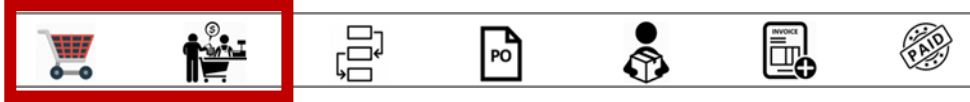


UShop Shopping One Sheet



Shop



There are 4 different ways to Shop in the UShop system. Use these shopping methods to fill an electronic cart.  See [Shopper Training](#) page 19 Shopping Overview.



[Punch-out](#) Catalog

[Shopper Training](#) pages 20-22



Quick Order

[Shopper Training](#) pages 23



Forms - Purchase Requests / [Specialized Forms](#)

[Shopper Training](#) pages 24-28



Forms - [Internal Supplier](#)

[Shopper Training](#) pages 29

Checkout Required



[Shipto Address](#) (University Addresses)

[Shopper Training](#) pages 31



[Accounting Distribution](#) (Activity/Project)

[Shopper Training](#) pages 31-32

Checkout Optional

See [Shopper Training](#) pages 33-37 for options and how to's



Assign Cart

See [Shopper Training](#) pages 39

Submit Requisition



Checklist Available



[Shopper Training](#) page 41