

If delivery to a University department location is neither possible nor practical, given that staff and faculty are working remotely, **AND** the total amount of the order is \$500 or less, you may route delivery of your package to Print & Mail Services who will handle delivery to the final destination.

The UShop requisition will require two additional approvals:

- Department individual in a leadership position, such as a Director or a Dean
- UShop Solution Administrator, Perry Hull

## 1. Click *edit* to select a different Shipping address.



**Requisitions: 130959321**  
2020-03-19 u0182453 01

Status: Draft  
Document Total: 1.00 USD  
What's next for my order?

Requisitions ▾

General ✓

**Shipping** ✓

Billing ✓

**Shipping**

Ship To

Shipping address

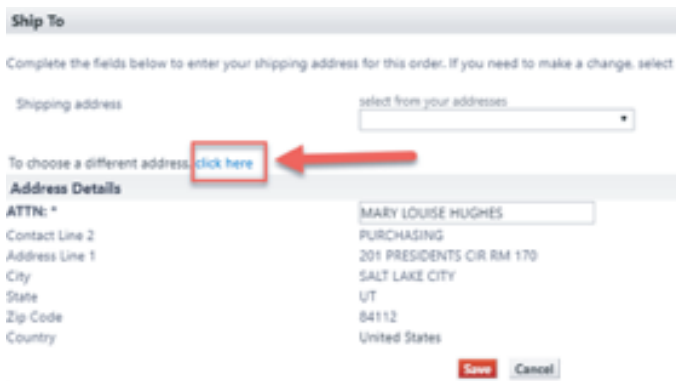
ATTN: MARY LOUISE HUGHES  
PURCHASING  
201 PRESIDENTS CIR RM 170  
SALT LAKE CITY, UT 84112  
United States

[edit](#)

Lines

Selected Line Item Actions ▾

## 2. Click *click here* to select a different address.



**Ship To**

Complete the fields below to enter your shipping address for this order. If you need to make a change, select .

Shipping address

select from your addresses

To choose a different address, [click here](#)

**Address Details**

ATTN: \*

Contact Line 2

Address Line 1

City

State

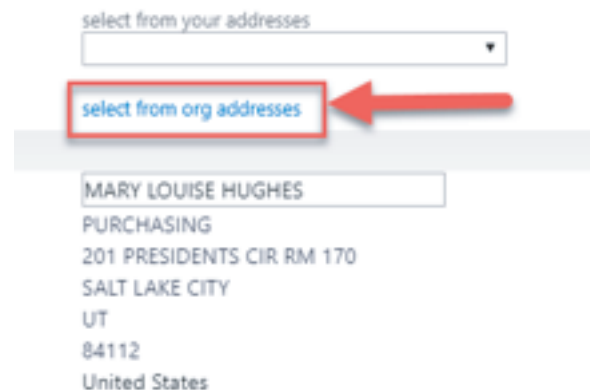
Zip Code

Country

MARY LOUISE HUGHES  
PURCHASING  
201 PRESIDENTS CIR RM 170  
SALT LAKE CITY  
UT  
84112  
United States

[Save](#) [Cancel](#)

## 3. Click on *select from org addresses*.

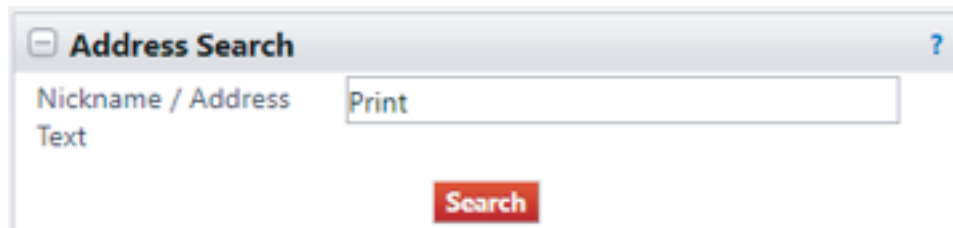


select from your addresses

[select from org addresses](#)

MARY LOUISE HUGHES  
PURCHASING  
201 PRESIDENTS CIR RM 170  
SALT LAKE CITY  
UT  
84112  
United States

## 4. Type the word "print" in the search field



**Address Search** ?

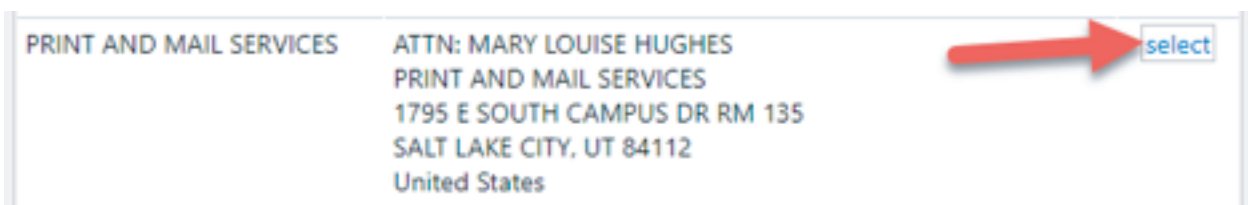
Nickname / Address

Text

Print

[Search](#)

## 5. Select "Print And mail Services" located on South Campus Drive



PRINT AND MAIL SERVICES

ATTN: MARY LOUISE HUGHES  
PRINT AND MAIL SERVICES  
1795 E SOUTH CAMPUS DR RM 135  
SALT LAKE CITY, UT 84112  
United States

[select](#)

6. In the *Attn To* field, be sure to add the words “RE-ROUTE:” along with your name, phone.

RE-ROUTE: ML Hughes, 5-6814

PRINT AND MAIL SERVICES

1795 E SOUTH CAMPUS DR RM 135

SALT LAKE CITY

UT

84112

United States

Save

Cancel

7. Two Additional Approvers must be added to allow any package to be shipped to an off-campus location.  
Select *Additional Approvers* link then click the *edit* button.

Status: Draft  
Document Total: 1,090.00 USD  
What's next for my order?

Requisitions

General

Shipping

Billing

Accounting Distribution

Internal Notes and Attachments

External Notes and Attachments

Additional Approvals

Supplier Information

Add Additional Approvals Below

Ad Hoc Approval 1

Ad Hoc Approval 2

Ad Hoc Approval 3

Ad Hoc Approval 4

Ad Hoc Approval 5

no value

no value

no value

no value

no value

Lines

Selected Line Item Actions

INTERMOUNTAIN HEALTHCARE INC

more info...

USHP MISC A/R

MISC A/R, PO BOX 57703, MURRAH, UT 84157-0703 US

Product Description

Catalog No

Size / Packaging

Unit Price

Quantity

Ext. Price

8. The UNID of the approver may be entered, or click *select from all values* to open a description field to search by name.

Custom Field Search

Value

Description

Search

9. The first Additional Approver required is your Director or Dean to determine the propriety of shipping this order off campus.

Requisitions: 123937550

Additional Approvals

2019-09-30 10:18:45.3 02

Status: Draft  
Document Total: 1,090.00 USD  
What's next for my order?

Requisitions

General

Shipping

Billing

Accounting Distribution

Internal Notes and Attachments

External Notes and Attachments

Additional Approvals

Supplier Information

Add Additional Approvals Below

Ad Hoc Approval 1

Ad Hoc Approval 2

Ad Hoc Approval 3

Ad Hoc Approval 4

Ad Hoc Approval 5

Select from all values...

Select from all values...

Select from all values...

Select from all values...

Select from all values...

Select from all values...

Your Director or Dean

Save

Cancel

INTERMOUNTAIN HEALTHCARE INC

more info...

**10. The second required Approver is Perry H Hull in UShop.**

**Add Additional Approvals Below**

Ad Hoc Approval 1	<input type="text"/>
Ad Hoc Approval 2	Select from all values...
Ad Hoc Approval 3	<input type="text"/>
Ad Hoc Approval 4	Select from all values...
Ad Hoc Approval 5	<input type="text"/>
	Select from all values...

**Save** **Cancel**

11. After your order is submitted, Print and Mail services will contact you to determine the correct off-campus location. They will either deliver the package or send the package via Fed Ex. **Shipping charges will apply.**