

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 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.

Hospital Shopping Dashboard Actions View Another Dashboard

1 Document Search

Search All Documents Document Numbers, Supplier, Product I Advanced Search

Shortcuts
[My Requisitions](#) | [My Purchase Orders](#) | [My Invoices](#) | [My Forms](#)

Approvals
[My Approvals](#) | [Approval Notifications](#) | [My Recent Approvals](#)

2 Action Items

Administrative Items
 1 Search Results Exports - Complet...

3 Need Help?

UShop HELP DESK
 5-CALL
 Nondiscrimination & Accessibility Statement

4 My Draft Carts

View: All Drafts

Number	Cart	Date	Total
104191947	2018-06-06 u0182453 01	6/6/2018	593.60 USD
104101435	2018-06-04 u0182453 01	6/4/2018	217,354.00 USD
103879787	2018-05-30 u0182453 01	5/30/2018	500.00 USD
103764695	2018-05-25 u0182453 01	5/25/2018	1,087.10 USD
103100934	2018-05-10 u0182453 02	5/10/2018	0.00 USD

1-5 of 23 Results 5 Per Page

5 Place an Order

Campus Store Print & Carry PO Request
 Campus Store UTech Quote Submission
 Positively U Gift Card/Ticket Purchase R...
 University Guest House Conference Ven...
 University Guest House Room Reservati...

Other Links
[CIS \(Campus Information Services\)](#)

6 Information & Announcements

HEALTH UNIVERSITY OF UTAH

Welcome to the UShop shopping home page for University Hospital.

- Use the Place an Order section to initiate requisitions for internal suppliers.
- We've enabled these in UShop in an effort to eliminate the

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.

The screenshot displays a dashboard with the following sections:

- Approvals (7):** A table with columns: Type, Details, Folder Name, Days In Folder. It shows one requisition:

Type	Details	Folder Name	Days In Folder
Requisitions	Number: 88455219 Name: 2017-05-19 u0150626 01	New Supplier Safety Net	376
- Other Links (8):** A list of links: CIS (Campus Information Services), GFA (Grant Financial Authority), Pulse, and UShop Training Materials.
- My Requisitions (9):** A message stating "There are no Requisitions to display."
- My Purchase Orders (10):** A message stating "There are no POs to display."

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.

