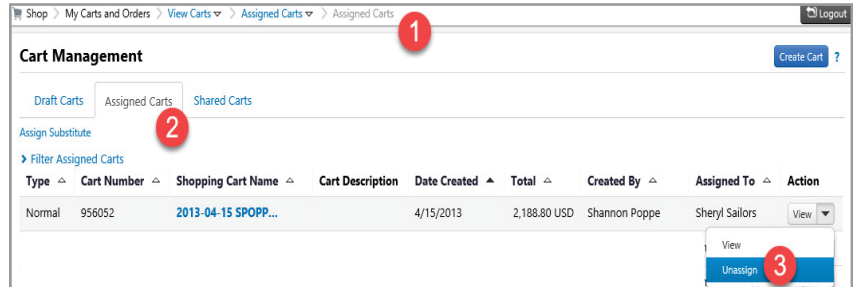


Un-Assigning a Shopping Cart

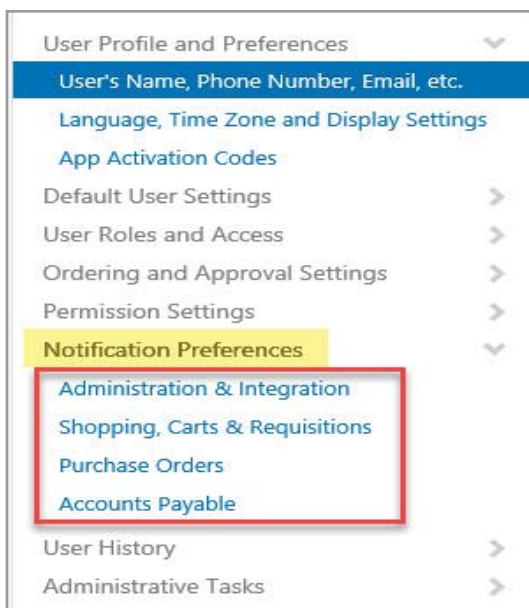
Shopping carts can be assigned to other Shoppers and Requestors for review, revision and checkout. If needed, a shopping cart that you have assigned to another individual can be unassigned and returned to your personal cart. To return an assigned cart to your personal cart, select "View Carts" within 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.

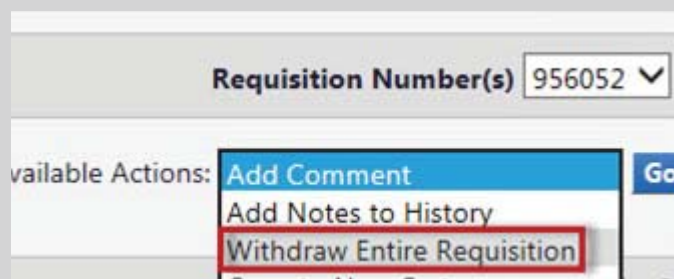
To change your email preferences, click on your name and from the dropdown select View My Profile. Click on Notification Preferences and select a category.



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 Withdrawing also prevents order placements that may include outdated pricing or unavailable products from punchout catalog vendors, as well as preventing duplicate order placement.



Matheson Delivery Changes for Maximum Efficiency

Matheson Tri-Gas, formerly Linweld, has been a valued supplier of specialty gases, dry ice, CO2 and liquid nitrogen to the University of Nebraska-Lincoln for 25 years. This partnership is vital to the research and daily lab operations in departments such as Chemistry, Biotechnology and Plant Science and Engineering. Matheson loyally serves our busy campuses every day!

Beginning July 10th, the Matheson service and delivery model changed to a scheduled weekly delivery in order to manage service levels, bring efficiency, control rising delivery costs, and even decrease our carbon footprint. Matheson and the University Procurement team are committed to maximizing value while meeting the needs of our esteemed faculty and staff.



Click [here](#) to view the New Delivery Service Model, effective July 10, 2017.

If you have any comments, questions, or feedback, please email unlprocurement@unl.edu or contact Hollis Anderson at 402-472-6308. Please direct your questions to us rather than to the Matheson driver.



Resources Under Development

FORMS		
Approver Assignment	Business Owner Approval Requirement	Form Revision Needed
Printing Promotional Prod.	Streamline existing manual process	Test In Process
ENABLED SUPPLIERS		
Medline Industries	Healthcare Supplies	Implemented - Live
Ferguson	Plumbing Supplies	Implemented - Live
PerkinElmer	Human & Environmental Health	Contract Pending
MP Biomedical	Life Science Supplies	Contract Pending
ABCAM	Protein Research Tools	Implemented - Live
Kurt J Lesker Co	Vacuum Products & Systems	Implemented - Live
Belimo Aircontrols Inc	Actuators & Valves	Contract Pending
Digikey	Electronic Components	Under Review
Intermountain Lock	Security Supplies	Contract Pending
MSC	Industrial Equipment and Tools	Implementation Scheduled
Amazon	Online Shopping	Under Review