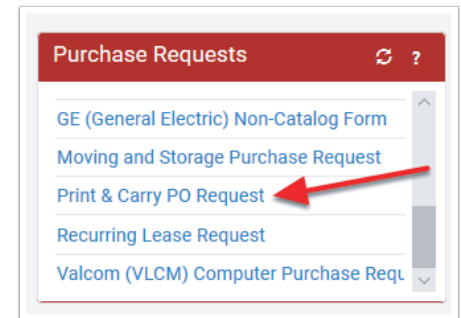# U Shop™
MARKETPLACE

This Print & Carry form is used for small-dollar, local purchases of goods or services that are immediately available.

This form limits the purchase to a maximum of $5000 per transaction.

1. From the Shopping Dashboard, click the Print & Carry PO Request.

Purchase Requests ⟳ ?

GE (General Electric) Non-Catalog Form
Moving and Storage Purchase Request
Print & Carry PO Request
Recurring Lease Request
Valcom (VLCM) Computer Purchase Requ

2. Select an address from the list provided on the form.

Please select a supplier from the dropdown list below. Note the **specific location** listed for each supplier. These are the only locations that will accept a Print & Carry PO.

Supplier   SMITH'S FOOD & DRUG CENTERS INC

Fulfillment Address   SEE CUSTOMER SRVC ACCT J00226:
                            455 S 500 E
                            SALT LAKE CITY, UT 84102 US

Supplier Phone   +1 000-000-0000

Smith Locations   ○ 455 So 500 E
                           ○ 876 E 800 S
                           ○ 3215 VALLEY STREET
                           ○ 980 E FORT UNION BLVD
                           ○ 402 6TH AVE

3. The specific location of participating suppliers will be indicated in the Fullfillment Address that is generated:

When shopping at Smith's always go to the Customer Service desk for checkout.

SMITH'S FOOD & DRUG CENTERS INC ▼
SEE CUSTOMER SRVC ACCT J00226: (preferred)
455 S 500 E
SALT LAKE CITY, UT 84102 US
+1 000-000-0000

4. In the Purchase Detail section:

1. Indicate the items to be purchased in the Product Description field. This may be specific, or generalized with terms like "supplies" or "snacks", etc. Include the business purpose of the purchase.
2. In the Estimated Line Amount field, indicate the anticipated dollar amount.
3. This form is only valid for purchases totalling less than $5,000.00.
4. This form may not be used to purchase gift cards.

Purchase Details   ?

Fill in the product details for the purchase in the fields below. Fields shown in **bold** are required.
NOTE: The Product Description will appear on the PO as a line item.

Product Description [1]

254 characters remaining   expand | clear

Estimated Line Amount [2]

PO not valid if TOTAL PURCHASE exceeds $5,000 [3]

[4]

This form cannot be used for the purchase of gift cards.

5. On the lower edge of the form, provide:

1. The Name, and
2. The University ID # of the person who will pick up the order.
   A valid ID at the time of pick-up is REQUIRED and should be presented to the supplier.

Enter the name and uNID (e.g. 00123456 or u0123456) of the individual that will be purchasing the goods or services.
A valid ID at the time of pick-up is REQUIRED and should be presented to the supplier.

Name (First & Last)   ① University of Utah ID#

Jane Doe   ② u0123456

6. Above the Purchase Details section you will find the Available Actions drop down. Select Add and Go to Cart, and click Go.

Available Actions: Add and go to Cart   ▼ Go Close 🖨

?

Purchase Details   ?

7. In the upper right corner of the page, click on Proceed to Checkout.

2 Item(s) for a total of **160.00** USD

Proceed to Checkout or **Assign Cart**

8. Enter your chartfield information.

Accounting Distribution

Document Actions ▼ | History | 🖨 | ?

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	edit
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 ▼

SMITH'S FOOD & DRUG CENTERS INC

✋ ⤢ more info...
SEE CUSTOMER SRVC ACCT J00226
455 S 500 E, SALT LAKE CITY, UT 84102 US

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
	Supplies for office break room. 📄🔍 more info...						☐
1	Estimated Purchase Amount			100.00	1	100.00 USD	
	Accounting Distribution (same as header)						

9. Click Submit Requisition.
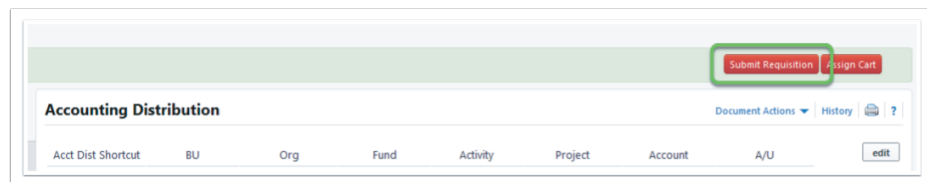
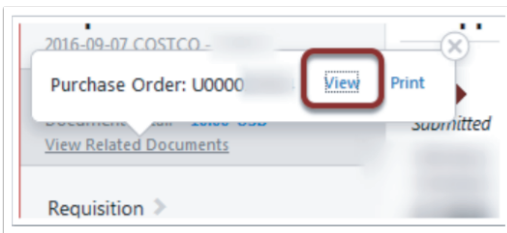**10. View the requisition approval status.**
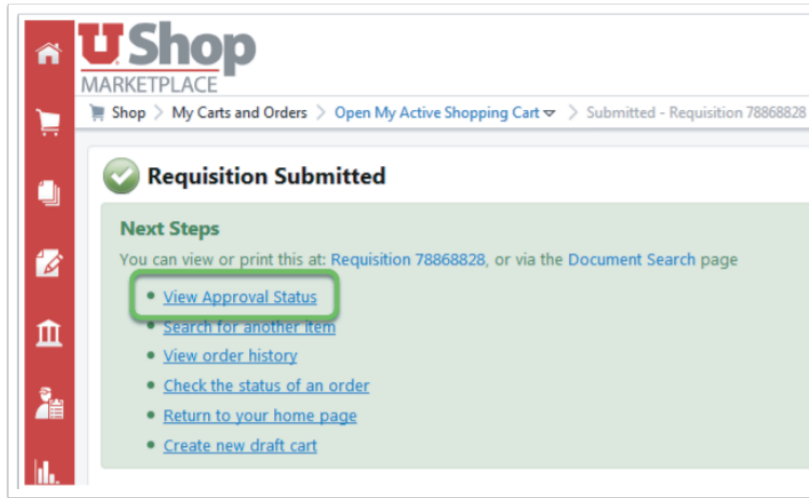
11. Click on PR Approvals until you see that your requisition has completed workow.
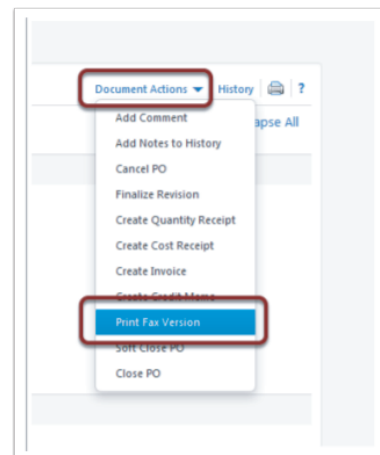   **Get AE approval as necessary.**

1. Click on PR Approvals to refresh the status. Have the Account Executive approve as necessary.
2. Look for the Completed status.
3. Click on View Related Documents.

12. Click View to see your Purchase Order

13. Click Document Actions and Print Fax Version.

14. Print your purchase order and take it to the supplier, such as Smith's in this example.

Note that in addition to the Product Description and Estimated Purchase Amount, the person who will pick up the order is identified on the PO by name and University of Utah ID #. The person must bring a valid University of Utah ID card and this Purchase Order to the supplier's location.

15. The supplier will send an invoice to Accounts Payable.
You attach your store receipt to the PO, if desired for additional documentation.

The invoice will be scanned and made available through management reports and the *Invoice Lookup (OnBase)* link in the Quick Links section of the Dashboard.

Frequently Asked Questions

Q: Do I need to know ahead of time exactly what I'm buying and how much each item costs?

A: No. Simply provide a general description of the item(s) you plan to buy, along with an estimated dollar limit. You are essentially providing a limit or a "not to exceed" amount. The account executive or GFA Approver approves the purchase up to the amount listed on the requisition. Simply approve enough to purchase all that is required. Wait for the invoice to be paid and then close the PO in the Management Report. This will relieve any excess encumbrance.

Q: Will the supplier provide me with an invoice at the time of sale, or will they send an invoice later to AP?

A: The supplier will send the invoice directly to Accounts Payable. Keep the receipt for your own records and to validate the invoice.

Q: Can I go to any location for the listed suppliers?

A: No. Only the locations listed on the form have confirmed that they accept Print & Carry POs (See #3).

Note: If you need to go to a different location, please contact the supplier in advance to confirm that they will accept your Print & Carry PO.