

1. The Shopping v1 Dashboard features a rearrangement of the sections you are used to seeing in UShop.

Latest News and *Announcements* as well as other helpful links now flank the Purchase Request and Punch-out tools you need to place orders.

The screenshot displays the UShop Shopping v1 Dashboard with the following sections:

- Latest News:** Features a "UShop Mobile App!" announcement with an image of a person pushing a shopping cart. Text below describes the app's availability and contact information for Cynthia Garcia.
- Purchase Requests:** A list of links including "Purchase Request", "Catering or Conference Purchase Request", "Change Order Request", "Chartwells Catering Form", and "Chartwells Dining Dollars / Meals Plans". Below this is a "Quick Order Purchase Request" section with a "Purchase Request Quick Order" link.
- Internal Supplier Forms:** A list of links for forms such as "Archive Box Order Form", "Campus Store Print & Carry PO Request", "Campus Store Starbucks", "Campus Store UTech Quote Submission", "Ethyl Alcohol Order Form", "Foreign Language Translation Services", "Hospital Nutrition Care Services Gift Card", "IRB (ERICA) Invoice Submission", and "Marriott Library Print Services (Print & Copy)".
- Announcements:** A list of recent announcements including "Agilent Punch-out Live" (3/5/2020 2:15 PM), "NEB Punch-out Live" (1/6/2020 8:14 AM), "Purchasing Deadlines 2019" (12/12/2019 10:52 AM), and "Orders Search & Int. Explorer" (11/11/2019 8:43 AM).
- Quick Links:** A list of links for "Granting Financial Authority (GFA)", "Invoice Lookup (Fortis Web)", "Peoplesoft PO/Voucher Lookup", and "PCARD Only Suppliers", along with a "View Forms" link.
- Purchasing Announcements:** A section titled "Fiscal Year 2020 Year-End Procurement Submission Dates" with a paragraph stating that the last day of the fiscal year is June 30, 2020.
- Punch-out Catalogs with Contract Pricing:** A grid of supplier logos categorized into:
 - Office Supplies, MRO, Audio-Visual: Office DEPOT, STAPLES, GRAINGER, WAXIE, TVS PRO
 - Computers, Accessories, Software: CDWG, DELL, Connection, hp, shi, Insight
 - Science: Agilent, Fisher Scientific, Genesee Scientific, HENRY SCHEIN, ARZOPAR, MCK, BioLabs, QIAGEN, SANTA CRUZ BIOTECHNOLOGIES, SIGMA-ALDRICH, ThermoFisher, Thomas Scientific
- Need help?:** A section at the bottom right with a "UShop TRAINING" logo.

continued on next page

Links to your transactions are moved to the bottom of the page

The screenshot displays a procurement dashboard with the following sections:

- Hosted Catalogs & Forms with Contract Pricing:** Includes logos for Advantage Catalog and VLCM.
- University Suppliers:** Includes logos for General Stores and Print & Mail.
- My Approvals:** Features a filter section with options for 'View' (All Approvals), 'Only My Approvals' (No), and 'Group by Folder' (No). Below is a table of requisitions.
- My Draft Carts:** A table listing draft carts with columns for Number, Cart, Date, and Total.
- My Requisitions:** A table listing requisitions with columns for Number, Requisition, Requisitioner, Date, and Total.
- My Purchase Orders:** A message stating 'There are no POs to display.'

Type	Details	Folder Name	Days In Folder
Requisitions	Number: 127059348 Name: UP 12/5/2019 Alta Club	My PR Approvals	0
Requisitions	Number: 130985931 Name: UP 9/20/2019 Catalyst	2 Folders	0

Number	Cart	Date	Total
130959321	2020-03-19 u0182453 01	3/19/2020	1.00 USD
130426513	2020-03-06 u0182453 01	3/6/2020	134.30 USD
130050909	2020-02-28 u0182453 01	2/28/2020	37,500.00 USD
129406972	2020-02-13 u0182453 01	2/13/2020	36,533.35 USD
127861091	2020-01-10 u0182453 01	1/10/2020	60.00 USD

Number	Requisition	Requisitioner	Date	Total
130837920	Ad Hoc testi...	MARY LOUISE HUGHES	3/19/2020	0.00 USD

2. Access the Shopping Dashboard

If you prefer, you may toggle back to the Shopping dashboard.

Open the dropdown menu by the link View another Dashboard and select your preferred dashboard.

