



## Shopping Dashboard

The UShop Shopping Dashboard allows you to access everything shopping related, as well as search for suppliers and documents – right from the homepage.

On the following pages you will see a breakdown of each section of the Shopping Dashboard, which are referred to as Widgets – and their functionalities.

As always, if you have any questions, comments, or concerns, please contact the UShop Help Desk.



**Proceed to the next page for breakdown.**

1. **Shop:** The same search bar you're used to seeing at the top of the old shopping home page.
2. **Announcements:** If a punch-out is down or we've added some awesome, new functionality, we'll announce it here.
3. **Punch-Out, Hosted and Non-Catalog Shopping & University On-Campus Suppliers:** Contains all of the punch-out and hosted catalog tiles you've always seen, except for the forms—which are now in their own alphabetized widget (see #4).
4. **Forms:** A list of the most commonly used forms, listed alphabetically.
5. **Org Message:** We've moved most of the links that used to be here, as well as added new ones, into a convenient list called My Resources (see #6).
6. **My Resources:** Contains a helpful list of links you can use to access other frequently needed web apps. Don't see a link you'd like added? Tell us!
7. **UShop Quick Links:** A list of internal UShop links you can use for easy access without having to do an advanced search.
8. **Action Items:** Check here to see documents pending your approval, or items you need to take action on.

The screenshot displays the UShop homepage layout with the following components and callouts:

- Shop (1):** The top navigation bar featuring a search bar with a dropdown menu set to "Everything" and a search button. Below the search bar are links for "Shortcuts" (Favorites, Forms, Non-Catalog Item, Quick Order) and "Browse" (Suppliers, Categories, Contracts).
- Announcements (2):** A section on the right with a "UShop HELP DESK 5-CALL" graphic and a link to "Check here for breaking UShop news and announcements."
- Punch-Out, Hosted and Non-Catalog Shopping, Forms & University On- (3):** A large central section containing multiple catalog tiles. The tiles are organized into three main categories:
  - Punch-Out Catalogs with Contract Pricing:** Includes tiles for Dell Computers, EN POINTE Computers, Accessories, Fisher Scientific Lab and Research Supplies, Connection Computers, Accessories, GRAINGER Maintenance, Repair, Operation, HENRY SCHEIN Medical Supplies, HP Computers, MCK Medical Supplies, PerkinElmer Research, Radioactives, BIOTECHNOLOGY, shi Computer Software, SIGMA-ALDRICH Chemicals & Research, STAPLES Office Supplies, Furniture, APTV Specialists Audio Visual, VWR Lab and Research Supplies, and WAXIE Janitorial Supplies.
  - Hosted Catalogs with Contract Pricing:** Includes a tile for ADVANTAGE CATALOG Excluded by VWR Advantage VWR.
  - Punch-Out Catalogs with Contract Pricing (up to \$5,000):** Includes tiles for amazon Amazon.com and B&H Audio Visual.
  - University Internal Suppliers:** Includes tiles for ETHYL ALCOHOL GENERAL STORES, U GENERAL STORES, and U PRINT & MAIL.
- Forms (4):** A section on the right listing various forms: Catering or Conference Purchase Request, Central Administration Payments, Change Order Request, Non-Catalog Purchase, NoPO, Payment Request, PO Renewal, Print & Carry PO Request, Real Property Lease Recurring Payment ..., and Route to AP.
- Organization Message (5):** A section on the right featuring a 3D character pointing to a screen that says "Let us know how UShop MARKETPLACE is working for you!". Below the screen is a list of links: UShop Homepage, Training Materials & Registration, Buying & Payment Guide, Suppliers that require P-Card, P2P & UShop Blog, and Fortis Scanned Invoices.
- My Resources (6):** A section on the right listing various resources: Campus Information Services (CIS), Grant Financial Authority (GFA), Voucher Lookup, Invoice Lookup (Fortis Web), Contact Accounts Payable, Buying & Payment Guide, Contact Purchasing, Contact UShop, UShop/P2P Blog, PCard Only Supplier List, FBS News, and FAQ.
- UShop Quick Links (7):** A section on the right listing quick links: Open My Active Shopping Cart, View My Orders (Last 90 Days), and My Recent Approvals.
- Action Items (8):** A section at the bottom right with a link to "Unassigned Approvals" and a sub-link for "1 Requisitions".

9. **My Draft Carts:** A list of your draft carts. \*Hint: the shopping cart that's colored in is your active shopping cart. Click on one of the other ones to quickly make that one your active cart.
10. **Supplier Search:** Use this widget to quickly search for any supplier in UShop.
11. **Document Search:** Search for any and every document without having to navigate away from the home page.
12. **My Requisitions:** A summary (list or graph) of your current, submitted, pending and completed requisitions.
13. **My Purchase Orders:** A summary (list or graph) of your current, submitted, pending and completed POs.
14. **My Approvals:** Check here to see a complete list of pending documents that require your approval.

My Draft Carts			
View: All Drafts			
Number	Cart	Date	Total
80031753	2016-10-10 u0533329 01	10/10/2016	0.00 USD
79051331	2016-09-14 u0533329 01	9/14/2016	0.00 USD
78543079	2016-08-30 u0533329 02	8/30/2016	1.89 USD

Supplier Search

Search Enter search terms such as Legal C...me or Supplier ID.

Advanced search

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](#)

My Requisitions				
View as Graph View as List				
Number	Requisition	Requisitioner	Date	Total
79927975	2016-10-06 u...	MARIA C NIELSEN	10/7/2016	5.61 USD

Displaying 1 of 1

Search My Requisitions

My Approvals			
Filter Approvals			
View Only My Approvals Group by Folder			
All Approvals No No			
Type	Details	Folder Name	Days In Folder
Requisitions	Number: 74795998 Name: SS UtahFutures RFP L. Hunter 5.17.16	New Supplier Setup	182
Requisitions	Number: 75745869 Name: 2016-06-13 u0669762 01	New Supplier Setup	155
Requisitions	Number: 76880894 Name: 2016-07-15 USOE SLDS project Con...	New Supplier Setup	124
Requisitions	Number: 77091118 Name: 2016-07-21 u0316620 01	New Supplier Setup	118
Requisitions	Number: 78051637 Name: 2016-08-17 SS/WFergusson Bid Req...	New Supplier Setup	91

1-5 of 38 Results

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My Purchase Orders				
View as Graph View as List				
Number	Supplier	Requisition	Date	Total
U000026123	WW GRAINGER INC	79927975	10/14/2016 9:32 AM	5.61 USD

Displaying 1 of 1

Search My Purchase Orders