One UShop
2021
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# Order & Payment States

<table>
<thead>
<tr>
<th>CART</th>
<th>REQUISITION</th>
<th>ORDER</th>
<th>PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHOP</strong>&lt;br&gt;Select what you want to buy utilizing:&lt;br&gt;• Punch-out catalogs&lt;br&gt;And/or&lt;br&gt;• Forms</td>
<td><strong>CHECK-OUT</strong>&lt;br&gt;Proceed to Checkout:&lt;br&gt;• Delivery Address?&lt;br&gt;• How will it be paid for?&lt;br&gt;• Etc.</td>
<td><strong>SUBMIT</strong>&lt;br&gt;Submit Requisition&lt;br&gt;• Routes for GFA (financial approval)&lt;br&gt;• Other Workflow steps</td>
<td><strong>PO</strong>&lt;br&gt;PO is created by UShop and sent to the supplier.</td>
</tr>
<tr>
<td>This is the equivalent of checking out at the store. (will this order be delivered/have to pay, etc)</td>
<td></td>
<td></td>
<td><strong>RECEIVED</strong>&lt;br&gt;Order is received</td>
</tr>
<tr>
<td></td>
<td>Start of requisition workflow&lt;br&gt;(This is now a requisition and is no longer a cart)</td>
<td><strong>PO</strong>&lt;br&gt;PO is sent to the supplier in one of the following ways:&lt;br&gt;• Emailed by UShop&lt;br&gt;• Faxed by Ushop&lt;br&gt;• MAN — manual distribution (you are responsible get the PO to the supplier)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Invoice:</strong>&lt;br&gt;• Should be sent by the supplier directly to Accounts Payable&lt;br&gt;• If the supplier sends the invoice to you email the invoice to <a href="mailto:ap@admin.utah.edu">ap@admin.utah.edu</a> and reference the PO to pay against</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Accounts Payable will pay the supplier</td>
</tr>
</tbody>
</table>
Roles & Cart Status vs Requisition Status

Roles & Decision for routing

Editable status vs non-editable status

Cart Status
Request is fully editable

Shopper
Select what you want to buy utilizing:
• Punch-out catalogs And/or
• Forms

Requisitioner
Proceed to Checkout:
• Delivery Address?
• How will it be paid for?
• Etc.

Approver
Requisition Workflow
• Routes for GFA (financial approval)
• Other Workflow steps

Submit Requisition
Assign to Materials
Training & Amazon Set up

1. Shopper & Requisitioner Training
   - Shopper Training
   - Requisitioner Training

2. Amazon Set up
   - Amazon Set up Training

3. GFA
   Note: GFA imports updated financial authority into UShop nightly
   - GFA Information
   - GFA Set up
1. Required for Amazon

   Required Amazon Checkout Default on Amazon First order:

2. Optional Default Settings:

   I. Custom Field & Accounting Codes – Multiple Shortcuts can be added

      a) Acct Dist Shortcut = Activity or Project
      b) Account code
      c) A/U = 1 or 0 for Activity OR = blank for Project
      d) Accounting Default (Add Favorite)

   II. Default Address(s) – Multiple Addresses can be added

      a) Add Dept Default Address

   III. Cart Assignee

❖ Profile Helps
Overview of how to process a transaction in UShop

1. Choose what to purchase/Shop for:
   - Shop from Punch-out Catalogs
     - And/or
   - Shop from forms

2. When shopping is complete, click on the cart Icon

3. Name the Cart: Whatever helps you or department naming convention

4. Click Proceed to Checkout

NOTE: Type New Supplier if your supplier is not yet in UShop on the Purchase Request form

Punch-out Helps

Note: For a bid/RFP the Purchase request form should be used.
Proceed to Checkout - Required Fields

*Required Fields = Shipping & Accounting Distribution (if filled by default move to the next section)

**Summary**
- **Cart Name**: HH New UX
- **Description**: no value
- **Requisitioner**: HEATHER M HOLLEY
- **Shopper**: HEATHER M HOLLEY
- **Department Custom Fields**

**Comments**
1. Review **what** is being purchased
2. **Ship To** – ensure the order will go to the correct destination
3. **Accounting Distribution** – What activity(s) and/or project(s) will pay for this order
4. **Comments** – Review for instructions/help

- Activity or Project
- Shortcut auto fills these fields

- Activity = 1 or 0
- Project = Blank

**Notes/Attachments & Add'l Approvals**
- External Notes and Attachments
  - Note to all: no value
  - Suppliers
  - Attachments for: Add all suppliers
- Internal Notes and Attachments

- Add Additional Approvals Below

---

- **Checkout Helps**

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Proceed to Checkout - Options

**Requisition**: 3186240

**Summary**

- **Cart Name**: HH New UX
- **Description**: no value
- **Requisitioner**: HEATHER M HOLLEY
- **Shopper**: HEATHER M HOLLEY

**Shipping Options**

- **Ship To**: ATTN: HEATHER HOLLEY PURCHASING 201 PRESIDENTS CIR RM 170 SALT LAKE CITY, UT 84112 United States

**Billing Options**

- **Accounting Date**: mm/dd/yyyy
- **Ship Via**: Best Carrier-Best Way

**Hold for Invoice Approval**

- [ ]

**Handling Code Override**

- [ ]

**Separate Payment Override**

- [ ]

**Payment Message**

- [ ]

**Require exact PO-to-Invoice Match**

- [ ]

**Prevent Automatic PO distribution. Check box to manually distribute PO.**

**Notes/Attachments & Add'l Approvals**

- **External Notes and Attachments**
  - [ ]
  - [ ]

**External Notes & Attachments**

- Go to the supplier with the PO

**Additional Approvals**

- Shopper/Requisitioner adds up to 5 additional Ushop users to view and approve the requisition prior to Departmental Approval

- [ ]

**Billing Options**

- Helps
Assign OR Submit Requisition

If the requisition will need review or changes made by someone else

Then Assign to appropriate person

1. Click on Assign Cart
   - Select from Defaults (or add New Assignee)
2. Click Assign

If the requisition is ready to proceed to GFA (financial approval)

Then click Submit Requisition

- This transaction is now in **Requisition Workflow**
  - See where your order is at any time in Workflow

- To view who can approve any workflow step click On:
  - View approvers
  - This will show **who can approve** this order for each workflow step
Where is my order?

PO (Purchase Order)

• Once all Workflow steps are complete the system will create a Purchase Order (PO)
• Click Purchase Order number to see the PO
• Look in the Supplier/Distribution Information Section for the PO Distribution Methods.

See Order Details:
• Date & time the PO was Created
• How the PO was sent to the supplier
• Where the PO was sent

Need to Save or Print the PO?
• Punch-Out Order

- Amazon - begin by following the helps in this link and look for the following tools:
  - Selecting “Track Package” will show when the package was or will be delivered and by which carrier.
  - “Return or replace items” should provide a communication method with Amazon to help fix/resolve the issue
  - If Return or replace is unsuccessful click “Get Product Support” this will allow you to call, email or chat with Amazon support. They may ask for a number ending in “71”. The phone number is 801-581-8671

  ♦ For online Chat assistance scroll to the bottom of the Punch-out and click on Contact Us. This will open an online chat feature.

- Guides for Tracking your order in most other Punch-outs.

• Purchase Request or Quick Order

  - Look in the Supplier/Distribution Information Section for the PO Distribution Methods.
  - Scroll to Distribution Methods
  - View How the PO was sent to the supplier -- Email or Manual 🙋
  - If the PO was sent by email, refer to email address (see slide 11)

• If the supplier has a Hand Icon 🙋 the shopper must get the PO to the supplier. At that time the shopper may ask for an estimated time of delivery. (See slide 11 for how to Save or Print the PO)
PO Change Order

- Begin by Asking Yourself:
  - Should a change be made to the PO?

- Change Order help:

- Punch-out Order
  - Yes: Do not use Change Request for Punch-out orders.
    - Price changes or adding more to the order = New PO
    - Accounting Distribution Change = e-Journal Entry or Cost Transfer
  - No: Closed PO:
    - Price change or adding more to the order for unrelated items = New PO
    - Accounting Distribution Change = e-Journal Entry or Cost Transfer
    - If change relates to original order or for any other reasons contact UShop at Ushop@Utah.edu

- PO is open
  - No: Invoice Fully Voucher:
    - Price change or adding more to the order for unrelated items = New PO
    - Accounting Distribution Change = e-Journal Entry
    - If change relates to original order or for any other reasons contact UShop at Ushop@Utah.edu

- Accounting Distributions are Active and Funds Remaining
  - No: Fund 5000 Ended:
    - Any change = New PO
    - Accounting Distribution Change = Cost Transfer
    - Contact GCA for other options

- Activity
  - No: Change of scope:
    - Create New PO
    - Contact UShop for other options at Ushop@Utah.edu

- Project
  - No: Change is within scope of original order
    - Yes: Create Change Order

NOTE: A/P tolerances will cover up to 10% difference per line. Changes are not needed to cover these fluctuations in costs.
Overview from PO

• To view the information below click on the Invoices Tab on the PO.

- Click on the Invoice number, in blue, to see the full invoice detail.

• Invoiced Quantities and Dollars
  • Open = Available Dollars to Invoice
  • Net Invoiced = Fully Spent.

Note: PO’s remain open until the last penny has been invoiced.

❖ Invoice Helps ❖ Email Invoice to A/P
1- To view the information below click on the Invoices Tab on the PO.

2- Click on the Invoice number, in blue.

Updates after the payment is made in Peoplesoft.

Attachments update with links to OnBase after payment.

For line level invoice detail, keep scrolling down on this screen.
How to Close a PO in UShop

***Note the PO will automatically close when the final 0.01 on the PO has been invoiced***

1. Make sure that the final invoice has been paid in full

2. Click on the Drop-Down Arrow by the words Purchase Order

3. Click Close PO

4. Add a Note that explains the closure of the PO.

5. Click OK

For Example: Final Invoice Paid
**Assigned Carts and/or Approvals**

Where to find What to Review and/or Approve:

1. Click **Action** Items (Flag Icon)
   a. **Action is required** for the transaction to move forward in workflow (Requisition workflow and/or Invoice workflow)

2. System updates (Bell Icon)
   a. Workflow updates managed by the system. History of those actions is available here. The requisition/invoice can be accessed through these notifications.

❖ **Profile** contains your **Notification Preferences** which can be edited by you.

Find Carts Assigned to me:

1. Click **Action** Items (Flag Icon)
2. Look at Action Items – **Carts** Assigned to Me
Manager Tools

Available to all Ushop Roles

- **View others draft Carts**
  - Click:
    - Shop
    - Admin
    - View Draft Carts from Other Users

- **Search** –
  Note: you can type partial information to return larger results
  - Example: To search for Heather Holley
    - First Name: Hea
    - Last Name: Hol
    - Click Enter

- **Cart Name:** Clicking on the Cart Name will provide an overview of the Cart
- **History:** Clicking on the History will show each historical step this Cart has taken
Manager Tools Continued

- **Role Search**
  
  - Click:
    - Administer
    - Manager Users
    - Search for Users

- **Search Options**:
  
  - Name
  - Uid
  - Filters
    - Filter Examples

  - Note: to Search for multiple people use a comma between names
• Search Help

  o How to search using **Filters**

  o How to set **columns**

  o How to **find transactions**

• Reporting:

  o **Search and Export to Excel**
Top Tips/Tricks

1. Copy a Requisition to a New Cart

2. Chartfields at the PO line level – link in process

3. Where is my Cart / What’s in my Cart

4. UShop only GFA

5. Has my Invoice been processed/paid
   a. See pages 14 and 15

6. Link to PCard only list. These suppliers have informed us that they will only process a transaction with a credit card.

7. I’m getting too many emails. How to change Notification Preferences

8. How to change my email address for UShop

9. How to create a replacement PO

10. How to request payment. Email invoice to ap@admin.utah.edu
How to Assign a Substitute

(Note: this only applies to Carts, Not Requisition workflow)

1. Click
   - Cart Icon
   - My Carts and Orders
   - View Carts

2. Then Click
   - Assigned Carts Tab
   - Assign Substitute

3. Search for Substitutes name

4. Click Select
How to End the Substitution

1. Click
   - Cart Icon
   - My Carts and Orders
   - View Carts

2. Then Click
   - Assigned Carts Tab
   - End Substitution
Orders/Payments with Foreign Suppliers

When the supplier on an order, in the form of a PO, resides outside of the US there are a couple of actions that you may need to take to facilitate a smooth process from order to payment.

❖ Ask yourself/your department the following questions:

1. Will there be customs or import fees?
   a. If yes then contact Anthony Ferrara, in Purchasing, to facilitate these fees.

2. Will there be additional shipping fees for overseas transport?
   a. Does overseas transport need to be arranged by you?

3. Payment must be facilitated by wire transfer by the department.
   a. Wire Transfer Payment Request
   b. Email the filled-out form to wiretransfers@utah.edu
   c. After the payment is made close the PO in UShop.
   a. Make sure to add a note/comment that the invoice was paid by wire.