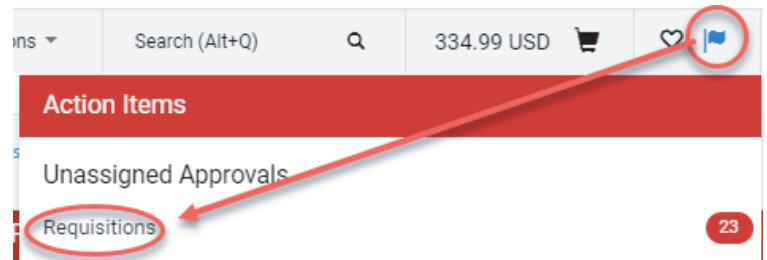



1. Click on the Action Items flag in the upper right corner of the UShop Dashboard to find requisitions needing approval.



2. Click on cart name – review and update as needed.

My Drafts					legend ?
Active Cart	Cart Name	Date Created	Cart Description	Total	Delete
	Blue Paper - RUSH	3/13/2015		64.01 USD	Delete

3. Click on Proceed to Checkout.

**Proceed to Checkout**

4. Complete Accounting Distribution.

- Acct Dist Shortcut = the activity or project number
- Account = account code
- A/U = When using an activity number, BU01, and expense account: enter "1" for allowable or "0" for unallowable. For all other Account distribution types (i.e. project numbers) leave this field empty.

**Accounting Distribution** Document Actions History ?

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
no value Required field	no value	no value	no value	no value	no value	no value Required field	no value Empty field

Lines Selected Line Item Actions

5. Check Shipping location, make changes as needed.

**Requisition** 2015-09-04 u0545906 01

Status: Draft  
Document Total: 8.99 USD  
What's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Distribution ✓

**Shipping** Document Actions History ?

**Ship To** edit

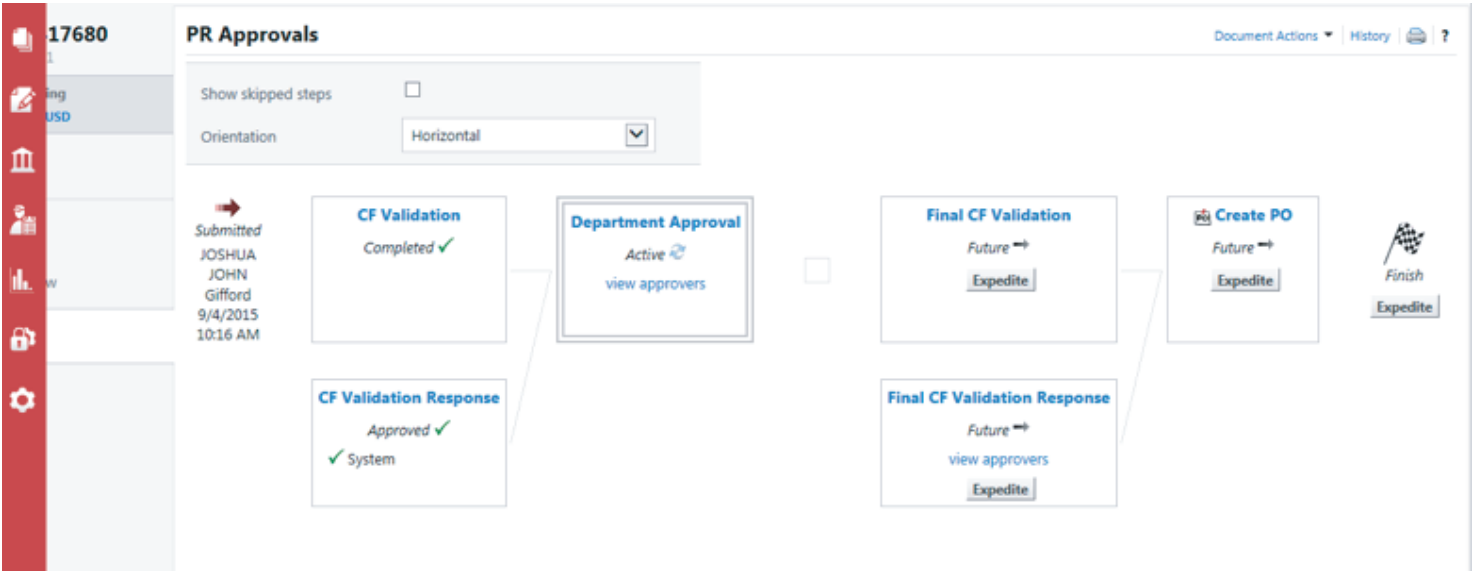
Shipping address

ATTN:  
TRAVEL  
201 PRESIDENTS CIR RM 402  
SALT LAKE CITY, UT 84112  
United States  
Address is incomplete

Lines Selected Line Item Actions

6. Click Submit Requisition.

7. The order is now in Requisition Workflow. Click on the requisition number to view the requisition, and click on the Approvals Tab to see where the requisition is in workflow.



10. In the box for Department Approval, click on the words *View approvers* to see the potential approvers for this order.

Workflow Step Approvers (Department Approval) ? X	
Approver Group : Acct Dist Shortcut: 05485 (BIOLOGY): (All Values)	
Chris (approver) Pfeiffer	chris.pfeiffer@utah.edu
Clay Postma	clay.postma@utah.edu
Dan Thornley	dan.thornley@utah.edu
Jill (approver) Brinton	jbrinton@media.utah.edu
QA Default	ushop@utah.edu
Reed Garside	reed.garside@utah.edu
Close	