# Standard Operating Procedure

## Purpose

Purchasing goods via eSHOP system.

## Items Needed

* Information about items to order (part number, description, size, and quantity)
* Cost object or WBS
* GL Account
* Approvals

## Procedure

1. Shopper (Grad Students, Faculty, and Staff): Creates carts in eSHOP. Review and follow detailed instructions listed in this link: <http://eshop.unl.edu/user-guides>
   1. **Grad Student:** Creates and submits cart to PI (primary investigator) for review. This step serves as PI approval. PI sends to staff for processing/approval.
   2. **Faculty**: Creates and submits cart directly to designated staff for processing/approval.
   3. **Staff:** Creates cart from signed PRF or email from PI and submits cart for approval.
2. Requestor (Staff):
   1. Enters G/L codes and Cost Object (if not entered by shopper and/or PI).
   2. Enter business purpose under Internal Notes section (if not entered by shopper and/or PI).
   3. Verifies billing/delivery address is entered/correct.
   4. If cart is created by staff, attaches PRF and/or PI email approval under the “Internal Attachment” section.
   5. When applicable, attaches vendor quote or any documents that may need to be forwarded to vendor, under “External Attachment” section.
   6. Submits requisition for approval.
3. Approver ( Staff, Department Chair, Faculty):
   1. Verifies funding source availability and compliance and approves order.

**E-SHOP Link for detailed information**

<http://eshop.unl.edu/>