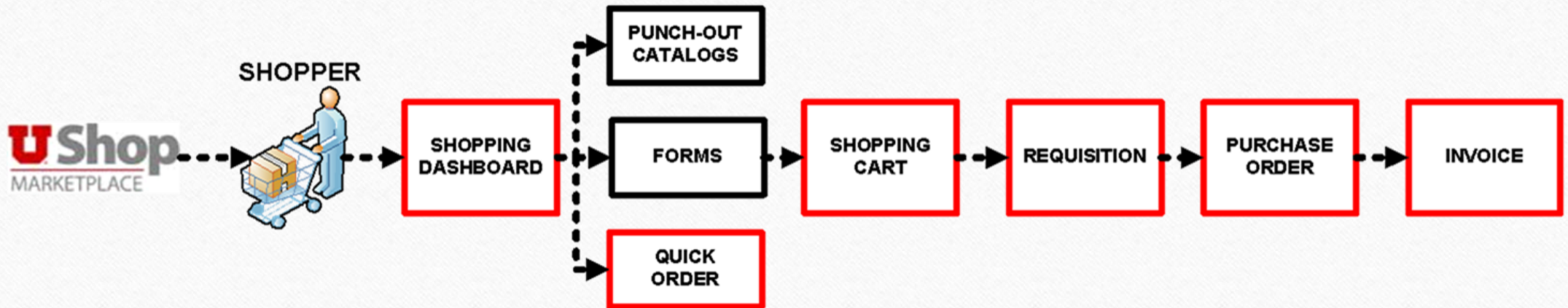




UShop User Interface Changes

Affected Screens



Quick Order - Old

Non-Catalog Quick Order ? X

Enter Supplier
or
[Supplier Search](#)

Description	Catalog No.	Quantity	Price	Packaging
<input type="text"/> 254 characters remaining expand clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EA - Each"/>

[Product Details](#)

Commodity Code

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Quick Order - New

Non-Catalog Quick Order ✕

Supplier: Existing Supplier ★

Select Supplier

Select Supplier →

Scroll Bar ↗

Item

Description ★	Catalog No.	Quantity ★	Price	Packaging ★
<input type="text" value="DESCRIPTION"/>	<input type="text" value="CATALOG"/>	<input type="text" value="QTY"/>	<input type="text" value="PRICE"/>	<input type="text" value="PKG"/>

254 characters remaining

Additional Details

Commodity Code

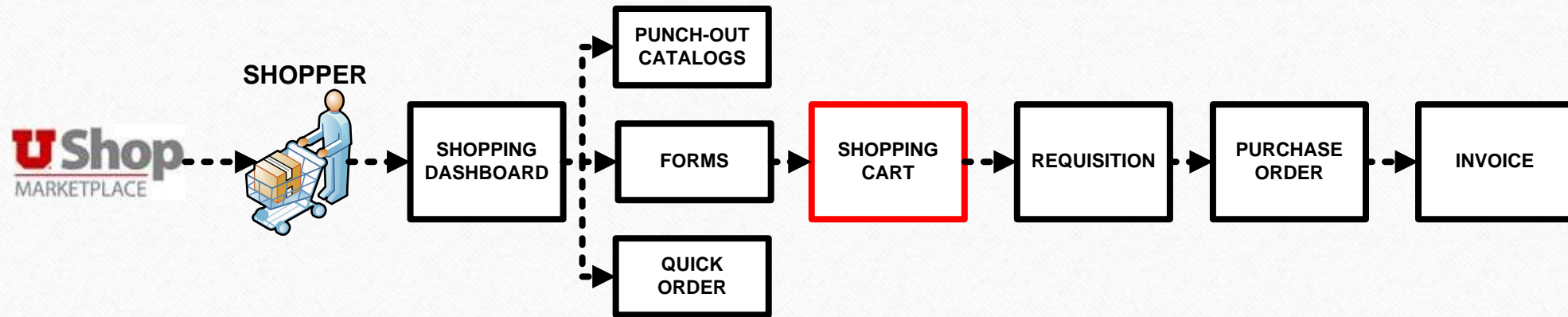
Product Flags

- Controlled substance
- Recycled
- Hazardous material
- Radioactive

★ Required fields

Save →

Shopping Cart Changes



Shopping Cart - Old

Shopping Cart for PERRY H HULL

[Continue Shopping](#)

5 Item(s) for a total of **150.00** USD

Name this cart:

[Proceed to Checkout](#)

or [Assign Cart](#)

Share my cart with others [No user groups available. Click here to create shared cart user groups.](#)

Have you made changes? [Update](#)

[Help](#)

[Non-Catalog Quick Order](#)

[Empty Cart](#)

[Create New Cart](#)

Perform an action on (0 items selected)...

Select All

GRAYBAR ELECTRIC CO INC [more info...](#)

[Non-Catalog Quick Order](#)

Product Description	Unit Price	Quantity	Total
Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40A Part Number <input type="text" value="88313869"/> Commodity Code <input type="text"/>	30.00	<input type="text" value="5"/>	150.00
		1/EA	
		Update	
		More Actions ▼	
Supplier subtotal			150.00 USD

Shopping Cart - New

Shopping Cart ▾

2019-02-14 qareqph 01

🖨️ ⓘ

Simple
Advanced
⋮

Search for products, suppliers, forms, part number, etc.

5 Items ☐ ▾

GRAYBAR ELECTRIC CO INC · 5 Items · 150.00 USD ⋮ ☐

SUPPLIER DETAILS ↑

	Product Description	Catalog No.	Unit Price	Quantity	Ext. Price	
1	Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40A	88313869	30.00	<input style="width: 40px;" type="text" value="5"/> 1/EA	150.00	⋮ ☐

ITEM DETAILS 📄

Commodity Code

Estimate (150.00 USD) ▾

Total: 150.00

Proceed To Checkout

Assign Cart



Shopping Cart Options - Old

Have you made changes? | [Help](#) Select All

GRAYBAR ELECTRIC CO INC [more info...](#)

Product Description

[Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40A](#)

Part Number 88313869

Commodity Code

Total 50.00

- Add to Favorites
- Remove Selected Items
- Move to Another Cart
- Change Supplier
- Change Commodity Code
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision

Supplier subtotal **150.00** USD

Shopping Cart Options - New

Shopping Cart ▾ **CART NAME**


Empty Cart
Create New Cart

Search for products, suppliers, forms, part number, etc.

5 Items

GRAYBAR ELECTRIC CO INC · 5 Items · 150.00 USD

SUPPLIER DETAILS ↑

	Product Description	Catalog No.	Unit Price
1	 Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40A	88313869	30.00

ITEM DETAILS ↕

Commodity Code

Options →

- quick order
- Non-catalog Item
- Favorites
- Forms
- Shop
- Go To: - Quick Order
- Browse:
- Suppliers
- Categories
- Contracts

Options →

- Move to Another Cart >
- Add to Draft Cart or Pending PR/PO >
- Add to Favorites
- Remove Selected Items
- Change Supplier

Proceed To Checkout

Assign Cart

Shopping Cart Assign - Old

Assign Cart: User Search [x]

Selected Assignee: -

Assign Cart To: [Search for an assignee](#)

Note To Assignee:

User Search

Last Name [?]

First Name [?]

User Name [?]

Email [?]

Role [?]

Results Per Page

Assign Cart: User Search [x]

Selected Assignee: PERRY H HULL

Assign Cart To: [Search for an assignee](#)

Add to Profile Add to Profile

Note To Assignee:

Shopping Cart Assign - New

Assign Cart: User Search ✕

Assign Cart To: *no value*
[SEARCH](#)

Note To Assignee:

Assign Close

Assign Cart: User Search ✕

Assign Cart To: PERRY H HULL
[SEARCH](#)

Add to Profile

Note To Assignee:

Assign Close



Shopping Cart Assign – User Search

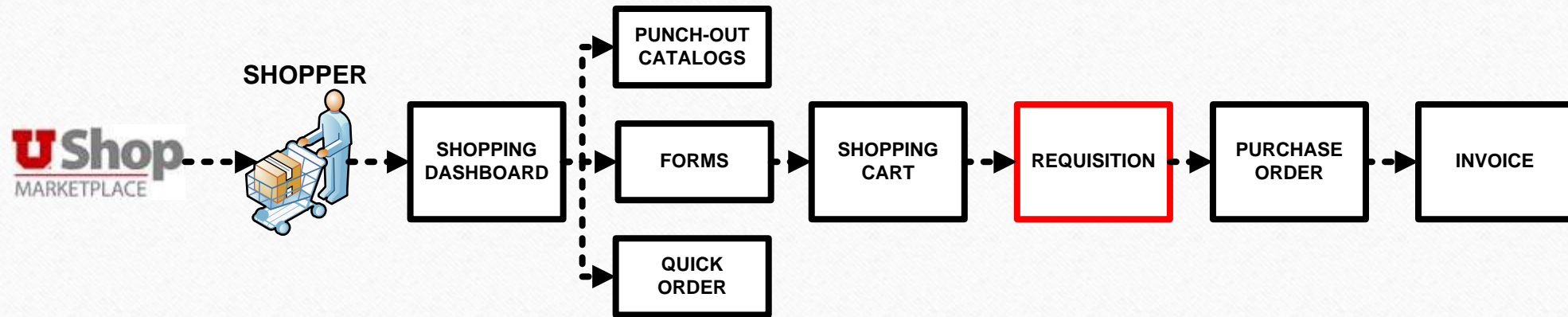
User Search ✕

Quick search Add Filter ▾

< > Page of 98 1-10 of 971 Results 10 Per Page ▾

Name ▲	User Name ▼	Email ▼	Phone	
JAN ABRAMSON	u0058084	ushop.test@noreply.utah.edu	+1 801-581-8342	+
AMBER LEIGH ALBRETSSEN	u0425889	ushop.test@noreply.utah.edu	+1 801-585-0800	+
AMMI R ALDOUS	u0678196	aaldous@purchasing.utah.edu	+1 801-587-0073	+
NATHAN ALDRICH	u0073312	ushop.test@noreply.utah.edu	+1 801-585-2300	+
JAIME ERNESTO ALFARO	u0797504	ushop.test@noreply.utah.edu	no value	+
JANET Ruth ALFORD	u0105230	JALFORD@STORES.UTAH.EDU	no value	+
BRIAN ALLEN	u0208112	noreply@utah.edu	no value	+
CHRISTOPHER DALE ALLEN	u0075793	ushop.test@noreply.utah.edu	+1 801-587-6653	+
KATHY B ALLER	u0371413	ushop.test@noreply.utah.edu	+1 801-581-4178	+

Requisition Changes



Requisition View - Old

[Return to shopping cart](#)

✘ Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Acct Dist Shortcut

⚠ The A/U is only required if using a BU01 Activity and an Expense Account (Account Range: 60000-79999). For all others, you must leave this field empty. 1 = Allowable; 0 = Unallowable

- Empty field: A/U

Requisitions: 141473171
2021-03-04 u0101109 01

Status: **Draft**
Document Total: **150.00 USD**
[What's next for my order?](#)

Requisitions <

- General ✔
- Shipping ✔
- Billing ✔
- Accounting Distribution** ✔
- Internal Notes and Attachm... ✔
- External Notes and Attach... ✔
- Additional Approvals ✔
- Supplier Information ✔
- Final Review ✔

Accounting Distribution

[Document Actions](#) | [History](#) | [Print](#) | [?](#)

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	edit
no value ✘ Required field	no value	no value	no value	no value	no value	no value ✘ Required field	no value ⚠ Empty field	

Selected Line Item Actions ▾

GRAYBAR ELECTRIC CO INC
[more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40A more info...	88313869	1/EA	30.00	5 EA	150.00 USD	<input type="checkbox"/>
Accounting Distribution (same as header)						
Supplier subtotal						150.00 USD

[edit](#)

Requisition View - New

Requisition : 2552136

Summary PO Preview Comments Attachments History

<h3>General Info</h3> <p>Cart Name: 2019-02-14 qareqph 01</p> <p>Description: <i>no value</i></p> <p>Requisitioner: Perry Requisitioner Hull</p> <p>Shopper: Perry Requisitioner Hull</p>	<h3>Shipping/Billing</h3> <p>Ship To</p> <p><i>no address</i></p> <p>✘ Required</p> <p>Billing Options</p> <p>Accounting Date: <i>no value</i></p> <p>Override Payment Terms: <i>no value</i></p> <p>Hold Invoice for Approval: ✘</p> <p>Handling Code Override: <i>no value</i></p> <p>Separate Payment Override: <i>no value</i></p> <p>Payment: <i>no value</i></p>	<h3>Notes, Attachments</h3> <p>External Notes and Attachments</p> <p>Note to all Suppliers: <i>no value</i></p> <p>Attachments for all suppliers: Add</p> <p>Internal Notes and Attachments</p> <p>Internal Attachments: Add</p>	<h3>Issues to Address</h3> <p>✘ Correct these issues. You are unable to proceed until addressed.</p> <p>Required: Shipping address</p> <p>Invalid value: Acct Dist Shortcut</p> <hr/> <p>Total (150.00 USD)</p> <p>Subtotal: 150.00</p> <p>Total Order Cost: 150.00</p> <hr/> <p>Submit/Assign</p> <p>Assign Cart</p>
<h3>Departmental Custom Fields</h3> <p>SUB-AWARD #: <i>no value</i></p> <p>DSS#: <i>no value</i></p> <p>FM Work Order: <i>no value</i></p> <p>I attest that the device(s) being purchased comply with the University of Utah security: ✘</p>	<h3>Additional Approvals</h3> <p>Ad Hoc Approval 1: <i>no value</i></p> <p>Ad Hoc Approval 2: <i>no value</i></p> <p>Ad Hoc Approval 3: <i>no value</i></p>		<h3>Workflow Steps</h3> <p>Next Step: CF Validation Response</p> <p>Approvers: There are no approvers</p> <p>Workflow: </p> <p>Draft Active</p>

Accounting Distribution Info

Summary PO Preview Comments Attachments History

General Information

Cart Name: 2021-03-10 qareqh 01

Description: *no value*

Requisitioner: Perry Requisitioner Hull

Shopper: Perry Requisitioner Hull

User does not have the necessary permissions to view the custom fields associated with this section.

Department Custom Fields

SUB-AWARD #: *no value*

DSS#: *no value*

FM Work Order: *no value*

I attest that the device(s) being purchased comply with the University of Utah security policy,4-004 **✗**

Ship To / Billing Options

Ship To

ATTN: Perry Requisitioner Hull
ACADEMIC AFFAIRS
1705 CAMPUS CENTER DR RM 382
SALT LAKE CITY, UT 84112
United States

Billing Options

Accounting Date: *no value*

Override Payment Terms: *no value*

Hold Invoice for Approval: **✗**

Handling Code Override: *no value*

Separate Payment Override: *no value*

Payment Message: *no value*

Require exact PO to Invoice match: **✗**

Prevent automatic PO distribution. Check box to manually distribute PO: **✗**

Notes/Attachments & Add'l Approvals

External Notes and Attachments

Note to all Suppliers: *no value*

Attachments for all suppliers: [Add](#)

Internal Notes and Attachments

Internal Note: *no value*

Internal Attachments: [Add](#)

Add Additional Approvals Below

Ad Hoc Approval 1: *no value*

Ad Hoc Approval 2: *no value*

Ad Hoc Approval 3: *no value*

Ad Hoc Approval 4: *no value*

Ad Hoc Approval 5: *no value*

Accounting Distribution

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
05858 PURCHASING	01 UNIVERSITY CAMPUS	00366 PURCHASING - CAMPUS	1001 INSTRUCTION AND SUPPORT	05858 PURCHASING	<i>no value</i>	62400 OPERATIONAL SUPPLIES	1 ALLOWABLE

Draft

Total (1.00 USD) **▼**

Subtotal 1.00

1.00

[Submit Requisition](#)

[Assign Cart](#)

What's next for my order? **▼**

Next Step: CF Validation Response

Approvers: There are no approvers

Workflow

- Draft**
Active
Perry Requisitioner Hull
- CF Validation**
Future
- CF Validation Response**
Future
- Department Approval**
Future
- Final CF Validation**
Future
- Final CF Validation Response**
Future
- Create PO**
Future

Collapsing Top Section

Requisition ▾ : 3195756

Summary PO Preview Comments Attachments History

General Information ✎ ⋮ Ship To / Billing Options ✎ ⋮ Notes/Attachments & Add'l Approv... ✎ ⋮ **▶**

Accounting Distribution ✎ ⋮ ▾

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
05858 PURCHASING	01 UNIVERSITY CAMPUS	00366 PURCHASING - CAMPUS	1001 INSTRUCTION AND SUPPORT	05858 PURCHASING	<i>no value</i>	62400 OPERATIONAL SUPPLIES	1 ALLOWABLE

1 Item ▾

GRAYBAR ELECTRIC CO INC · 1 Item · 1.00 USD ⋮

▲ SUPPLIER DETAILS ▲

Contract	PO Number	To Be Assigned
<i>no value</i>		

Product Description	Catalog No.	Unit Price	Quantity	Ext. Price	
1 aaa		1.00	1 1/EA	1.00	⋮ <input type="checkbox"/>

▲ ITEM DETAILS 📄 ✎

Contract	Commodity Code
<i>no value</i>	<i>no value</i>

Adding Comments & Attach. - Old

Status: **Draft**
Document Total: **150.00 USD**
What's next for my order?

Requisitions <

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Distribution ✓
- Internal Notes and Attachm... ✓
- External Notes and Attach... ✓
- Additional Approvals ✓
- Supplier Information ✓
- Final Review ✓

PR Approvals

Comments

Attachment Overview

PO Preview

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	edit
no value Required field	no value	no value	no value	no value	no value	no value Required field	no value Empty field	

▼ **Lines** Selected Line Item Actions ▼

GRAYBAR ELECTRIC CO INC
[more info...](#)

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40A more info...	88313869	1/EA	30.00	5 EA	150.00 USD	<input type="checkbox"/>
Accounting Distribution (same as header)							edit
						Supplier subtotal	150.00 USD
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.						Subtotal	150.00
						Total	150.00 USD

Adding Comments & Attach. - New

Requisition ▾ : 2552136 👁️ 🖨️ ?

Summary **PO Preview** Comments Attachments History

General Information

Cart Name: 2019-02-14 qareqph 01

Description: *no value*

Requisitioner: Perry Requisitioner Hull

Shopper: Perry Requisitioner Hull

ⓘ User does not have the necessary permissions to view the custom fields associated with this section.

Department Custom Fields

SUB-AWARD #: *no value*

DSS#: *no value*

FM Work Order: *no value*

Ship To / Billing Options

Ship To

no address

⊕ Required

Billing Options

Accounting Date: *no value*

Override Payment Terms: *no value*

Hold Invoice for Approval: **✗**

Handling Code: *no value*

Notes/Attachments & Add'l Approv...

External Notes and Attachments

Note to all Suppliers: *no value*

Attachments for all suppliers: [Add](#)

Internal Notes and Attachments

Internal Note Attachments: [Add](#)

Add Additional Approvals Below

Draft

✖ Correct these issues.
You are unable to proceed until addressed.

Required: Shipping address

Invalid value: Acct Dist Shortcut

Total (150.00 USD)

Subtotal 150.00

150.00

[Submit Requisition](#)

[Assign Cart](#)

What's next for my order?

Next Step: [CE Validation Response](#)

Viewing Comments - New

Summary PO Preview **Comments** Attachments History

Records found: 0

No comments have been added

Show comments for

- All
- Requisition
- Purchase Order
- Invoice
- Receipt

< >

Select "+" to add comment

Choose from multiple document types

Adding a Comment - New

Summary PO Preview **Comments** Attachments History

Records found: 0

Show comments for

Requisi...▼



ADD COMMENT

Select
to save



1000 characters remaining

[expand](#) | [clear](#)

This will add a comment to the document.

Attach file (optional)

Attachment Type File Link/URL

File Name

File

Choose File

Upload your file

No comments have been added

PR Approvals - Old

Status: **Draft**

Document Total: **150.00 USD**

[What's next for my order?](#)

Requisitions <

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Distribution** ✓
- Internal Notes and Attachm... ✓
- External Notes and Attach... ✓
- Additional Approvals ✓
- Supplier Information ✓
- Final Review ✓
- PR Approvals
- Comments
- Attachment Overview
- PO Preview

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	edit
no value ⛔ Required field	no value	no value	no value	no value	no value	no value ⛔ Required field	no value ⚠ Empty field	

▼ **Lines** [Selected Line Item Actions](#) ▼

GRAYBAR ELECTRIC CO INC

[↑ more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40A more info...	88313869	1/EA	30.00	5 EA	150.00 USD	<input type="checkbox"/>
Accounting Distribution (same as header)						
					Supplier subtotal	150.00 USD
					Subtotal	150.00
					Total	150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

PR Approvals - New

Requisition : 2552136

Summary PO Preview Comments Attachments History

General Information	Ship To / Billing Options	Notes/Attachments & Add'l Approvals
Cart Name 2019-02-14 qareqph 01 Description <i>no value</i> Requisitioner Perry Requisitioner Hull Shopper Perry Requisitioner Hull <p>User does not have the necessary permissions to view the custom fields associated with this section.</p> Department Custom Fields SUB-AWARD # <i>no value</i> DSS# <i>no value</i> FM Work Order <i>no value</i> <p>I attest that the device(s) being purchased comply with the University of Utah security policy,4-004</p>	Ship To <i>no address</i> ⊘ Required Billing Options Accounting Date <i>no value</i> Override Payment Terms <i>no value</i> Hold Invoice for Approval ✘ Handling Code Override <i>no value</i> Separate Payment Override <i>no value</i> Payment Message <i>no value</i>	External Notes and Attachments Note to all Suppliers <i>no value</i> Attachments for all suppliers Add Internal Notes and Attachments Internal Note Attachments <i>no value</i> Add Add Additional Approvals Below Ad Hoc Approval 1 <i>no value</i> Ad Hoc Approval 2 <i>no value</i> Ad Hoc Approval 3 <i>no value</i>


Workflow

- ➔ **Draft**
Active
Perry Requisitioner Hull
- ↓ **CF Validation**
Future
- ↓ **CF Validation Response**
Future
- ↓ **Department Approval**
Future
- ↓ **Final CF Validation**
Future
- ↓ **Final CF Validation Response**
Future
- ↓ **Create PO**
Future

Requisition Submitted - New

Simple Advanced

Search for products, suppliers, forms, part number, etc.

 Requisition 2552136 Submitted

Summary		Options	
Requisition Number	2552136	Print	
Requisition status	Pending	Recent orders	
Cart name	2019-02-14 qareqph 01	Return to your home page	
Requisition date	3/9/2021		
Requisition total	150.00 USD		
Number of line items	1		

Submitted Requisition Page - New

Requisition ▾ : 2552136

Summary | Comments | Attachments | History

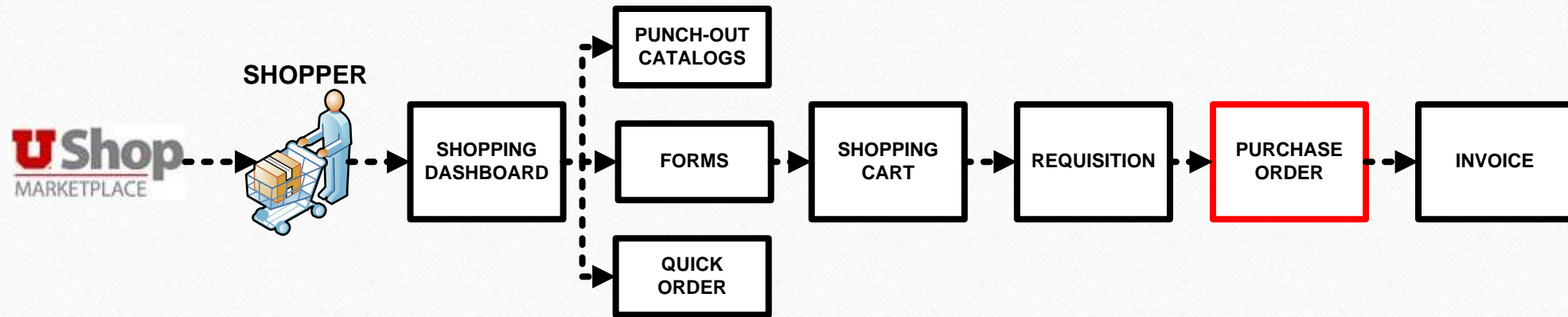
General Information	Ship To / Billing Options	Notes/Attachments & Add'l Approvals
<p>Status ✔ Completed <small>(3/9/2021 1:12 PM)</small></p> <p>Purchase Order U000002883 view print</p> <p>Submitted 3/9/2021 1:10 PM</p> <p>Cart Name 2019-02-14 qareqph 01</p> <p>Description <i>no value</i></p> <p>Requisitioner Perry Requisitioner Hull</p> <p><small>ⓘ User does not have the necessary permissions to view the custom fields associated with this section.</small></p> <p>Department Custom Fields</p> <p>SUB-AWARD # <i>no value</i></p> <p>DSS# <i>no value</i></p> <p>FM Work Order <i>no value</i></p> <p>I attest that the device(s) being ✘</p>	<p>Ship To</p> <p>ATTN: Perry Requisitioner Hull ACADEMIC SENATE 201 PRESIDENTS CIR RM 115 SALT LAKE CITY, UT 84112 United States</p> <p>Billing Options</p> <p>Accounting Date 3/9/2021</p> <p>Override <i>no value</i></p> <p>Payment Terms</p> <p>Hold Invoice for Approval ✘</p> <p>Handling Code <i>no value</i></p> <p>Override</p> <p>Separate Payment <i>no value</i></p> <p>Override</p>	<p>External Notes and Attachments</p> <p>Note to all Suppliers <i>no value</i></p> <p>Attachments for all suppliers</p> <p>Internal Notes and Attachments</p> <p>Internal Note <i>no value</i></p> <p>Internal Attachments</p> <p>Add Additional Approvals Below</p> <p>Ad Hoc Approval 1 <i>no value</i></p> <p>Ad Hoc Approval 2 <i>no value</i></p> <p>Ad Hoc Approval 3 <i>no value</i></p>

3/9/2021 1:12 PM

Perry Requisitioner Hull

- ↓
CF Validation ...
Completed
- ↓
CF Validation Response ...
Approved
- ↓
Department Approval ...
Approved
HEATHER M HOLLEY
- ↓
Final CF Validation ...
Completed
- ↓
Final CF Validation Response ...
Approved
- ↓
Create PO ...
Completed
- ◻
Completed ...
3/9/2021 1:12 PM

Purchase Order Changes



Purchase Order - Old

Purchase Order:
UZ00092667 Revision 0
11510366

Supplier: **AMAZON.COM**
Status: **Completed**
Document Total: **960.00 USD**
[View Related Documents](#)

Status

[Purchase Order >](#)

[Revisions](#)

[PO Approvals](#)

[Shipments](#)

[Change Requests](#)

[Receipts](#)

[Invoices](#)

[Comments](#)

[Attachment Overview](#)

Status [Document Actions](#) | [History](#) | [?](#)

[Expand All](#) | [Collapse All](#)

General Information

PO/Reference No. **UZ00092667**

Revision No. **0**

Supplier Name **AMAZON.COM** [more info...](#)

Purchase Order Date **3/11/2021**

Total **960.00**

Shopper **AMANDA ELIZABETH CARRIERO**

Shopper Phone **+1 801-581-4290**

Shopper Email **amandacarriero244@gmail.com**

Requisition Number **141713690** [view](#) | [print](#)

Document Status

A/P status **Open**

Workflow **✓ Completed**
(3/11/2021 2:19 PM)

PO Dispatch The system distributed the purchase order using the method(s) indicated below the last time it was distributed:
cXML (Electronic Integration) [view](#)

Distribution Date/Time **3/11/2021 2:19 PM** [view](#)

Supplier **Sent To Supplier**

Receiving **none**

Invoicing **none**

Matching **No Matches**

Lines

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1 ✓ Logitech Conference Video Conference Webcam, HD 1080p Camera with Built-In Speakerphone more info...	B008317Y8W	EA	240.00	4 EA	960.00 USD	Sent To Supplier	none	none	No Matches
Total									960.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Purchase Order - New

Purchase Order : U000002872 Revision 0

Status Summary Revisions **1** Confirmations Shipments Change Requests Receipts Invoices Comments Attachments History

<h3>General Info</h3> <p>A/P status: Open</p> <p>PO/Reference No.: U000002872</p> <p>Revision No.: 0</p> <p>Purchase Order Date: 3/1/2021</p> <p>Total: 100.00</p> <p>Requisition Number: 3186240 view print</p>	<h3>Shipping/Billing</h3> <p>Supplier Name: 95 AND SUNNY</p> <p>Contract: no value</p> <p>Note to Supplier: no value</p> <p>Attachments for supplier: Add</p>	<h3>Ship To</h3> <p>ATTN: HEATHER HOLLEY PURCHASING 201 PRESIDENTS CIR RM 170 SALT LAKE CITY, UT 84112 United States</p>
<h3>Shopper Information</h3> <p>Shopper: HEATHER M HOLLEY</p> <p>Shopper Phone: +1 801-581-8194</p> <p>Shopper Email: ushop.test@noreply.utah.edu</p>	<h3>Distribution Methods</h3> <p>The system will distribute purchase orders using the method(s) indicated below:</p> <p>Manual</p> <p>Address: 22380 S 215TH STREET QUEEN CREEK, AZ 85142 US</p>	<h3>Billing Options</h3> <p>Accounting Date: 3/1/2021</p> <p>PO Distrib Override: Will Distribute Will Distribute</p> <p>Payment Terms: 0% 0, Net 30</p> <p>F.O.B.: no value</p> <p>Hold Invoice for Approval: <input checked="" type="checkbox"/></p> <p>Handling Code Override: no value</p> <p>Separate Payment Override: no value</p> <p>Require exact PO to Invoice match: <input checked="" type="checkbox"/></p> <p>Payment Message: no value</p> <p>Prevent automatic PO distribution. Check box to manually distribute PO: <input checked="" type="checkbox"/></p>
<h3>Departmental Custom Fields</h3> <p>Software Installed: no value</p> <p>SUB-AWARD #: no value</p> <p>DSS#: no value</p> <p>FM Work Order: no value</p>	<h3>Distribution Options</h3> <p>university of utah's terms and Conditions</p> <p>university of utah terms & Conditions of Purchase may be viewed at the following link: http://fbs... Show more</p>	

Invoice Layout - Old

Voucher Number **V0542399** Supplier Account No. Available Actions Assign Go

Supplier Invoice No. **2504572**

Supplier Name **HARDY DIAGNOSTICS**

Buyer Invoice Approvals Matching Comments Supplier Messages Attachments (2) History

Summary Discount, Tax, Shipping & Handling Codes Hide value descriptions

Hide header

General		Addresses		Note/Attachments		
Invoice Type	Invoice	Remit To	edit	External Note	<i>no note</i> edit	
Pay Status	In Process	PO BOX 645264		Internal Note	<i>no note</i>	
Voucher Number	V0542399	CINCINNATI, OH 45264-5264		External Attachments		
Supplier Name	HARDY DIAGNOSTICS more info...	United States		Add Attachments		
Document Control Number	16193571 edit	Phone 1-805-3462766-		UUDP1 Annual PQ 2...	195.0 KB 3/23/2021 Remove	
Supplier Invoice No.	2504572	Address Id 000001-2		UUDP1 Annual PQ 2...	195.0 KB 3/23/2021 Remove	
Invoice Date	3/24/2021	3rd Party Address ID 2		Internal Attachments		
Accounting Date	3/30/2021			Add Attachments		
Discount Date	<i>no value</i>					
Due Date	4/23/2021					
Override Payment Terms	<i>no value</i>					
Terms	0% 0, Net 30					
Terms Discount	0.00 USD	Payment Information	edit	Discount, Tax, Shipping & Handling	edit	
Invoice Name	2021-03-30 u6028813 64	Supplier Defaults	0000086320 H:DD S:N	Discount, tax, shipping & handling		
FM Work Order	<i>no value</i>	Force to Check?	x	Allocation	Sum of All	
Invoiced By	BRIANNA LAUREN MONTOYA	Handling Code Override	<i>no value</i>		Header-level	Sum of lines
Contains substituted item(s)	x	Separate Payment Override	<i>no value</i>	Discount	0.00 USD	0.00 USD
Invoice Source	Manual	Invoice Header WH	<i>no value</i>	Tax 1	0.00 USD	0.00 USD
Match Status	Matched	Payment Message	<i>no value</i>	Tax 2	0.00 USD	0.00 USD
		Payment Method	Unknown	Shipping	110.94 USD	0.00 USD
		Payment (Check) Date	<i>no value</i>	Handling	0.00 USD	0.00 USD
		Payment (Check) Number	<i>no value</i>	Total	293.74 USD	
		Total Payment Amount (may include multiple invoices (multiple)	<i>no value</i>	Require exact PO-to-Invoice match	x	
				Hold Invoice for Approval	x	

Print

Invoice - New

Invoice : VO001236
1 of 1 Results

- [Add Comment](#)
- [Copy to new invoice](#)
- [Add Notes to History](#)

Order Messages
Comments
Attachments 1
History

Collapsible Headers

Payment Status Information
...
>

Invoice Information
...
>

Notes and Attachments
...
>

Codes
...
>

3 Lines

U000002895

Status	PO Line	Product Description	Catalog No.	Unit Price	Quantity	Ext. Price
1	✓	1 test invoice		11.00	Qty: 2 EA	22.00

ITEM DETAILS

Contract:	no value	Internal Line Attachments	
Invoice Line WH	no value	Internal Note	no value
Invoice Owner	HEATHER M HOLLEY	External Note	no value

Invoice Total Breakdown

Total (77.00 USD)	77.00
Subtotal	77.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
	77.00

Related Documents

- [Purchase Order: U000002895](#)
- [Requisitions: 3211744](#)

Invoice Workflow

Submitted
3/24/2021 11:24 AM

Invoice – Section One

Invoice : VO001236 1 of 1 Results

Summary Matching Supplier Messages Comments Attachments 1 History

General Info		Payment Information					
Supplier Name	A LOT OF FUN STUFF	Pay Status	Payable				
Supplier No.	0000132028	Payment (Check) Date	no value				
Invoice Type	Invoice	Payment (Check) Number	no value				
Invoice Source	Manual	Total Payment (Check) Amount	no value				
Invoiced By	HEATHER M HOLLEY	Payment Method	Unknown				
Voucher Number	VO001236	Match Status	Matched				
Contains substituted item(s)	×	<table border="1"> <thead> <tr> <th>External Attachments</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>↓ IRS W9.pdf</td> <td>3/24/2021</td> </tr> </tbody> </table>		External Attachments	Date	↓ IRS W9.pdf	3/24/2021
External Attachments	Date						
↓ IRS W9.pdf	3/24/2021						
Invoice Name	2021-03-24 u0109782 02	Export Date	3/24/2021 11:28 AM				

Invoice Information		Discount, tax, ship, handling	
Document Control Number	no value	Discount, tax, shipping & handling	

Complete	
A LOT OF FUN STUFF	<input type="button" value="v"/>
Supplier Invoice No.	AHappyDance
Total (77.00 USD)	<input type="button" value="v"/>
Subtotal	77.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
	77.00

Related Documents

[Purchase Order: U000002895](#)

[Requisitions: 3211744](#)

What's next?

Invoice – Section Two

Invoice : V0001236 1 of 1 Results

Summary Matching Supplier Messages Comments Attachments 1 History

General Invoice Information ...

Invoice Details ...

Document Control Number *no value*

Supplier Invoice No. AHappyDance

Invoice Date 3/24/2021

Accounting Date 3/24/2021

Discount Date *no value*

Due Date 4/3/2021
● Is overridden

Override Payment Terms *no value*

Terms 0% 0, Net 15

Terms Discount 0.00 USD

FM Work Order *no value*

Payment Status Information ...

Invoice Total Breakdown ...

Discount, tax, shipping & handling

Allocation	Sum of All	
	Header-level	Sum of lines
Discount	0.00 USD	0.00 USD
Tax 1	0.00 USD	0.00 USD
Tax 2	0.00 USD	0.00 USD
Shipping	0.00 USD	0.00 USD
Handling	0.00 USD	0.00 USD
Total	77.00 USD	

Require exact PO to Invoice match ✗

Hold Invoice for Approval ✗

Complete

A LOT OF FUN STUFF ▾

Supplier Invoice No. AHappyDance

Total (77.00 USD) ▾

Subtotal	77.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
Total	77.00

Related Documents ▾

[Purchase Order: U000002895](#)

[Requisitions: 3211744](#)

What's next? ▾

Invoice – Sections 3 & 4

Invoice ▾ : V0001236

👁️ 🖨️ ? 1 of 1 Results ▾ < >

Summary Matching Supplier Messages Comments Attachments 1 History

General Invoice Information

⋮

Payment Status Information

⋮

>

Invoice Information

⋮

Discount, tax, ship, handling

⋮

>

Notes and Attachments

Notes & Attachments

⋮

▾

External Note

External Note Here

Internal Note

no value

Internal Attachments

Codes

Accounting Codes

⋮

▾

LINE

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
05858 PURCHASING	01 UNIVERSITY CAMPUS	00366 PURCHASING - CAMPUS	1001 INSTRUCTION AND SUPPORT	05858 PURCHASING	<i>no value</i>	62500 OFFICE SUPPLIES	1 ALLOWABLE

Total (77.00 USD) ▾

Subtotal	77.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
	77.00

Related Documents ▾

[Purchase Order: U000002895](#) 🖨️

[Requisitions: 3211744](#) 🖨️

What's next? ▾



New Interface - Support

- Document listing the icon changes from old to new interface
 - <https://fbs.admin.utah.edu/download/ushop/interface-changes-key.pdf>
- UShop Help Desk
 - Email: ushop@utah.edu
 - Phone: 5-CALL