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**

One UShop  Shopper Training  Requisitioner Training  Approver Training

Checklist Available
Shopper Training page 41