With the elimination of the paper Campus Order in July 2018, UShop provides a payment method for selected internal, or campus, suppliers.

The UShop Hospital Shopping Dashboard allows customized access to UShop for hospital and clinics employees. These BU02 employees have access to UShop only for a selected group of internal suppliers.

This guide describes the purpose/function of each section of the UShop Hospital Dashboard.

Shopping Dashboard

1. **Document Search:** Search here for existing UShop documents, such as Internal Requisitions, internal Purchase Orders, and internal Invoices. UShop retains all related documents for BU02 transactions with the internal suppliers available on the UShop Hospital Dashboard.
2. **Action Items:** A summary of all required actions currently in your queue.
3. **Need Help?:** Call the UShop Help Desk with questions about your UShop transaction. NOTE: Questions about transactions in Lawson should be directed to Hospital Purchasing, 801-587-6711.
4. **My Draft Carts:** A list of your draft shopping carts. *Hint: the the highlighted cart is your active cart. Any shopping you do will be added to the active cart. Click on a different cart to activate it.
5. **Place an Order:** Forms, listed in alphabetical order, used to place an internal order through UShop. When a form is completed, it resides in a new draft cart.
6. **Information & Announcements:** Look here for information about new forms and functionality.

7. **Approvals:** Check here to see a complete list of pending documents that require your approval
8. **Other Links:** Helpful links that allow you to access other frequently needed web apps.
9. **My Requisitions:** A summary (list or graph) of your current internal requisitions, including submitted, pending and completed requisitions.
10. **My POs:** A summary (list or graph) of your current internal Purchase Orders, including submitted, pending and completed internal POs.

Training Materials
In the Other Links section, see #8 above, you will find a link to UShop Training Materials.
Open this link to find How-To guides for specific forms and functionality of the system.