

To include multiple guest room reservations on the same PO, follow the instructions below.

I. Obtain a Confirmation number for each guest room

Call the University Guest House (number provided on the form) to obtain a Confirmation number for each reservation to be included on the PO.

Room Reservation Details ?

Reserve lodging at the University Guest House by calling (801) 587-1000 before filling out this form. To book a conference venue/event, use the University Guest House Conference Venue Order form. Fields shown in **bold** are required.

**Note: You are able to have multiple guest reservations on the same PO. Click [here](#) for instructions on how to do this.*

Confirmation Number

Amount

II. Complete the form

1. Note that there is a unique Confirmation number for each guest room reservation. Insert the first Confirmation Number.
2. Provide the corresponding dollar amount and Guest name(s).
3. Provide any applicable Attachments and/or Additional Details.

University Guest House Room Reservation Order Form Available Actions: Add and go to Cart Go Close

University Guest House Room Reservation Order Form ?

UShop Operations
Financial & Business Services
University of Utah
201 S. President's Circle, Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Use this form to initiate room reservation(s) for the University Guest House.

Commodity
Code

Room Reservation Details ?

Reserve lodging at the University Guest House by calling (801) 587-1000 before filling out this form. To book a conference venue/event, use the University Guest House Conference Venue Order form. Fields shown in **bold** are required.

**Note: You are able to have multiple guest reservations on the same PO. Click [here](#) for instructions on how to do this.*

Confirmation Number 1

Amount

Guest Name(s) 2

*Provide any additional notes for the University Guest House in the information will print on the PO in the **Additional Details** section.*

3

Supplier Information ?

Supplier UNIVERSITY GUEST HOUSE & CONFERENCE

Fulfillment Address USHOP University Guest House:
110 S FORT DOUGLAS BLVD
SALT LAKE CITY, UT 84113-5036 US

Supplier Phone +1 801-587-1000

Add Attachments ?

Internal Attachments are viewable only within UShop and do not accompany the PO that is sent to the Guest House.

Internal Attachments

External Attachments are sent to the Guest House along with the PO.

External Attachments

III. Add to Cart and Return

When the form is completed with the information pertaining to the first Confirmation Number, select Add to Cart and Return from the Available Actions dropdown in the upper right corner of the form.

Click Go.

The screenshot shows the 'University Guest House Room Reservation Request' form. The 'Available Actions' dropdown menu is open, with 'Add to Cart and Return' highlighted. A red arrow points from the dropdown to the 'Go' button. The form includes sections for 'Room Reservation Details' and 'Supplier Information'. The 'Room Reservation Details' section contains fields for Confirmation Number, Amount, and Guest Name(s), along with a text area for additional notes. The 'Supplier Information' section displays the supplier name, fulfillment address, and phone number. The 'Add Attachments' section is also visible.

IV. Repeat for each Confirmation Number

1. For each unique Confirmation Number, fill in all applicable fields on the form. Each time the form is completed, select "Add to cart and Return" to create a new PO line.
2. Note that Attachments need only be added to an order once. The same attachment should not be added each time you fill out the form for a new PO line.

The screenshot shows the 'University Guest House Room Reservation Order Form'. Red arrows and numbered circles highlight the fields to be filled and the 'Add Attachments' button. A red arrow points to the 'Confirmation Number' field, which is circled with a '1'. Another red arrow points to the 'Guest Name(s)' field, which is also circled with a '1'. A third red arrow points to the 'Add Attachments' button, which is circled with a '2'. The form includes sections for 'Room Reservation Details' and 'Supplier Information'. The 'Room Reservation Details' section contains fields for Confirmation Number, Amount, and Guest Name(s), along with a text area for additional notes. The 'Supplier Information' section displays the supplier name, fulfillment address, and phone number. The 'Add Attachments' section is also visible.

V. Add and go to cart

When the form is completed for each of the Confirmation numbers, Select Add and go to Cart from the Available Actions dropdown.

Click Go.



The shopping cart will contain a Product Description line for each time the form was completed.

Each Product Description line will display:

1. Confirmation number
2. Guest name
3. Dollar amount for each room and the total for all rooms
4. It is helpful to include the event or business purpose in the cart name.
5. Proceed to Checkout to complete the order and submit requisition, or Assign Cart to a Requisitioner.

UShop
MARKETPLACE

MARY LOUISE HUGHES | 253 | 440.00 USD | Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 98548072 - Draft Requisition

Shopping Cart for GREGORY PAUL STADLER

Name this cart: Room Reservations for February Meeting

Share my cart with others: No user groups available. Click here to create shared cart user groups.

Have you made changes? Update

UNIVERSITY GUEST HOUSE & CONFERENCE

Product Description	Unit Price	Quantity	Total
University Guest House Room Reservation Request Confirmation Number: 1234567 Guest Name(s): John Doe Commodity Code: 90110000	110.00 USD	1	110.00 USD
University Guest House Room Reservation Request Confirmation Number: 122334455 Guest Name(s): Jane Doe Commodity Code: 90110000	110.00 USD	1	110.00 USD
University Guest House Room Reservation Request Confirmation Number: 1223345 Guest Name(s): Jimmy Doe Commodity Code: 90110000	110.00 USD	1	110.00 USD
University Guest House Room Reservation Request Confirmation Number: 12333546 Guest Name(s): Thomas Doe Commodity Code: 90110000	110.00 USD	1	110.00 USD

Supplier subtotal: 440.00 USD

4 Item(s) for a total of 440.00 USD

Proceed to Checkout or Assign Cart