

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

Document Search

Search [Advanced Search](#)

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

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

Action Items

Administrative Items

- 1 Search Results Exports - Complet...

Need Help?

UShop HELP DESK

5-CALL

[Nondiscrimination & Accessibility Statement](#)

My Draft Carts

View:

| 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

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)

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.

