

**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

Process Discovery & Readiness Assessment



Register: 2 week Onboarding Experience



Week 1 UShop Orientation Event



Week 2 Hands-on System Training



Begin using UShop!



- 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is specifically designed to create a one-stop shopping experience for our campus to replace the paper-dependent and outdated purchasing and payment processes.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](https://fbs.admin.utah.edu)