

UNL SOFTWARE ORDERING GUIDE

Searching/Ordering/Checkout Procedure

- From the Home Page there are two options to add items to your cart:
 - Click on UNL Software Internal Catalog logo, located in the Showcased Suppliers section, enter a specific item to search or click directly on the search button and browse the entire catalog. Update the quantity and click **Add to Cart**
 - Using Shop at the Top feature of the home page enter either a keyword or part # for the item you are looking for. Once located update the quantity and click **Add to Cart**
- Click on your Active Cart in the upper right hand corner. Review items. Click **Proceed to Checkout**
- Technician/Installation contact:** enter name and email address in External Notes, otherwise the shopper will be contacted with installation instructions
- Complete additional information:
 - Shoppers: Assign Cart to your Requestor
 - Requestors: Enter in required fields and **Submit Requisition**

For UNMC Only

- New requirements have been implemented for Adobe Software. Please contact ITS Data Installation Services at 402-559-3000 for more information.

Creating/Accessing Favorites

- See snippet: [Creating and Using Favorites](#)

Order/Shipping Confirmation

- Will I receive a confirmation that my order has been received? No
- Will I receive a confirmation that my order has been shipped? Yes.
Once your software licenses are ready for download you will be contacted via email with download instructions or shipping information

Viewing Previous Orders

- See snippet: [Document Search](#)

Cancelling an Order & Returns

- No cancellations or returns are allowed.

Restrictions

- Once a requisition is approved no changes, refunds, or change of cost centers can be done.

Helpful Hints & Tips

- Verify you are selecting the right platform (Windows vs. Mac)
- Click on the title of the software to see additional product details, lead time, and other helpful information that may be available
 - Lead time is intended to provide an estimated delivery window

3. If you need a software title that is not available in eSHOP, please contact Sue Cuddeback at 402-472-4294.
4. All purchases made to UNL Software will create a stock transfer order in SAP.
5. All charges and invoicing is done directly in SAP and no information is sent back to eSHOP. However, a copy of your proof of purchase will be attached to the order in eSHOP once your charges have been finalized.
6. Only one cost object and GL account can be used in eSHOP for purchases.
 - a. If you need to charge to more than one cost object or GL account, then you will need to either:
 - i. Create a new Purchase Requisition in eSHOP, **OR**
 - ii. Complete a Journal Entry in SAP once the charges have been posted.

Contact Information

1. If you have any further questions, please email unlsoftware@unl.edu