

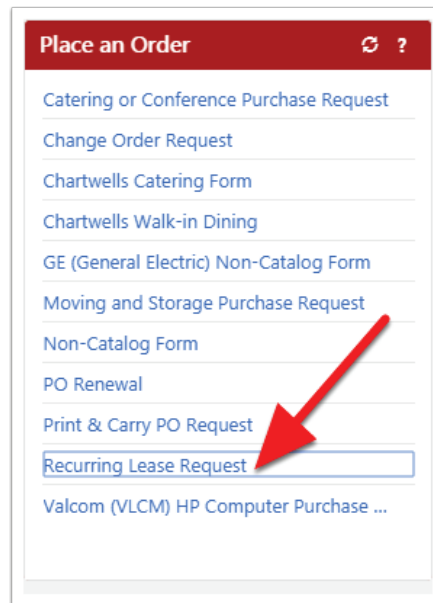
Use this form to request a purchase order for a real property lease.

This request will facilitate recurring, monthly payments made to the supplier/landlord on a regularly scheduled payment date throughout the year.

Payments will be made either on or before the first of each month.

A. Locate the form

Find the *Recurring Lease Request* form in the *Place an Order Section* of the Shopping Dashboard.



B. Note the sections for Purchasing Department

The sections across the top of the form contain *Form Instructions*, fields for the *Purchasing Dept. Use Only*, UShop Contact information.

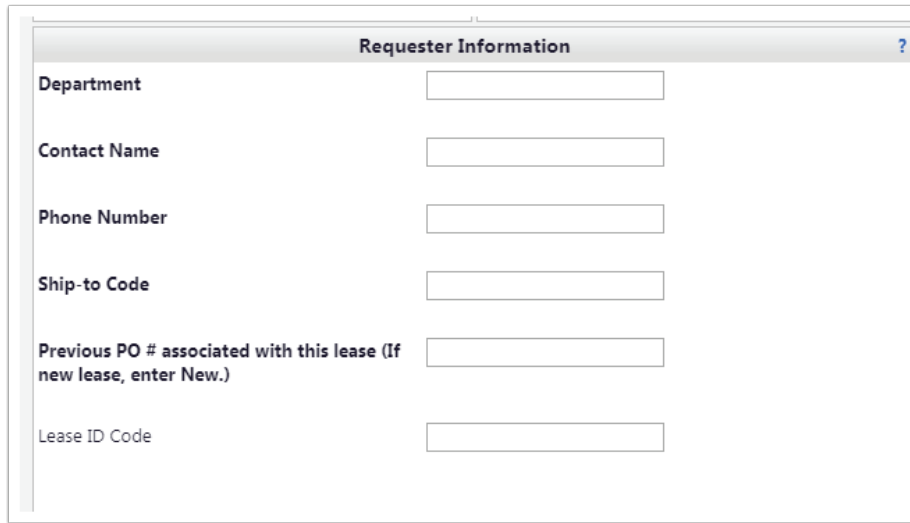
No action is required by you in these sections.

Form Instructions ?	Purchasing Dept. Use Only ?	Purchasing Dept. Use Only ?	UShop MARKETPLACE
<ul style="list-style-type: none"> Use this form to request a purchase order for a real property lease. This request will facilitate recurring, monthly payments made to the supplier/landlord on a regularly scheduled payment date throughout the year. Payments will be made either on or before the first of each month. 	Commodity Code: 80131500 Purchasing Reference: <input type="text"/> New PO Number: <input type="text"/> Vendor Number: <input type="text"/> Vendor Location: <input type="text"/> Address: <input type="text"/>	PO valid as of: <input type="text"/> (mm/dd/yyyy) PO valid through: <input type="text"/> (mm/dd/yyyy) Gross Amount: <input type="text"/> Merchant Amount: <input type="text"/> Maximum Amount: <input type="text"/> Lease Standard Comment: GEN 876	Purchasing Dept. Financial & Business Services University of Utah 201 S President's Cir, Room 170 Salt Lake City, UT 84112 (801) 581-7241 askme@purchasing.utah.edu

C. Requester Information

Complete this section by providing the requested information about yourself and your department.

NOTE: Bold Print indicates a required field.

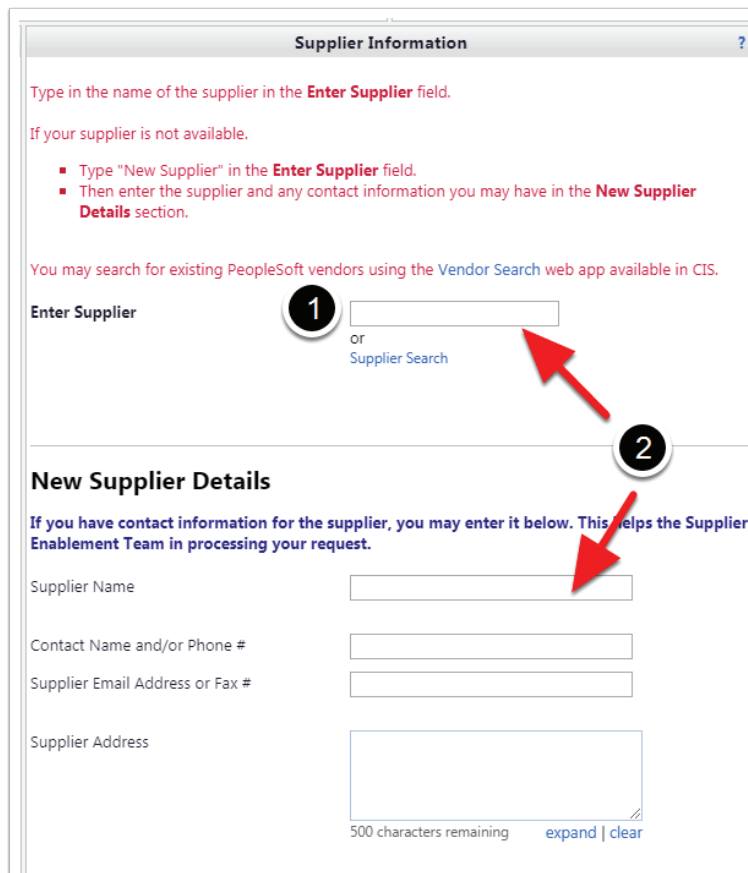


The screenshot shows a form titled "Requester Information" with a question mark icon in the top right corner. The form contains the following fields:

- Department
- Contact Name
- Phone Number
- Ship-to Code
- Previous PO # associated with this lease (If new lease, enter New.)
- Lease ID Code

D. Supplier Information

1. Type the name of the supplier in the *Enter Supplier* field. If the supplier is enabled in UShop, the name will auto-populate. Click on the auto-populated name.
2. If the supplier name is not yet available, type the words "New Supplier" in the *Enter Supplier* field. Then enter the supplier name and any contact information you may have in the *New Supplier Details* section. The UShop supplier setup team will add your new supplier to the system, update the supplier name on your order, and move the order forward.



The screenshot shows a form titled "Supplier Information" with a question mark icon in the top right corner. The form contains the following sections and fields:

- Type in the name of the supplier in the **Enter Supplier** field.**
- If your supplier is not available.**
 - Type "New Supplier" in the **Enter Supplier** field.
 - Then enter the supplier and any contact information you may have in the **New Supplier Details** section.
- You may search for existing PeopleSoft vendors using the [Vendor Search](#) web app available in CIS.
- Enter Supplier** field with a circled "1" and a red arrow pointing to it. Below the field is the text "or [Supplier Search](#)".
- New Supplier Details** section with a circled "2" and a red arrow pointing to it. Below the section is the text "If you have contact information for the supplier, you may enter it below. This helps the Supplier Enablement Team in processing your request."
- Supplier Name
- Contact Name and/or Phone #
- Supplier Email Address or Fax #
- Supplier Address
- 500 characters remaining [expand](#) | [clear](#)

E. Lease Description

1. Product Description

- Enter the monthly lease amount information in the Product Description box below. (see example)
- Be sure to include any CAM, Utility and/or Internet/Phone fees.
- Enter any Lump Sum Payments, past due rent, late fees or rate changes as separate lines using the "Add to Cart and Return" functionality (See Step F below).

2. Property Location

- Provide the physical address of the property in question.

3. Frequency of Payment

- Check the appropriate button to indicate whether this is a one-time payment or a recurring monthly payment.

The screenshot shows a form with three sections, each with a numbered callout:

- 1** **Product Description**: A text input field containing the example text: "EXAMPLE: Recurring monthly payments due in advance of the first of the month." Below the text, it says "84 characters remaining" and has "expand" and "clear" links.
- 2** **Property Location (address)**: A larger text input field. Below it, it says "500 characters remaining" and has "expand" and "clear" links.
- 3** **Frequency of Payment**: Two radio button options: "One-Time Payment" and "Monthly Payment".

4. Quantity

- For a one-time payment, enter "1".
- For a recurring monthly payments, enter the total number of months.

The screenshot shows a form with the label "Quantity" and a text input field. A circled "1" is positioned above the input field.

5. Unit Price

- For a one-time payment Unit Price would be the total amount of the one-time payment.
- For a recurring monthly payments Unit Price would be the single monthly amount.

The screenshot shows a form with the label "Unit Price" and a text input field. A circled "1" is positioned above the input field.

6. Lease End Date

- Indicate when the lease will end.

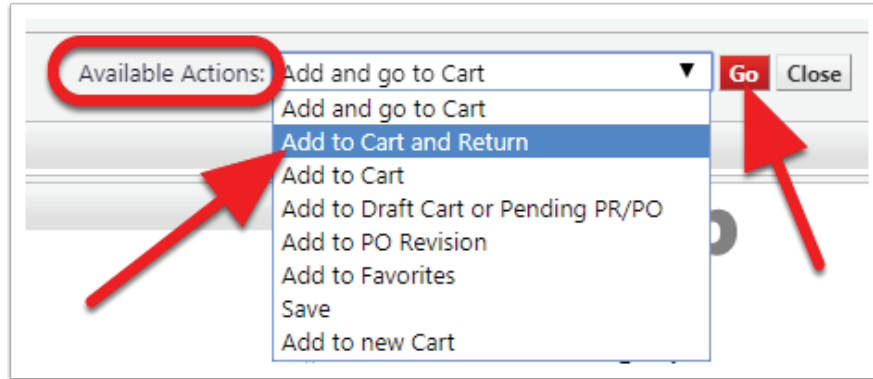
The screenshot shows a form with the label "Lease End Date" and a date input field. A circled "1" is positioned above the input field. Below the input field, the format "mm/dd/yyyy" is displayed.

F. Add Multiple Product Description Lines

If more than one item is included on this order, such as a lump sum payment for past due rent in addition to the monthly payments, please add each payment type as a separate line. To do this, complete the form for the first item to be paid, steps C - E, above.

Go to the upper right corner of the form and open the *Available Actions* dropdown menu.

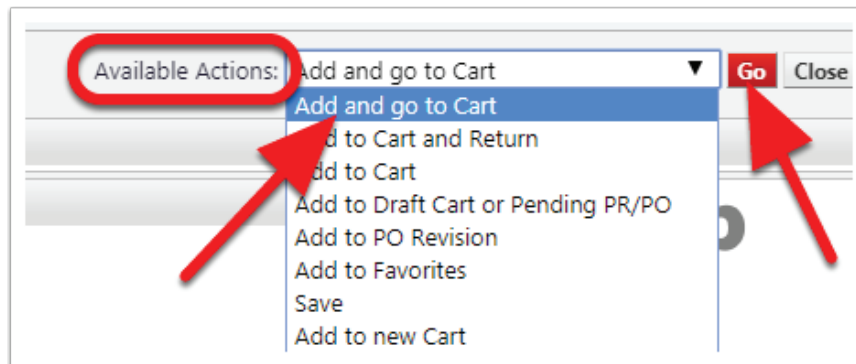
Select *Add to Cart and Return*, and click *Go*.



This will deposit the first *Product Description* into the shopping cart, and return to the form so you may add other needed items to your order.

G. Add and Go to Cart

When all needed items have been added, return to the *Available Actions* dropdown menu. Select *Add and go to Cart*, and click *Go*.



H. Complete Transaction

This will take you to the UShop Shopping Cart, where you will:

1. Name the cart to reflect the contents of the order, and
2. Click *Proceed to Checkout* and complete as with any UShop order.

