

Personalized Onboarding Experience for Your Department

UShop Team's Responsibilities:

Interview department roles

- Define Buyers/Procurement Specialists
- Shopper(s)
- Account Executive(s)
- Compare current process to UShop identity gaps

Follow-up meeting with department(s)

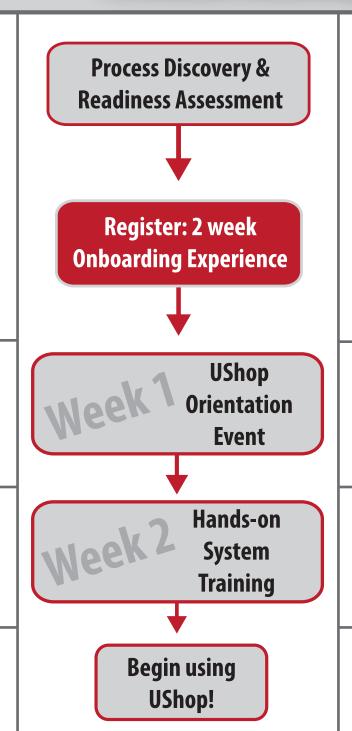
- Review Gap analysis results
- Explain To-be business process
- Next steps for onboarding
- Recommendations for improved efficiency & cost savings

Introduce department to UShop and how it will save time & money.

Discuss departmental objectives

Hold training sessions in the UShop training room where the registered departments will learn how to:

- · Navigate the system
- Place an order
- Create a receipt
- View the progress of orders in the UShop



Department's Responsibilities:

• Designate main contact

Participate in interview to determine:

- Current procurement process
- · Pain Points
- Additional systems used
- · Wish list/goals
- Important Suppliers
- Cost Avoidance opportunities

Follow-up meeting:

- · Review findings
- Register for 1st available onboarding dates
- Schedule orientation time/space

For best results, all should attend:

- Account Executives
- Principal Investigators
- Departmental Leadership
- All potential users

• Departments should send all potential users



Personalized Onboarding Experience for Your Department



- The online marketplace is specifically designed to create a one-stop shopping experience for our campus to replace the paper-dependent and outdated purchasing and payment processes.
- UShop remembers basic information department rules, account codes, and past orders – to streamline each transaction and shorten overall processing time
- Purchasing data collected and compiled within UShop helps us negotiate future contracts and pricing from our suppliers.
- Once all departmental spend is funneling through UShop, process efficiencies should drive purchasing costs down and save valuable personnel time.

For more information regarding UShop, visit fbs.admin.utah.edu