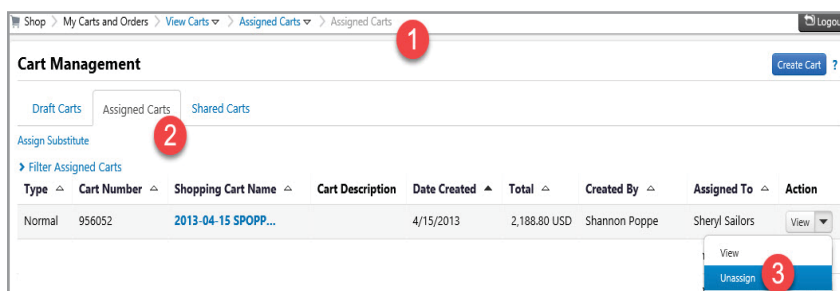


Un-Assigning a Shopping Cart

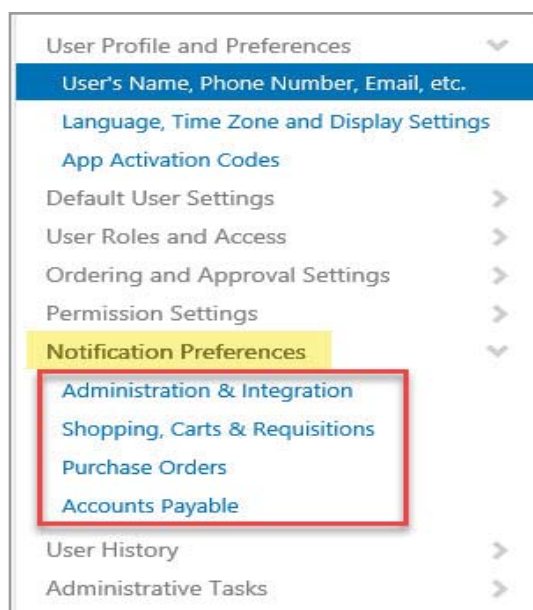
Shopping carts can be assigned to other Shoppers and Requestors for review, revision and checkout. If needed, a shopping cart that you have assigned to another individual can be unassigned and returned to your personal cart. To return an assigned cart to your personal cart, select "View Carts" within your shopping cart. Click the tab "Assigned Carts." Use the "Action" drop down button on the cart you wish to unassign and select "Unassign." The cart will return to your personal shopping cart for further actions such as editing, checkout or deleting.



Changing Email Preferences

Since most of the communications from eSHOP are generated via email, it is recommended that you review your default email setting and adjust them accordingly. Keep in mind: the more notifications you have enabled, the more emails you will receive.

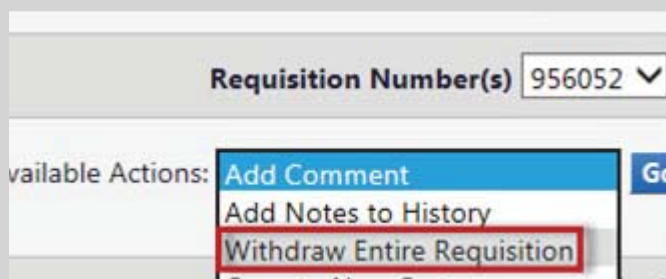
To change your email preferences, click on your name and from the dropdown select **View My Profile**. Click on **Notification Preferences** and select a category.



Quick Tip! The Personal Settings within your profile allow you to change the background color of eSHOP. Click [here](#) to learn more.

Withdrawing Requisitions

eSHOP reminds funding Approvers for seven (7) days to take action on requisitions submitted for approval. If no action is taken the requisition will remain in the Approver's eSHOP approval folder, and a purchase order will not be placed. Requestors are encouraged to withdraw unapproved requisitions from the Approver's folder. Instructions on this process can be found [here](#). Withdrawing the requisition may allow the Requestor to resubmit the requisition for approval (vendor dependent). Withdrawing also prevents order placements that may include outdated pricing or unavailable products from punchout catalog vendors, as well as preventing duplicate order placement.



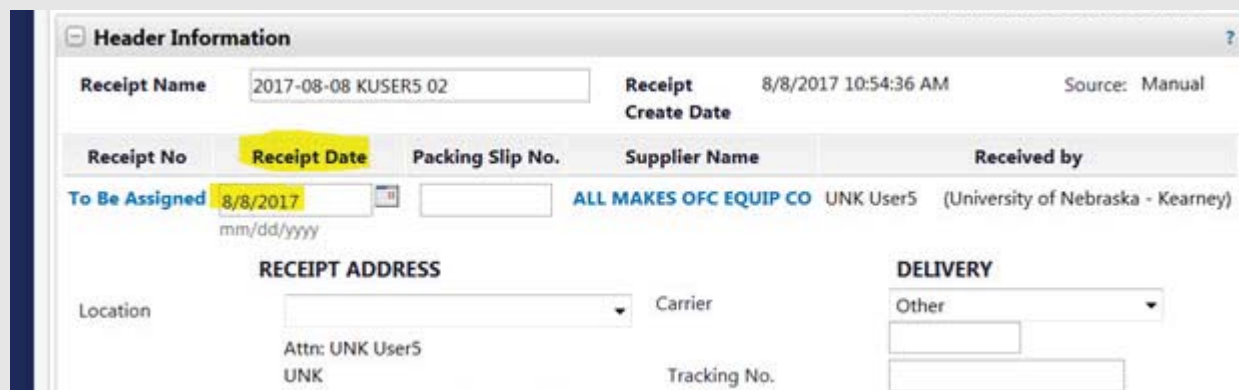
PCard/Group Card Application Form



We now have available a PCard/Group Travel Card Application Form in eSHOP. To apply for a card, fill out the form in eSHOP, add form to cart, and enter the same Cost Object in check out that was used on the form as the Default Cost Object for Billing Purposes. Please use 523600 for the GL Account. Once the form is Submitted and Approved by the Cost Object Approver, the form will go to Business Services to place the order for the card. The Instructions for this form can be found in Firefly under the eSHOP Training Resources.

Goods Receipts: Entering Actual Receipt Date

When entering a Goods Receipt in eSHOP, especially at year-end, please change the Goods Receipt Date from the default date to the actual date you received the merchandise or service.

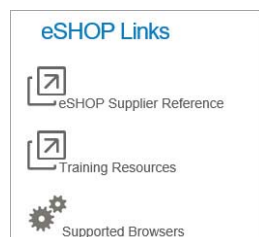


Header Information

Receipt Name	2017-08-08 KUSER5 02	Receipt Create Date	8/8/2017 10:54:36 AM	Source: Manual
Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	8/8/2017		ALL MAKES OFC EQUIP CO	UNK User5 (University of Nebraska - Kearney)
RECEIPT ADDRESS		DELIVERY		
Location	Carrier	Other		
Attn: UNK User5	Tracking No.			

Accessing Training Resources/Supplier Reference Guides

When you go to the Firefly eSHOP page, scroll down to the eSHOP Links.



The eSHOP Supplier Reference is a link to a list of enabled suppliers on the Home Shopping Page. A Supplier Ordering Guide is available when you click on the Supplier Name.

The Training Resources link is a list of Instruction Guides for procedures in eSHOP. Just click on the PDF link.