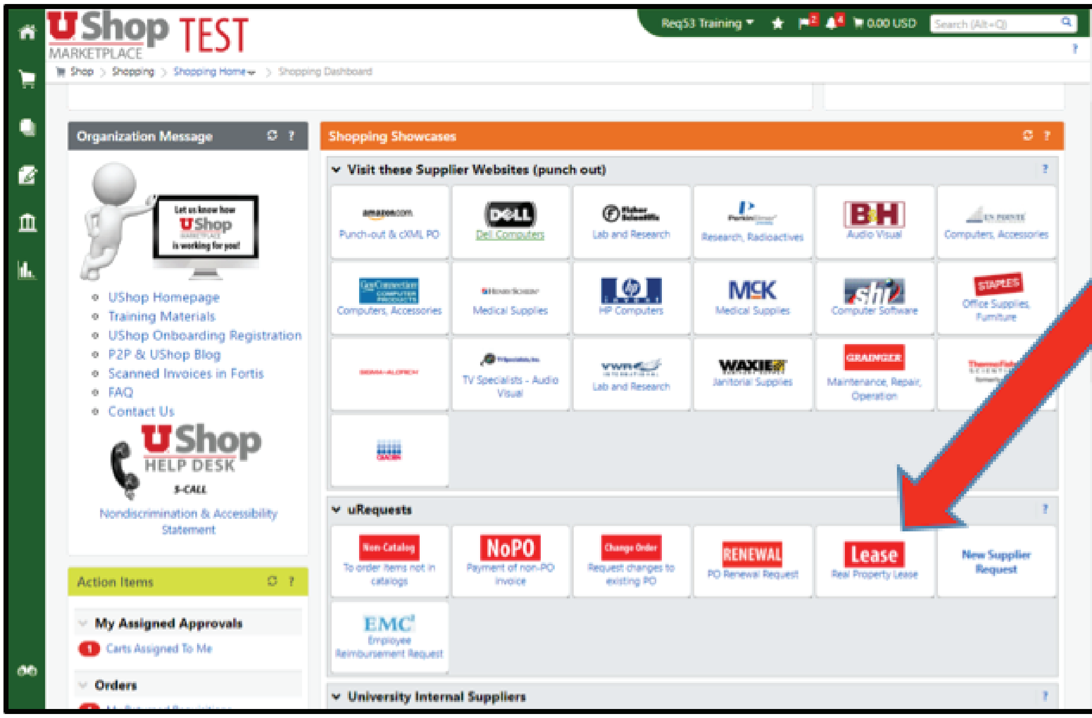
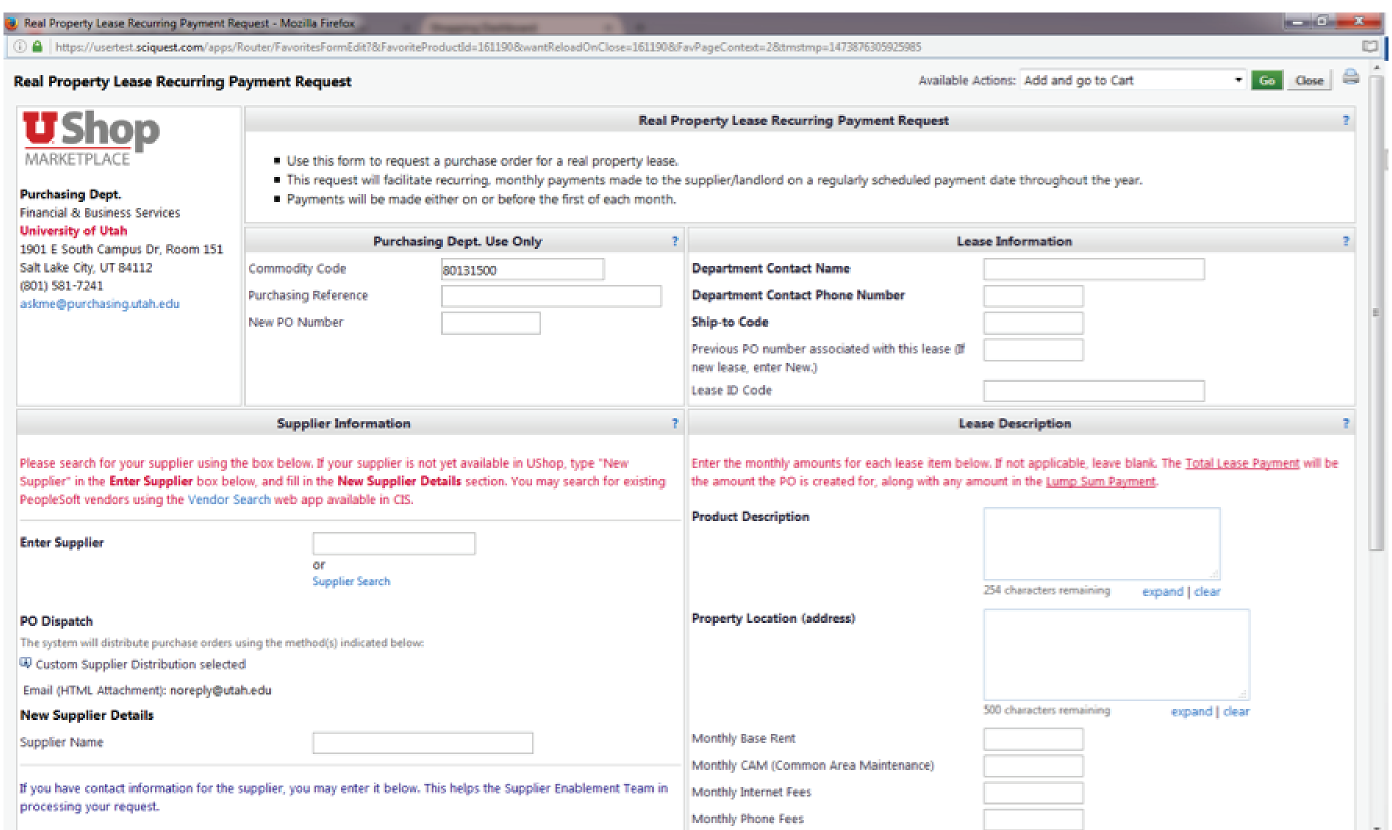
Creating and Renewing Real Property Leases

1. Click on the Lease tile

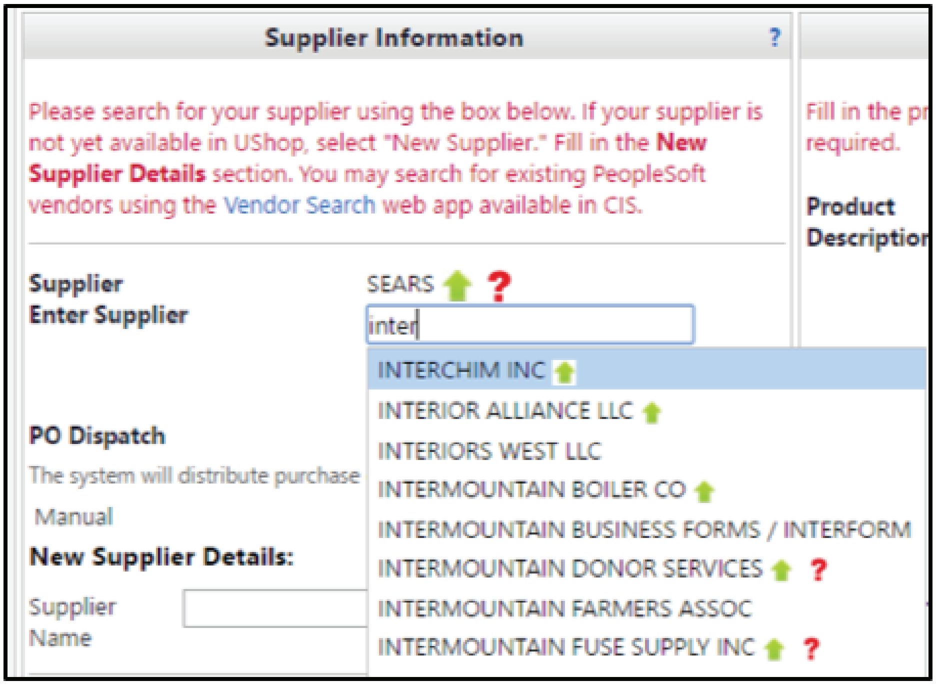


2. Once you select/click the Lease tile on the UShop dashboard the real property lease form is launched:



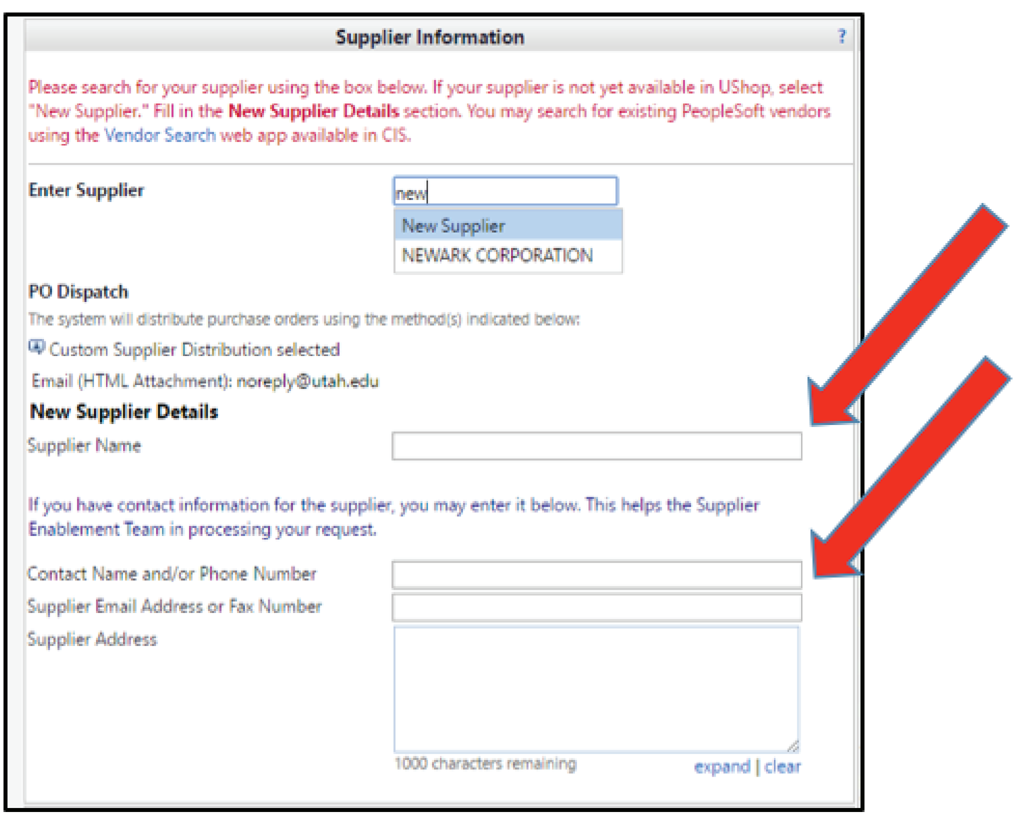
3. Begin by entering your supplier (leasing company or landlord) in the field titled Enter Supplier.

This field has an auto-populate feature where all you have to do is enter the first few letters of your supplier name and the system will begin to fill in the rest:

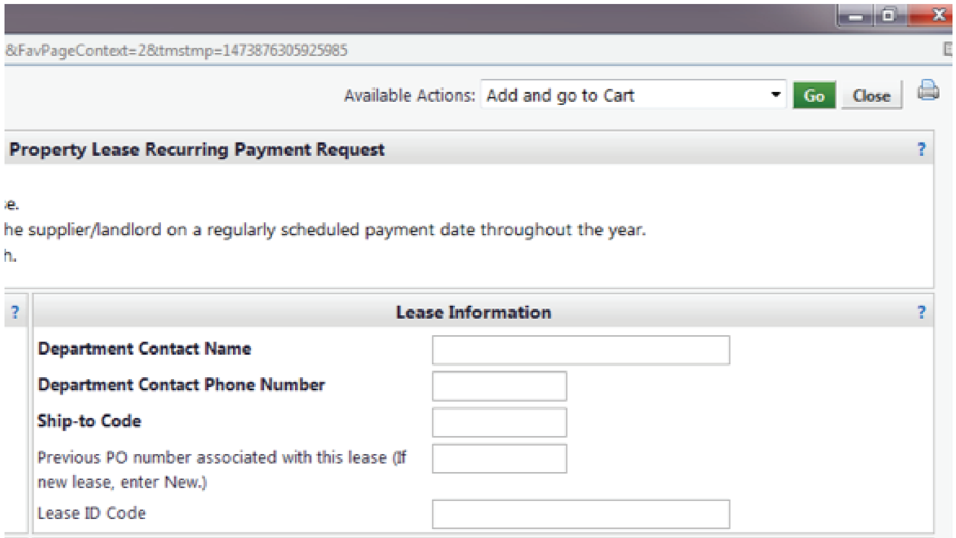


NOTE: ALL FIELDS IN BOLD ARE REQUIRED

4. If your supplier (leasing company or landlord) is not in UShop then enter "New Supplier" in the field as a temporary place holder so you can proceed. In order to have your supplier added to the UShop database please add as much of your supplier detail as you can into the "New Supplier Details" fields provided.



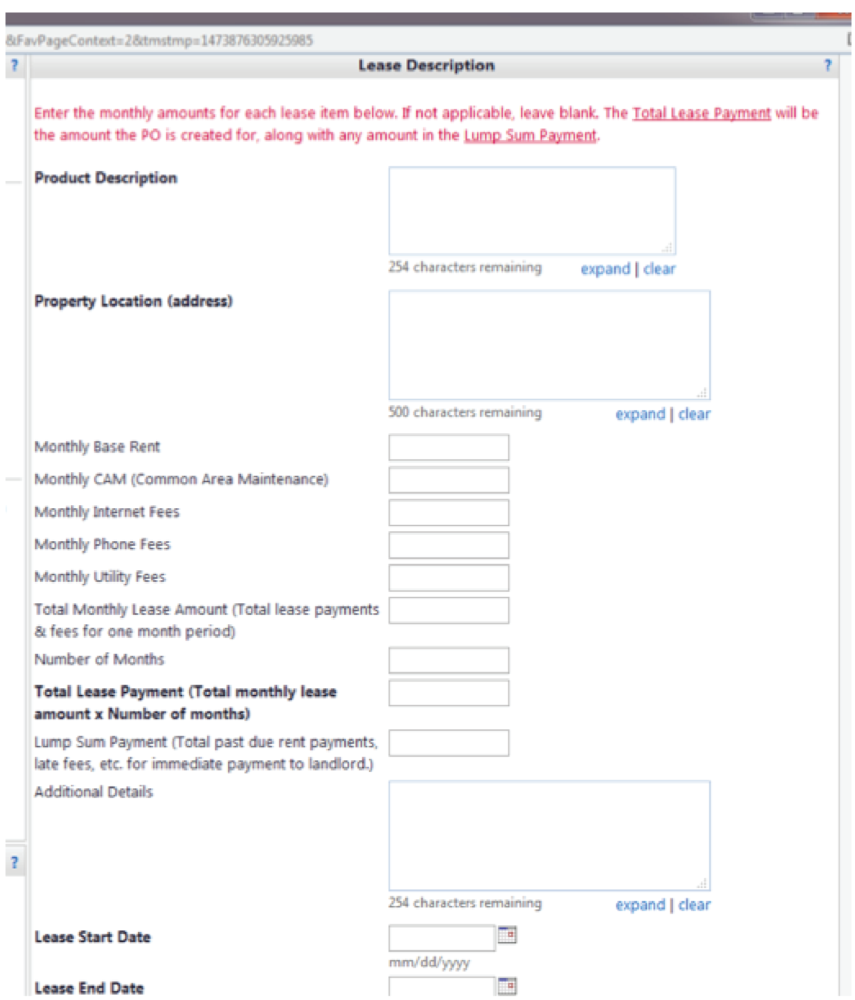
5. Enter your lease information into the fields provided in the Lease Information section of the form:



Please Fill in:

- Your Department Contact Name & Phone Number
- Your Department Ship To Code
- Previous PO Number – If known, this helps create a point of reference for historical purposes.
- Lease ID Code - This is the code that prints on the check so that the landlord/leasing company knows where or which property to apply the funds. It is very important to have this reference code such that late fees are not assessed to your account.

6. Enter your lease details into the fields provided in the Lease Description section of the form:



Please Fill In:

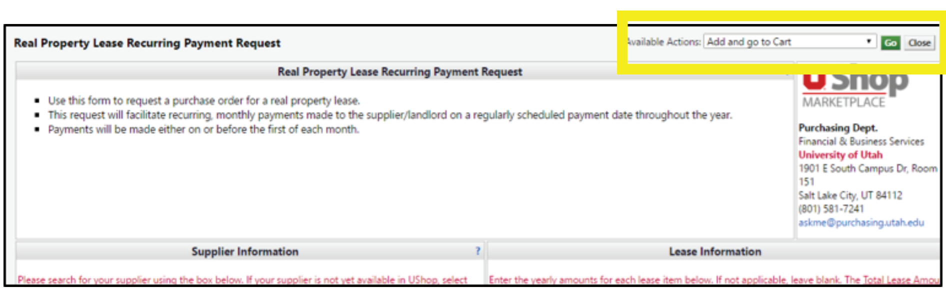
- Product Description - Gross amount of the lease for one (1) month including all applicable fees and the period of time in which it will be paid.

  Example: " Recurring monthly lease payments of $10,000 (base rent, $8,000, cam payment, $2,000) for twelve (12) months from July 1, 2016 through June 30, 2017 "

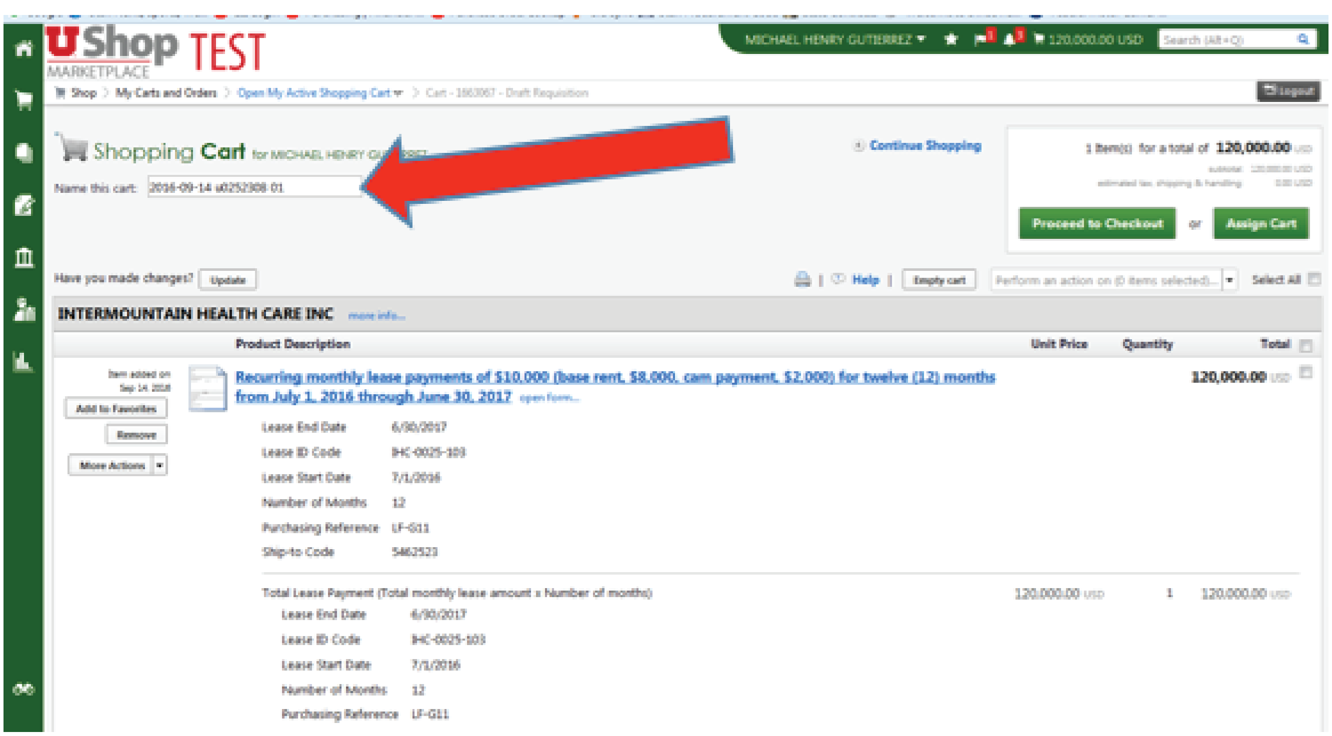
- Property Location - enter the address of the leased property
- Base Rent, CAM, Internet Fees, etc. - enter the known amounts if applicable
- Total Monthly Lease Amount – Total Base Rent & Fees for one (1) month. (i.e. $10,000 in the example above)
- Number Of Months – Number of Months in current lease term. (i.e. 12 in the example above)
- Total Lease Payment – "Total Monthly Lease Amount" multiplied by "Number of Months." (i.e. $120,000 in the example above)
- Lump Sum Payment – Enter past due rent payments, late fees or other fees that need to be paid immediately to the landlord/leasing company.
- Lease Start Date & Lease End Date

  Example; if you have a five (5) year lease enter the dates a - START 07/01/2016, END 06/30/2021

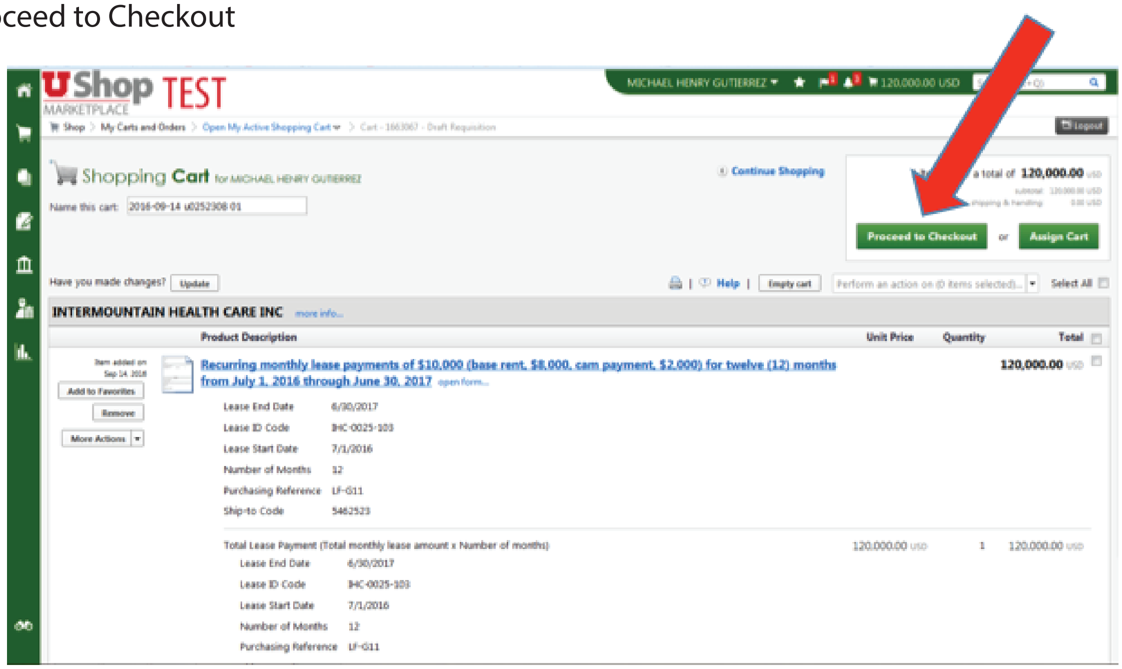
7. Once you have completed filling out the form scroll to the top of the form and select/click "GO"



Once you have clicked "GO" your cart will display. You can name your cart should you choose to as a means of organizing your property leases:

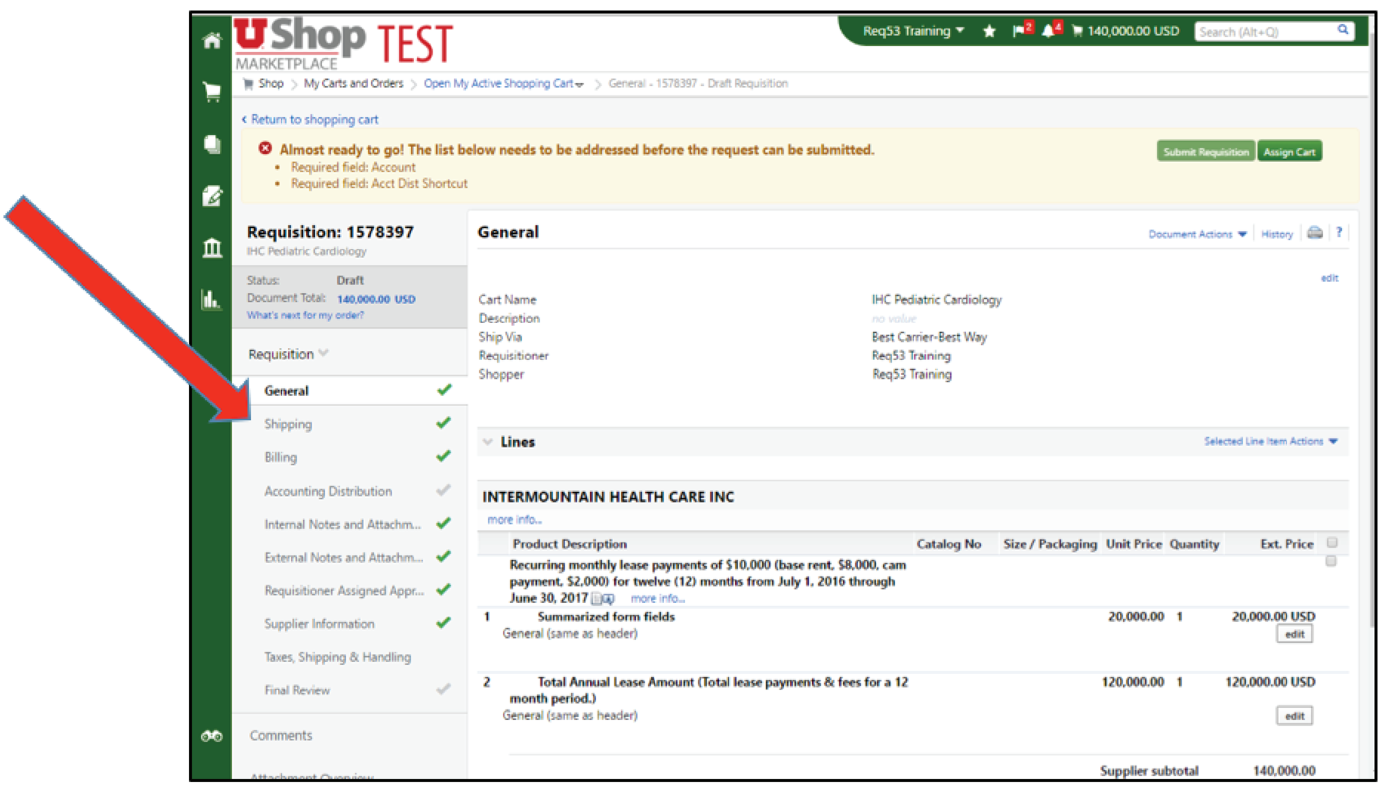


8. Select Proceed to Checkout

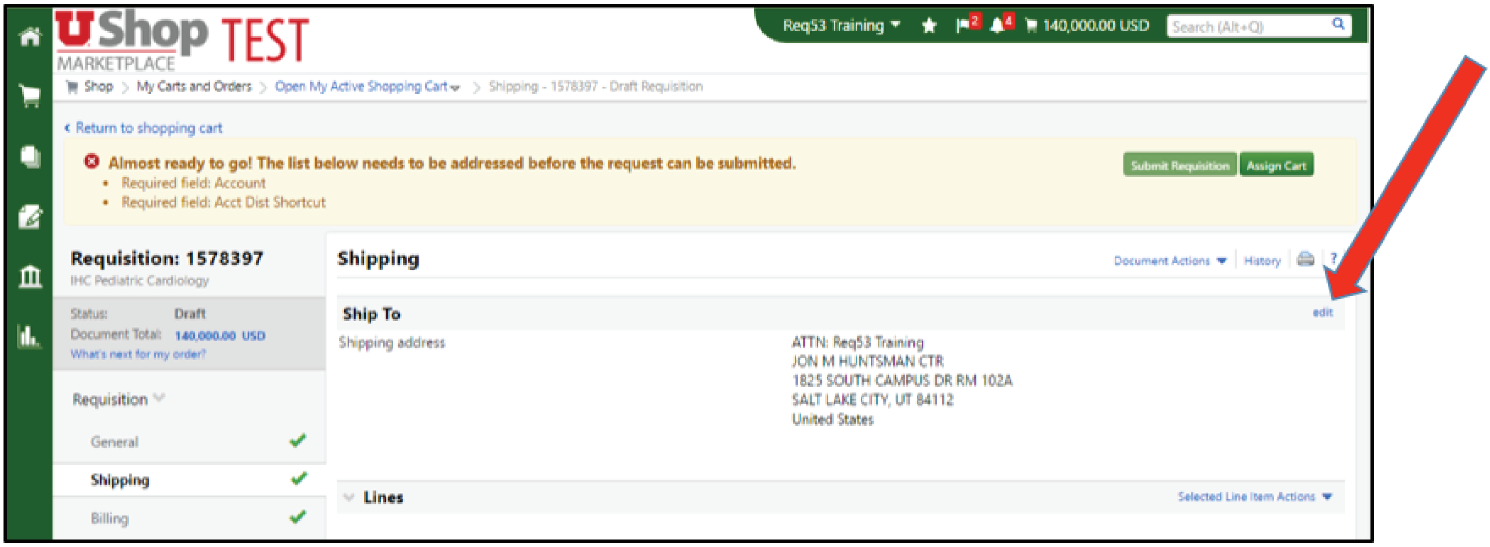


9. Select Ship To Address

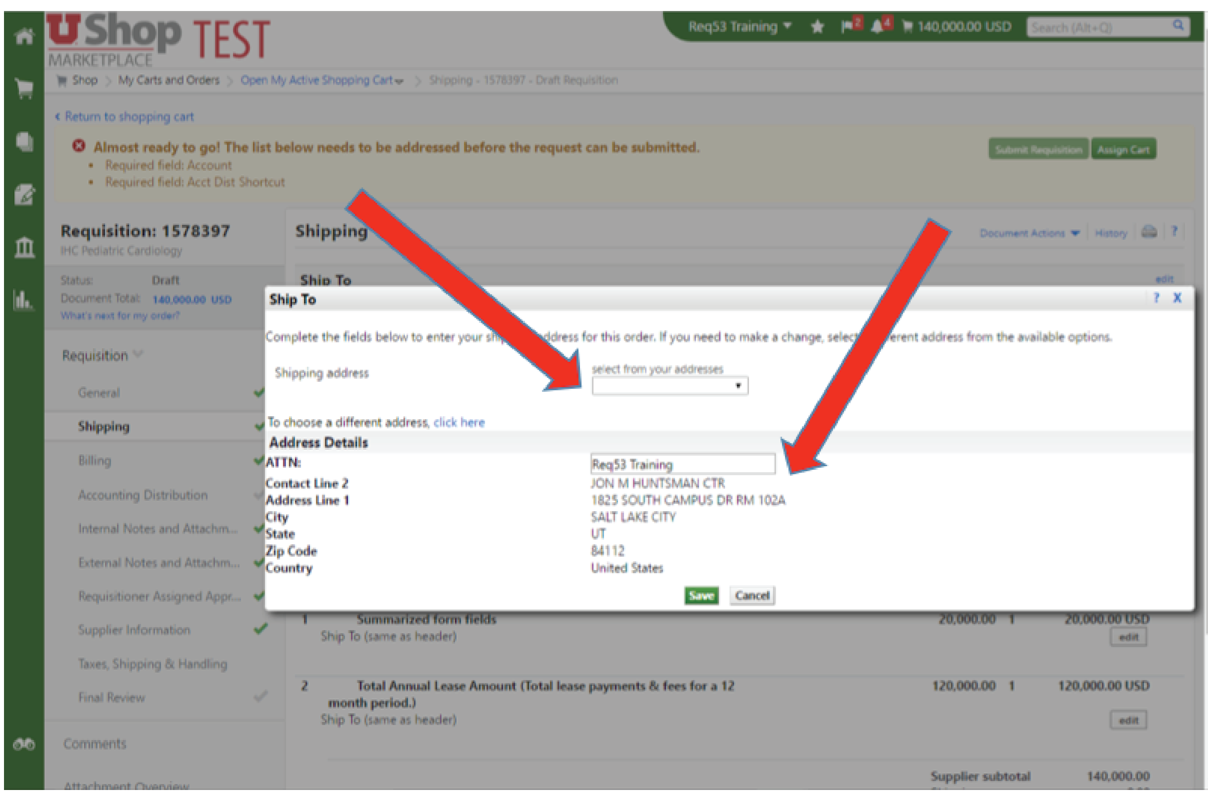
Once you have selected "Proceed to Checkout" the requisition home page will display.
On the left hand side of the interface, select/click on the word Shipping to select your ship-to address.
This is a required element even though we are not phsically shipping anything to your leased property:



Once you have selected Shipping click or select the “edit” hot link in order to select your ship-to address:

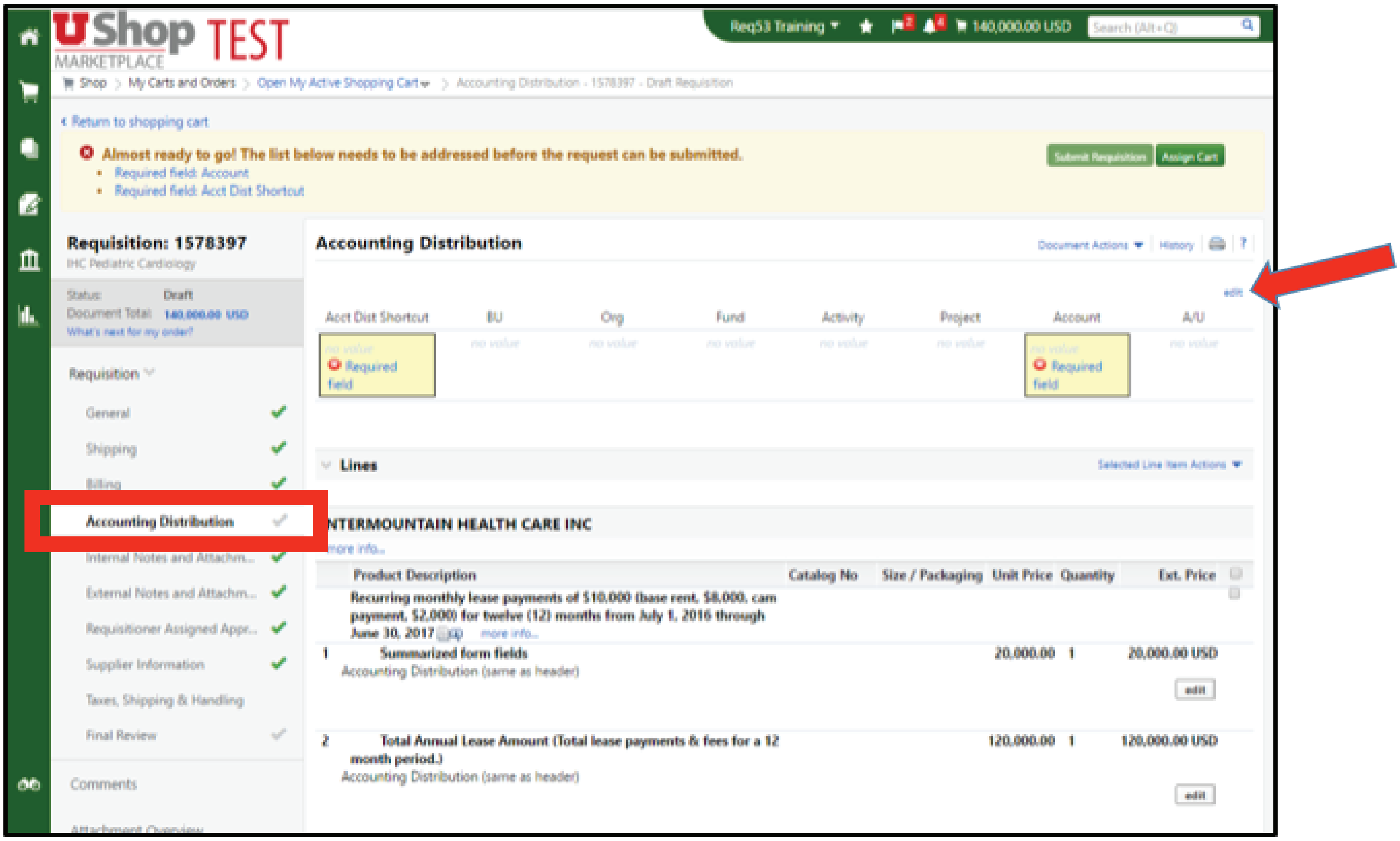


While in “edit” mode you can use the drop down menu to select addresses from previous orders you have placed or you can choose alternate ship-to addresses from the selection menu.
Once you have completed your selection click or select Save.

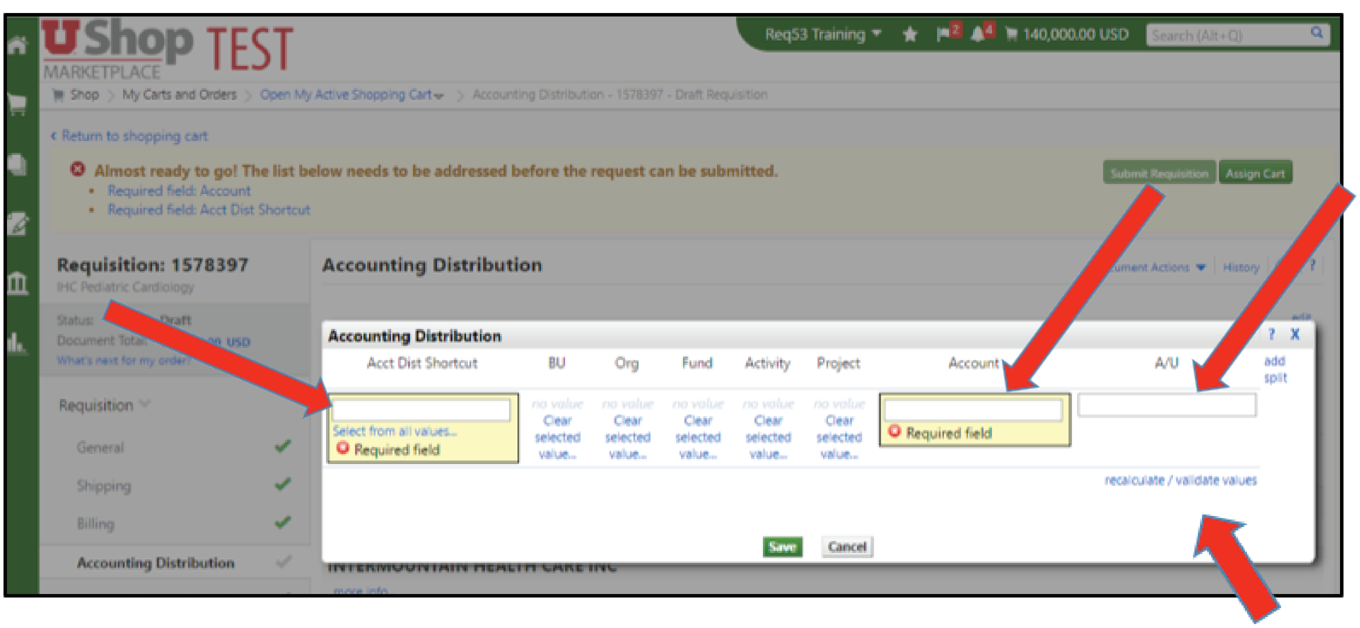


10. Select Accounting Distribution (Chart Fields)

The next field you need to populate is your accounting distribution or as they are collectively known, the chart fields. On the left hand side of the interface, select/click on the word Accounting Distribution, then "edit" to enter your information to select your chart field codes:

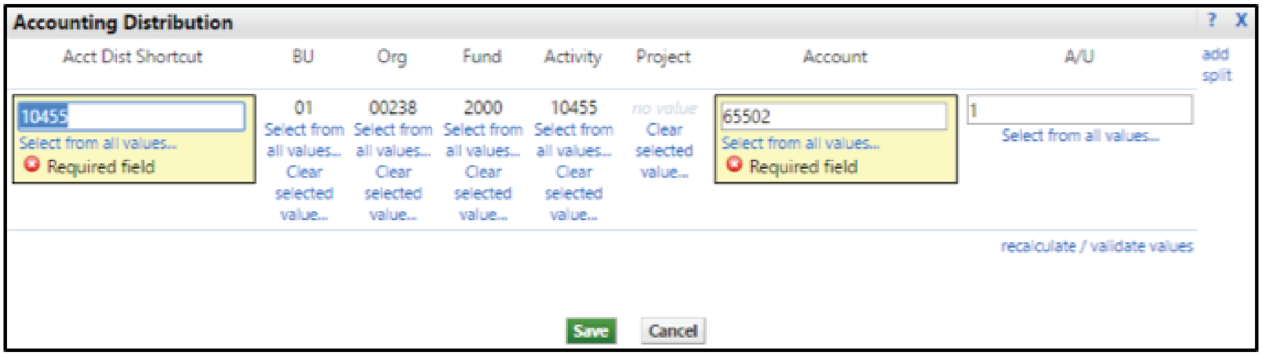


The following field is displayed:

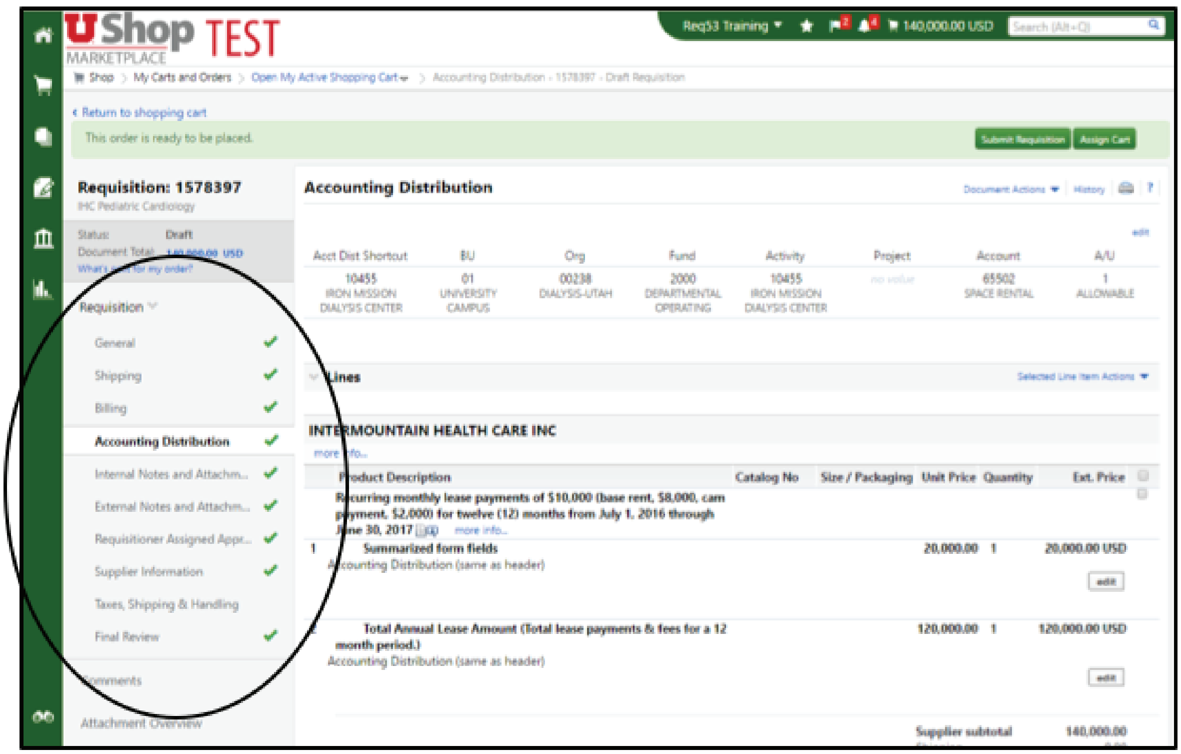


The first field is called the "Accounting Distribution Shortcut." The field requires either a Project code or an Activity code and once the code is entered simply tab over to the "Account field." Enter a "1" or "0" in the A/U field if you have used an Activity code; leave the A/U field empty if you have used a Project code.

Once all values have been populated, click / select the "recalculate/validate values" link.
Your chart fields will then populate:

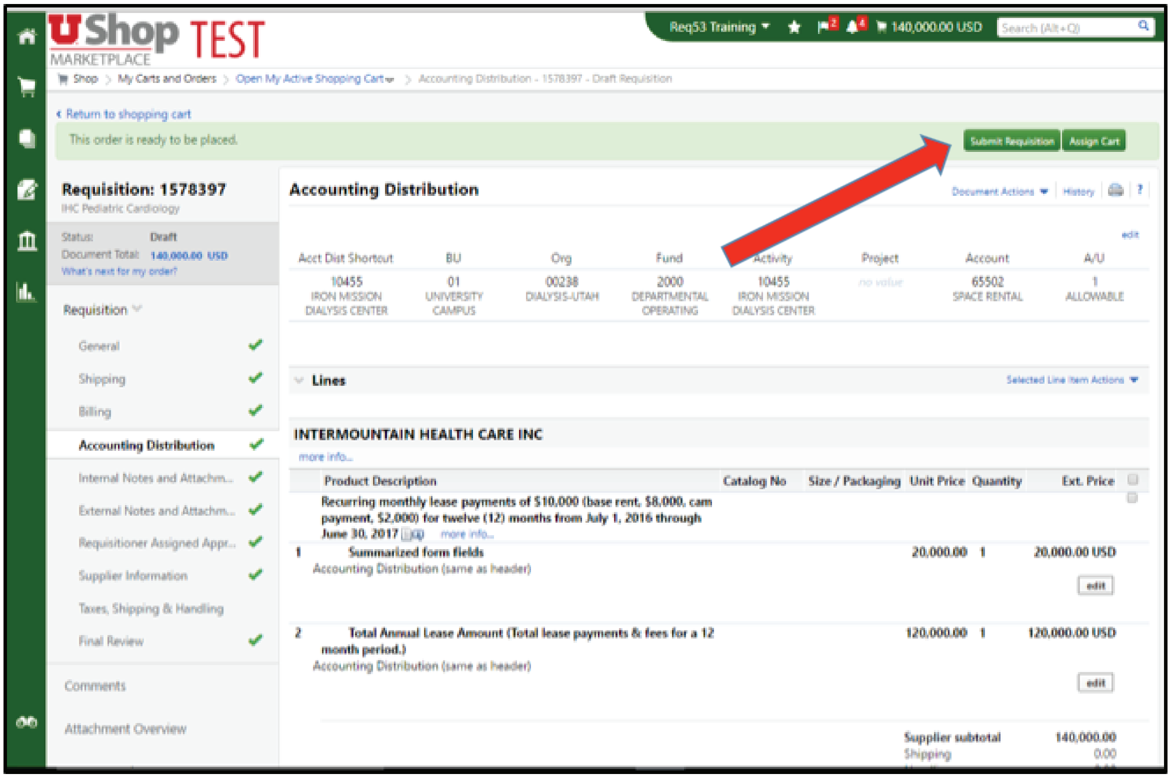


Click Save to proceed - You will note that in the left hand portion of the interface all of the required elements for your requisition have a green check mark indicating your order is ready to be placed:

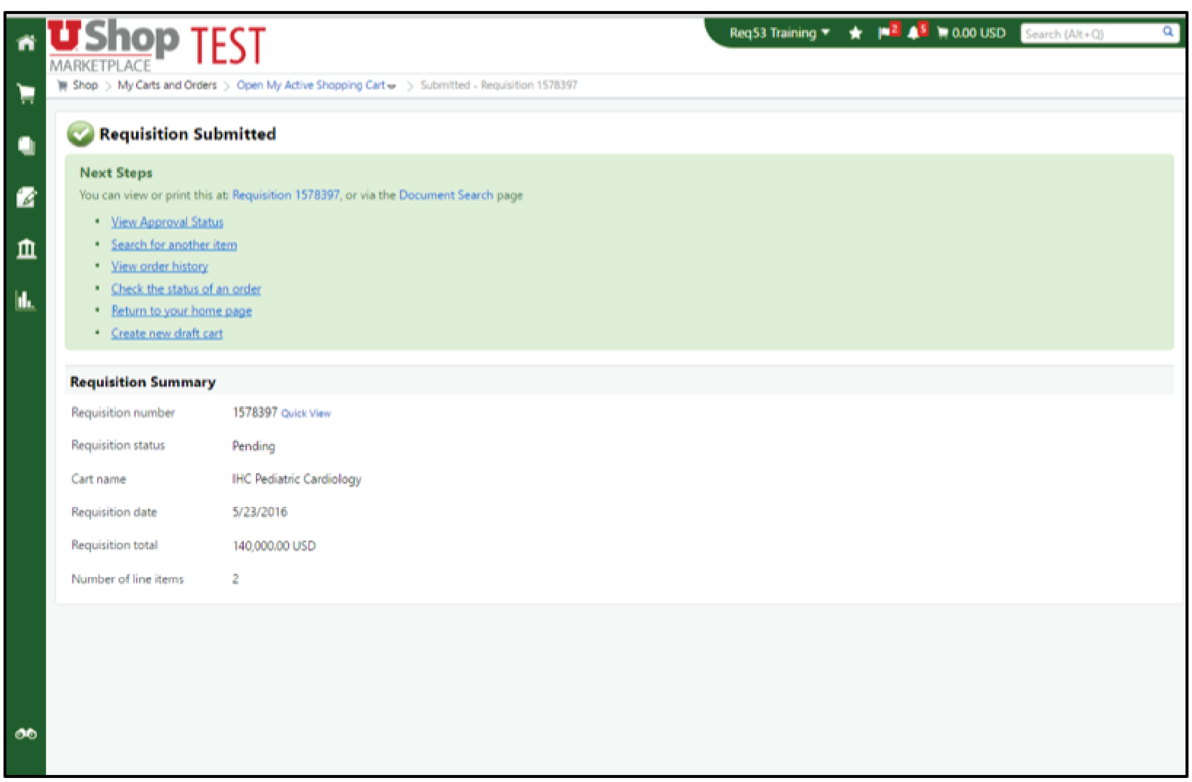


11. Submit Requisition

Once you have completed reviewing your requisition for accuracy, click/select the "Submit Requisition" button near the top right hand side of the interface:

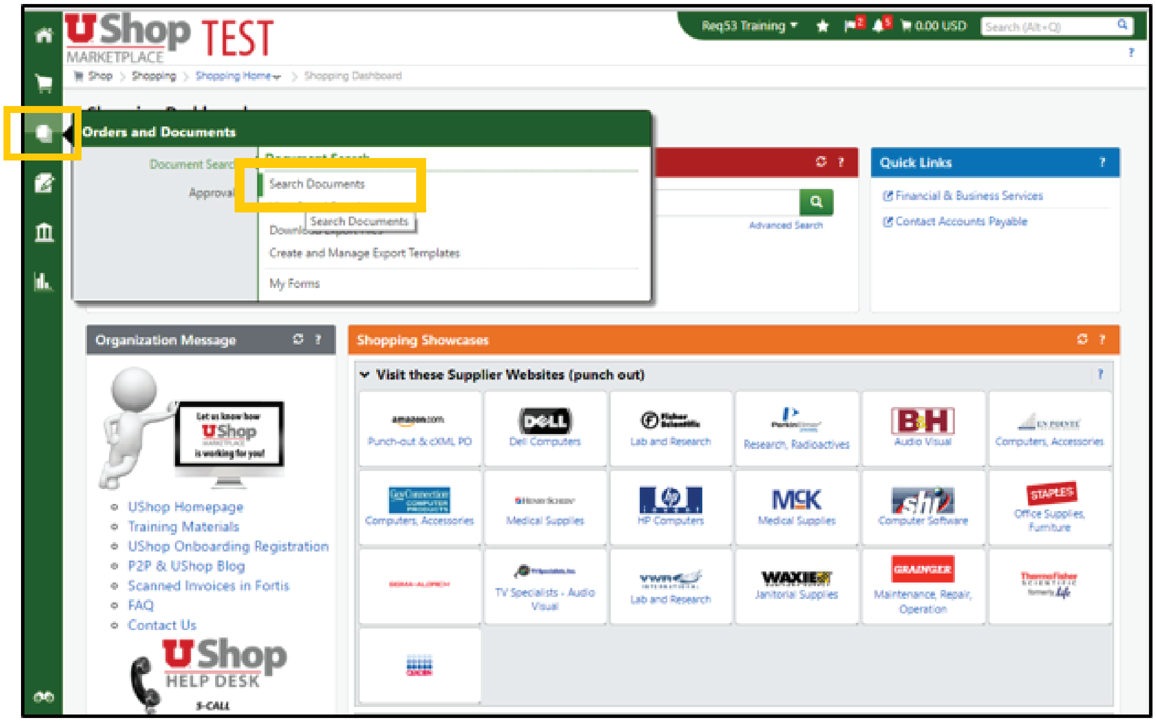


Once you click/select Submit Requisition the following message will display:

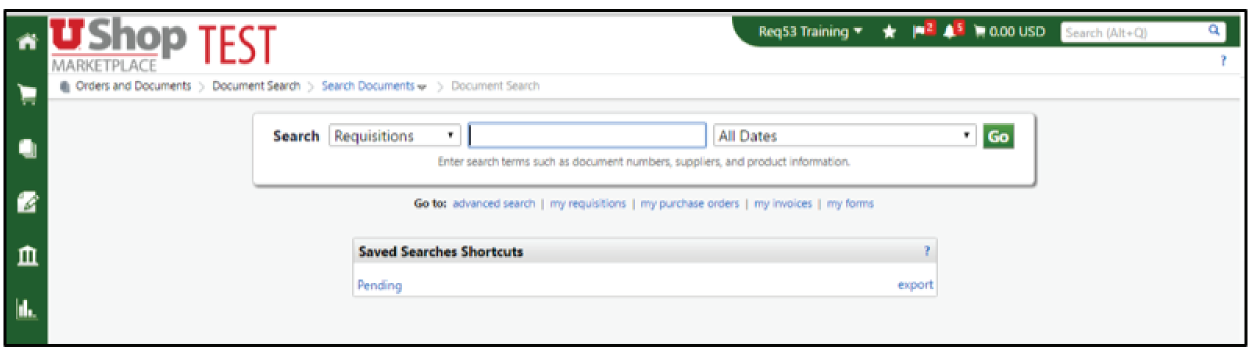


12. Verify Lease Requisition Submission(s)

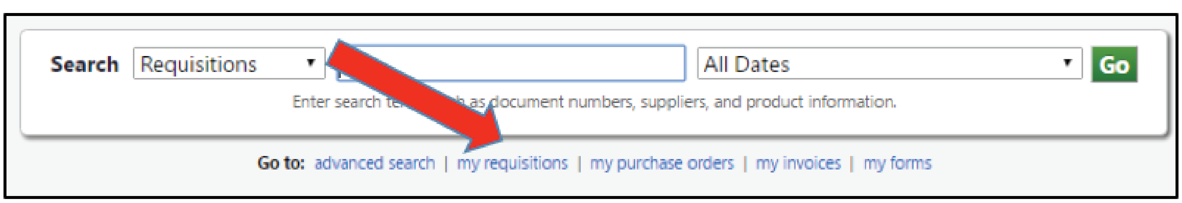
Select/Click the "Orders and Documents" Icon on the far left green bar, then select "Search Documents"



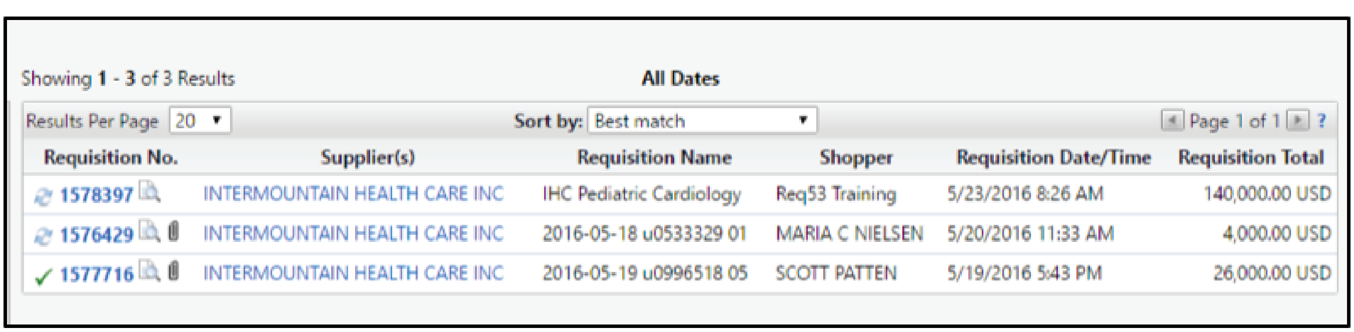
The following will display:



Click / Select "my requisitions"



You should see a report of all requisitions submitted by you. You can further filter by date, supplier, etc:



Showing 1 - 3 of 3 Results — All Dates

Results Per Page 20 — Sort by: Best match — Page 1 of 1

Requisition No.	Supplier(s)	Requisition Name	Shopper	Requisition Date/Time	Requisition Total
1578397	INTERMOUNTAIN HEALTH CARE INC	IHC Pediatric Cardiology	Req53 Training	5/23/2016 8:26 AM	140,000.00 USD
1576429	INTERMOUNTAIN HEALTH CARE INC	2016-05-18 u0533329 01	MARIA C NIELSEN	5/20/2016 11:33 AM	4,000.00 USD
1577716	INTERMOUNTAIN HEALTH CARE INC	2016-05-19 u0996518 05	SCOTT PATTEN	5/19/2016 5:43 PM	26,000.00 USD

13. How to Renew Lease(s) for Next Year

As the next fiscal cycle approaches and you have to renew your lease(s) again you may generate your own list of lease(s) by following the steps outlined above (Step 9). Once you have isolated all of your lease(s) that need to be renewed then you can copy the previous year's requisition to a new cart, make appropriate edits as needed and submit your order for the coming twelve (12) month cycle of your lease(s).

For detailed instructions on copying a requisition to a new cart, see the Training Materials on the UShop Marketplace home shopping page – fbs.admin.utah.edu/ushop.

Should you need assistance at any time please reach out to the Purchasing office and someone will assist you. Should you have any questions please feel free to call the Purchasing office at 801-581-7241 or email at askme@purchasing.utah.edu at any time.