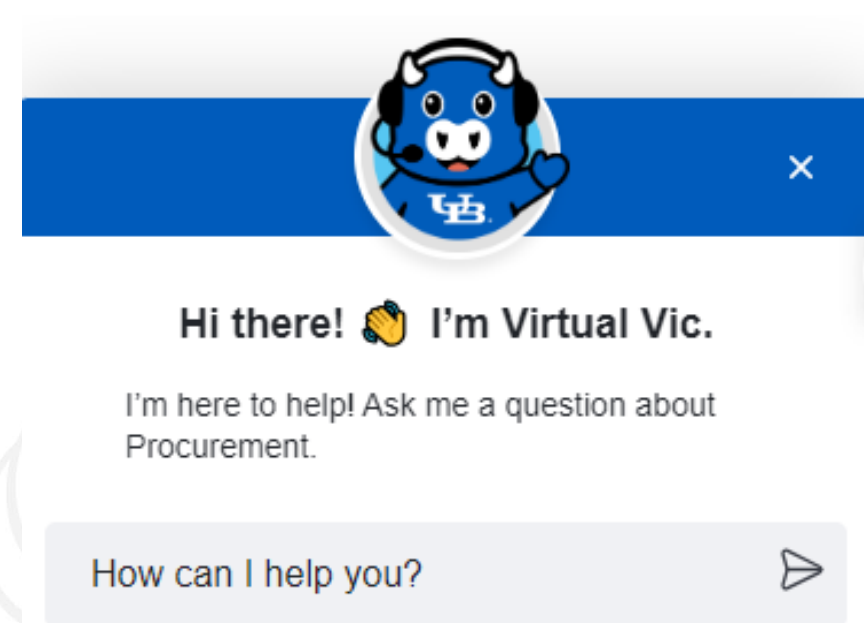
How to Create a Receiver

SHOPBLUE   **Need help?**

ShopBlue Resources posted at:
www.Buffalo.edu/shopblue

Contact ShopBlue System Support:
Business Services Support Hub

Phone: 645-4500, press 3 & then 1 for ShopBlue

Hi there! 👋 I'm Virtual Vic.

I'm here to help! Ask me a question about Procurement.

How can I help you?

QUESTIONS?

How did I do?

Complete the session survey using your smart device:

Scan the QR code provided on your schedule.
OR
Scan the QR code shown here.

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