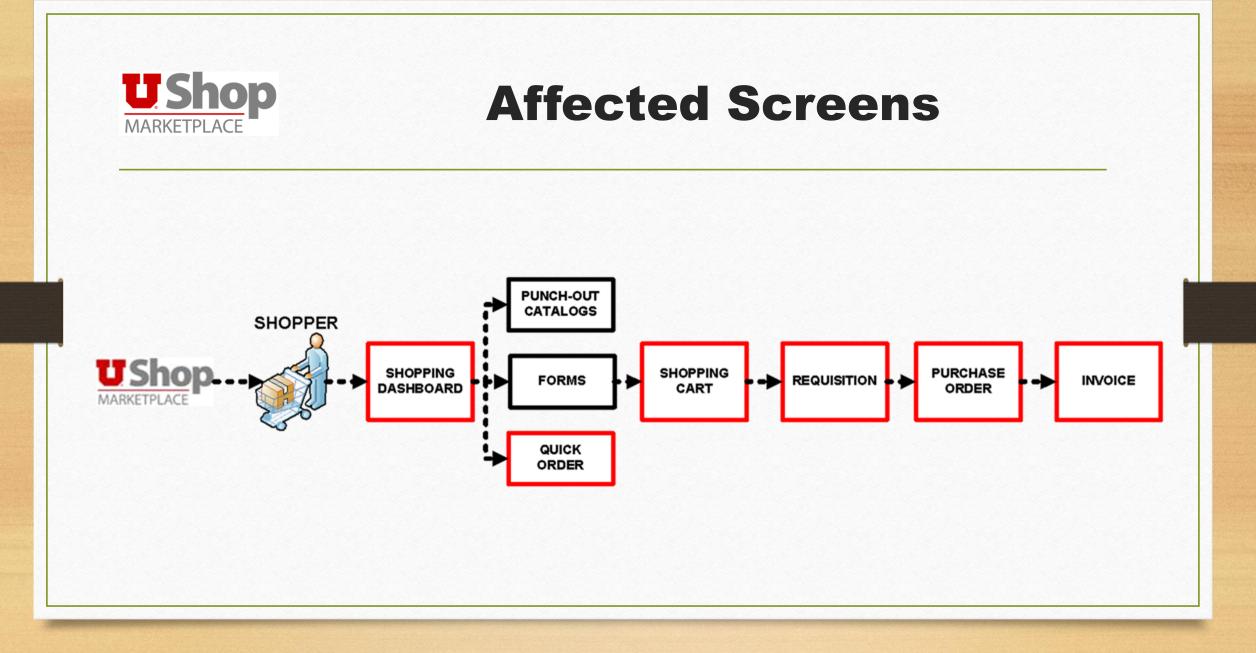


UShop User Interface Changes





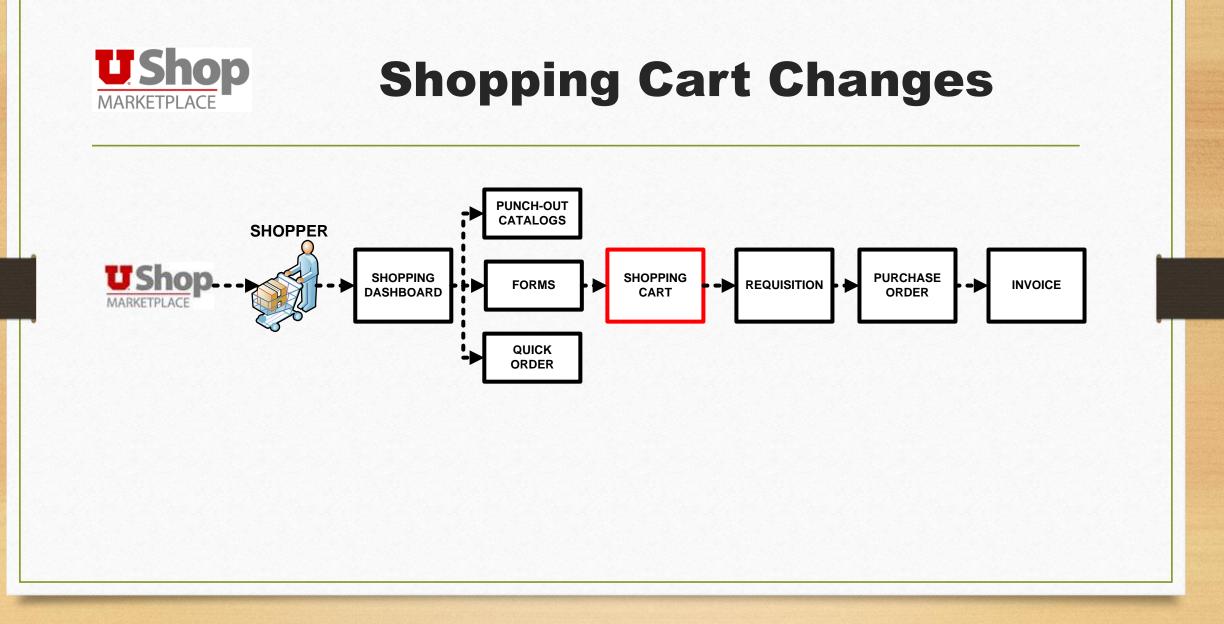
Quick Order - Old

Non-Catalog Quick O	rder					? X
Enter Supplier	or Supplier Search					
Description		Catalog No.	Quantity	Price	Packaging	
					EA - Each	~
 Product Details Add Internal Attachment Commodity Code 	5				Controlled substance Recycled Hazardous material	



Quick Order - New

~
~



		- Old		
Shopping Cart for РЕЙЛҮ Н НИLL lame this cart: 2021-03-04 и0101109 01 hare my cart with others No user groups available. Click here to create shared lave you made changes? Update	cart user groups.	Continue Shopping 5 Proceed to C Create New Cart Perform an action on (C		Assign Cart
GRAYBAR ELECTRIC CO INC more info Product Description		Unit Price	Quantity	og Quick Orde Total
Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Co Part Number 88313869 Commodity Code	<u>mmon Trip, 2-Pole, 40A</u>	30. 1/ Updat More Actions	/EA	150.00
			Supplier subtotal	150.00 US

Shopping Ca	t 2019-02-14 gareqph 01							ē (
Simple	Advanced					•••	Estimate (150.00 USD)	
Search for pro	ducts, suppliers, forms, part number, etc.					q	Total:	150.0
5 Items							Proceed To Check Assign Cart	out
GRAYBAR	ELECTRIC CO INC · 5 Items · 150	.00 USD				🗆		
SUPPLIER DET	ails 懀							
	Product Description	Catalog No.	Unit Price	Quantity	Ext. Price			
-	Homeline® Circuit Breaker, Plug-In, 1	0kA. 88313869	30.00	5 1/EA	150.00			

UShop MARKETPLACE Shopping Cart Options - Old

GRAYBAR ELECTRIC CO INC more info				Add to Favorites	
				Remove Selected Items	Quick Order
Product Description Homeline® Circuit Breaker, Plug-In, 10kA, 120/240 Vac-Common Trip, 2-Pole, 40 Part Number 88313869 Commodity Code	<u>DA</u>			Move to Another Cart Change Supplier Change Commodity Code Add to Draft Cart or Pending PR/PO Add to PO Revision	Total ✓ 50.00 ✓
		-	-	Close Supplier subtotal	150.00 USD

UShop MARKETPLACE Shopping Cart Options - New

	ing Cart 🔻	CART NAME							ė
Cre	eate New Cart	ced uppliers, forms, part number, etc.			Options		quick order	USD)	150
	Items				Options)	Non-catalog Item Favorites Forms	oceed To Checkout Assign Cart	
	RAYBAR ELECT	RIC CO INC · 5 Items · 150.00 US	D		Move to Another Cart Add to Draft Cart or Pending PR/PO	> >	Shop Go To: - Quick Order		
	Pro	oduct Description	Catalog No.	Unit Price	Add to Favorites		Browse:		
1		meline® Circuit Breaker, Plug-In, 10kA, 0/240 Vac-Common Trip, 2-Pole, 40A	88313869	30.00	Remove Selected Items Change Supplier		Suppliers Categories Contracts		
	▲ ITEM DETAILS Commodity C								



Assign Cart: User Search	User Search	Assign Cart: User Search
Selected Assignee: - Assign Cart To: Search for an assignee Note To Assignee:	Last Name First Name Last Name Email	Selected Assignee: PERRY H HULL Assign Cart To: Search for an assignee Add to Profile Add to Profile Note To Assignee: Image: Cart To Profile
	Role 🚱	h. ~
Assign Close	Results Per Page 10	✓ Assign Close

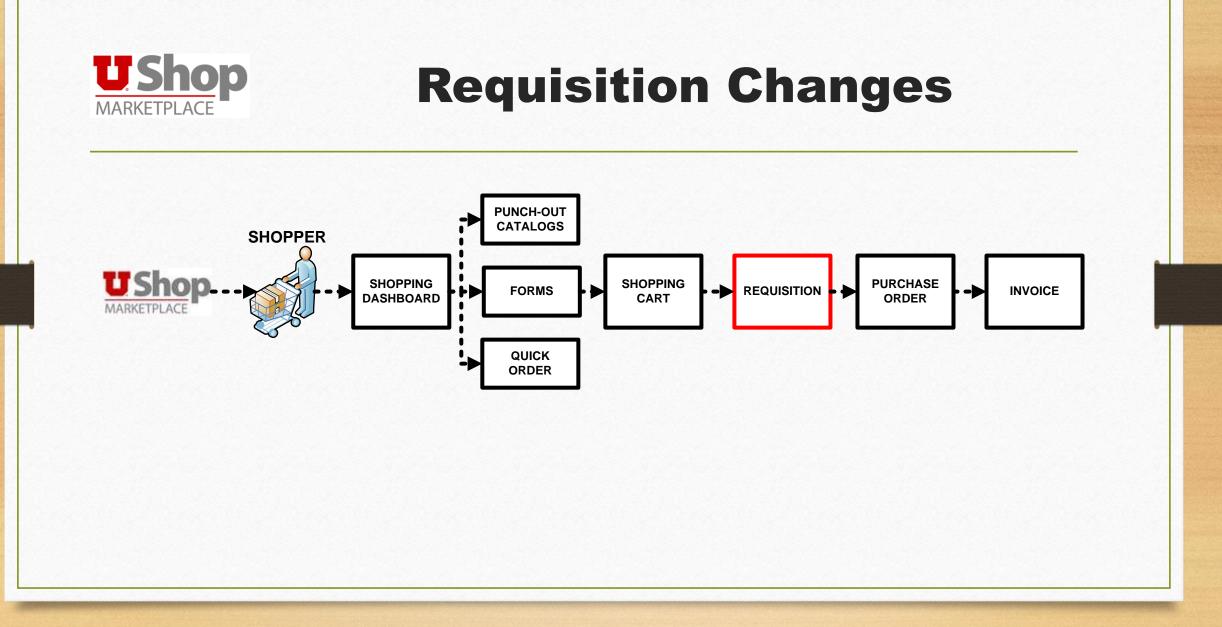
UShop MARKETPLACE Shopping Cart Assign - New

Assign Cart: User	Search	×	Assign Cart: User	Search	×
As jan Cart To:	no value SEARCH		Assign Cart To:	PERRY H HULL SEARCH	
Note To Assignee:			Add to Profile		
			Note To Assignee:		
		Assign Close			.4
					Assign Close

Shopping Cart Assign – User Search

User Search				×
Quick search Q	Add Filter •			
> Page 1 of 98 1-10 of 971 Res	sults			10 Per Page 🔺
Name	User Name 🔻	Email 🔻	Phone	
JAN ABRAMSON	u0058084	ushop.test@noreply.utah.edu	+1 801-581-8342	+
AMBER LEIGH ALBRETSEN	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				

U. Shop MARKETPLACE





Requisition View - Old

 Almost ready to Required field: Ac Required field: Ac Required field: Ac The A/U is only r Unallowable Empty field: A/U 	<u>count</u> ct Dist Sh						ill others, you r	nust leave th			on Assign Ca lowable; 0	
Requisitions: 1414731	71	Accounting Dist	ribution						Docur	ment Actions •	 History 	2
Status: Draft		Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Accoun	ıt	A/U		edit
Nocument Total: 150.00 USD What's next for my order?		no value Required field	no value	no value	no value	no value	no value	no value Require field	no v	<i>alue</i> Empty field		
Requisitions <		Teld						licid			_	
General	1											
Shipping	× .	✓ Lines								Selected	Line Item Acti	ons 🔻
Billing	× .											
Accounting Distribution	~	GRAYBAR ELECTE										
Internal Notes and Attachm	× .	Product Descri	iption			Catalo	g No Size	' Packaging	Unit Price	Quantity	Ext. Price	
External Notes and Attach	× .			ug-In, 10kA, 120/2	40 Vac-Common Tr	ip, 2-Pole, 88313	869	1/EA	30.00	5 EA	150.00 USD	
Additional Approvals	× .	40A 🍺 more		k								
Supplier Information	1	Accounting Distri	ibution (same as	neader)							edit	
Final Review	~											



Requisition View - New

Summary PO Preview Comments Attachmer	ts History اس		
General Info 🛛 💉 …	Shipping/Billing 🖉	Notes, Attachments 💉 🔽	Issues to Address
Cart Name 2019-02-14 qareqph 01	Ship To	External Notes and Attachments	You are unable to proceed until addressed.
Description no value Requisitioner Perry Requisitioner Hull	no address Required	Note to all <i>no value</i> Suppliers	Required: Shipping address Invalid value: Acct Dist Shortcut
Shopper Perry Requisitioner Hull	Billing Options	Attachments Add for all suppliers	Total (150.00 USD)
Departmental Custom	Accounting <i>no value</i> Date	Internal Notes and Attachments	Total Order Cost
Fields	Override <i>no value</i> Payment Terms	Internal Note <i>no value</i> Internal Add	Submit/Assign
SUB-AWARD # no value	Hold Invoice for 🗙	Attachments	Assign Cart
OSS# no value	Approval	Additional Approvals	Workflow Steps
FM Work Order no value	Handling Code <i>no value</i> Override	Ad Hoc no value	Next Step CF Validation Response
attest that the 🗱 levice(s) being purchased	Separate <i>no value</i> Payment	Approval 1 Ad Hoc <i>no value</i>	Approvers There are no approvers
comply with the Iniversity of	Override Payment <i>no value</i>	Approval 2	



UShop MARKETPLACE ACCOUNTING Distribution Info

ACADEMIC AFFAIRS 1705 CAMPUS CENTER DR RM 382 SAT LAKE CITY, UT 84112 Attachments for all suppliers Add suppliers Add Shopper Perry Requisitioner Hull United States Internal Notes and Attachments for all suppliers Add Add Assign Cart Obser does not have the nessary permissions to view the custom fields associated with this sector: Billing Options Internal Notes and Attachments Add Maria next for movalue Maria next for movalue <td< th=""><th></th></td<>	
Description no value ATT: Frey Requisitioner Hull ATT: Frey Requisitioner Hull Note to all Supplies no value Add suppliers Pery Requisitioner Hull CADEMIC AFFAIRS TATE LARE (TTV, UT BAILS) Add Add Add Subinitional Subinitional Add shopper Pery Requisitioner Hull Discommendational Internal Notes and Attachments for all suppliers Add Subinitional Add Outs des not have the custom Fields secontered with rist sectors. Billing Options Internal Notes and Attachments Add Add Note value Mata next for my order Mata next for my order SUBAWARD # no value Override Payment Terms no value Internal Notes Add Additional Approvals Add Add Additional Approvals Approvers There are no approvers SUBAWARD # no value No value Add Additional Approvals Note Value	1.00
Aussign Carl Billing Options Internal Notes and Attachments no value Department Custom Fields Billing Options Internal Note no value SUB-AWARD # no value Noveride Payment Terms no value Doss# no value Additional Approval 1 no value MWork Order no value Additional Approval 1 no value MWork Order Novalue Novalue Novalue Internal Note and Attachments Additional Approval 1 no value Monte Order Novalue Novalue Muthor Order Novalue Novalue Novalue Novalue Novalue Novalue Novalue Novalue <th></th>	
associated with tis section. Bailing Options Internal Note no value on value Wards next for yours pepartment Custom Field Accounting Date no value Not value Not Step Not Step Not Step Not Step Not Step C F Validation Response SUB-AWARD # no value Override Payment Terms no value Add Additional Approval 1 no value Not Value Not Response <	
Approvension Next step CF Validation Response SUB_AWARD # no value No value Approvension Approvension There are no approvension DSS# no value No value Ad Additional Approvals Mod Additional Approvals Morkflow FM Work Order no value No value Ad Hoc Approval 1 no value Morkflow I attest that the device(s) Separate Payment no value Ad Hoc Approval 3 no value Ino value being purchased comply Normal Message no value Ad Hoc Approval 4 no value Ino value Ino value	
Add Additional Approvals Add Additional Approvals Add Additional Approvals No DSS# no value No value Ad Hoc Approval 1 no value FM Work Order no value Ad Hoc Approval 2 no value I attest that the device(s) Separate Payment no value Ad Hoc Approval 3 no value being purchased comply Noter the Mensage no value Ad Hoc Approval 4 no value	
DSS# no value Hold Invoice for Approval Ad Hoc Approval 1 no value Workflow FM Work Order no value Ad Hoc Approval 1 no value Image: Comparison of the period of t	ė.
FM Work Order no value Ad Hoc Approval 1 no value 1 attest that the device(s) Separate Payment no value Ad Hoc Approval 2 no value 1 attest that the device(s) Separate Payment no value Ad Hoc Approval 2 no value 0 verride Override Ad Hoc Approval 3 no value For faile Payment Message no value Ad Hoc Approval 4 no value CF Validation Full	-
Lattest that the device(s) & Separate Payment no value no value no value active Perry Requisitioner Hull being purchased comply override no value Ad Hoc Approval 3 no value with the University of Utah security policy.4.004 no value Device no value Ad Hoc Approval 4 no value CF Validation Future CF Validation F	
being purchased comply Override Ad Hoc Approval 3 no value with the University of Utah security policy.4.004 Payment Message no value Ad Hoc Approval 4 no value CF Validation Future CF Validation Future	
security policy.4-004 Payment Message no value Ad Hoc Approval 4 no value CF Validation Future	
Require exact PO to 🗶 Ad Hoc Approval 5 no value	***
Invoice match CF Validation Response	***
distribution. Check box to manually distribute PO	***
Accounting Distribution	***
Acct Dist Shortcut BU Org Fund Activity Project Account A/U	***
05858 01 00366 1001 05858 <i>no value</i> 62400 1 PURCHASING UNIVERSITY CAMPUS PURCHASING - CAMPUS INSTRUCTION AND PURCHASING OPERATIONAL SUPPLIES ALLOWABLE	



Collapsing Top Section

on	🖋 Sh	ip To / Billing Optic	ns	<i>j</i>	Notes/Attachments &		
on				*	notes, Attachments d	Add I Approv	
							/ v
J	Org	Fund	Activity	Project	Account	A/U	
	00366 PURCHASING - CAMPUS	1001 INSTRUCTION AND SUPPORT	05858 PURCHASING	no value	62400 OPERATIONAL SUPPLIES	1 ALLOWABLE	
							·
C CO INC - 1 II	tem · 1.00 USD						
ł.							
o value	P	0 Number To Be	Assigned				
n		Catalog No.	ι	nit Price	Quantity	Ext. Price	
				1.00	1 1/EA	1.00	
*							
	C CO INC - 1 If o value	C CO INC - 1 Item - 1.00 USD	INVERSITY CAMPUS PURCHASING - INSTRUCTION AND SUPPORT CAMPUS OF UNC - 1 Item - 1.00 USD PO Number To Be n Catalog No.	NIVERSITY CAMPUS PURCHASING - SUPPORT INSTRUCTION AND PURCHASING - SUPPORT C CO INC - 1 Item - 1.00 USD PO Number To Be Assigned o value PO Number To Be Assigned n Catalog No. U	NIVERSITY CAMPUS PURCHASING- CAMPUS SUPPORT PO NUMBER To Be Assigned n Catalog No. Unit Price 1.00	NIVERSITY CAMPUS PURCHASING OPERATIONAL C CO INC · 1 Item · 1.00 USD PO Number To Be Assigned n Catalog No. Unit Price Quantity 1.00 1	NIVERSITY CAMPUS PURCHASING- INSTRUCTION AND PURCHASING OPERATIONAL ALLOWABLE C CO INC - 1 Item - 1.00 USD PO Number To Be Assigned n Catalog No. Unit Price Quantity Ext. Price 1.00 1 1/EA 1.00



UShop Adding Comments & Attach. - Old

Status: Draft	Ac	ct Dist Shortcut	BU	Org	Fund	Activity	Project	Accour	nt	A/U		edit
ocument Total: 150.00 USD 'hat's next for my order?		<i>value</i> Required eld	no value	no value	no value	no value	no value	no value Co Require field	ed no v	alue Empty field		
equisitions <												
General	× .											
Shipping	 	Lines								Selecte	d Line Item Actio	ns 🔻
Billing	× _											
Accounting Distribution		MAYBAR ELECT	RIC CO INC									
Internal Notes and Attachm	 Image: Image: Ima	Product Descr	ription			Catalo	g No Size	/ Packaging	Unit Price	Quantity	Ext. Price	
External Notes and Attach	 ✓ 			ug-In, 10kA, 120/24	40 Vac-Common Tr	ip, 2-Pole, 88313	869	1/EA	30.00	5 EA	150.00 USD	
Additional Approvals	¥	40A 酔 more										
Supplier Information		Accounting Dist	ribution (same as l	header)							edit	
Final Review	1											
PR Approvals									Supplier su	btotal	150.00	USD
Comments				ges are calculated a workflow approvals.		supplier. The values	shown here are	for estimation	Subtotal		150.00	
Attachment Overview		purposes, budg	get enceking, and	worknow approvals.					Total		150.00 U :	SD
						ĵ	à					

UShop MARKETPLACE Adding Comments & Attach. - New

equisition 🝷	: 2552136			•
Summary PC	D Preview Comments Attachme	History		
General Inform	nation 🧨 …	Ship To / Billing Options	Notes/Attachments & Add'l Approv 💉 🚥 🔽	Draft
Cart Name	2019-02-14 qareqph 01	Ship To	External Notes and Attachments	Correct these issues. You are unable to proceed until addressed.
Description	no value	no address	Note to all <i>no value</i> Suppliers	Required: Shipping address Invalid value: Acct Dist Shortcut
Requisitioner Shopper	Perry Requisitioner Hull Perry Requisitioner Hull	Billing Options	Attachments Add for all suppliers	Total (150.00 USD)
	ve the necessary permissions to view the ciated with this section.	Accounting <i>no value</i> Date	Internal Notes and Attachments	Subtotal 150.00
Department Cus	stom Fields	Override <i>no value</i> Payment Terms	Internal Note no value Internal Add	Submit Requisition
SUB-AWARD #	no value	Hold Invoice for 🛛 🗶	Attachments	Assign Cart
)SS#	no value	Approval	Add Additional Approvale Delaw	What's next for my order?
FM Work Order	no value	Handling Code no value	Add Additional Approvals Below	Next Step CE Validation Response

U Shop MARKETPLACE	Viewing	Commen	ts - Ne	W
Summary PO Preview Comments Records found: 0	Attachments History	Select "+" to add comment	Show comments for	All +
No comments have been added		f mi doc	noose from ultiple sument ypes	Requisitio Purchase Order Invoice Receipt

ummary PO Preview Comments Attachmen	ts History	
Records found: 0	-	Show comments for Requisi
ADD COMMENT		Select to save
	This will add a comment to the do	cument.
	Attach file (optional) Attachment Type o File	O Link/URL
	File Name	
1000 characters remaining	expand clear File Choose Fil	le Upload your file



PR Approvals - Old

Status: Draft		Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Accou	nt	A/U		edit
Document Total: 150.00 USD What's next for my order?		no value Required	no value	no value	no value	no value	no value	no value Requir	ed 🔺	<i>alue</i> Empty field		
Requisitions <		field						field	0	27.75	-	
General	1											
Shipping	-	✓ Lines								Selecte	d Line Item Actio	ons 🔻
Billing	× .											
Accounting Distribution	~	GRAYBAR ELECTI	RIC CO INC									
Internal Notes and Attachm		Product Descr	iption			Cat	alog No S	ize / Packaging	Unit Price	Quantity	Ext. Price	
External Notes and Attach	1			ıg-In, 10kA, 120/24	40 Vac-Common Ti	ip, 2-Pole, 883	13869	1/EA	30.00	5 EA	150.00 USD	
Additional Approvals	-	40A 🍺 more		acader)								
Supplier Information		Accounting Distr	ibution (same as l	neader)							edit	
Final Review	1											
PR Approvals									Supplier su	ibtotal	150.00	USD
Comments				ges are calculated a workflow approvals.		supplier. The val	ues shown here a	are for estimation			150.00	
Attachment Overview		purposes, budy	et enceking, and						Total		150.00 U	50
							\square					
PO Preview												



PR Approvals - New

Requisition T: 2552136			۲	ē
Summary PO Preview Comments Attach	nents History			
General Information 💉 …	Ship To / Billing Options 🧳 🚥	Notes/Attachments & Add'l Approv 🖋 🚥 🔽	Workflow	2
Cart Name 2019-02-14 qareqph 01	Ship To	External Notes and Attachments	Draft	
Description no value	no address Required	Note to all <i>no value</i> Suppliers	Active Perry Requisitioner Hull	
Requisitioner Perry Requisitioner Hull	- 12 4 20 10	Attachments Add	CF Validation	
Shopper Perry Requisitioner Hull	Billing Options	for all suppliers	Future	
OUser does not have the necessary permissions to view the custom fields associated with this section.	Accounting no value Date	Internal Notes and Attachments	CF Validation Response Future	
Department Custom Fields	Override <i>no value</i> Payment Terms	Internal Note no value	Department Approval	
SUB-AWARD # no value	Hold Invoice for	Attachments	Future	
DSS# no value	Approval		Final CF Validation	
FM Work Order no value	Handling Code <i>no value</i> Override	Add Additional Approvals Below	Future	
l attest that the X device(s) being	Separate no value	Ad Hoc no value Approval 1	Final CF Validation Response	
purchased comply with the	Payment Override	Ad Hoc no value Approval 2	Ĭ	
University of Utah security	Payment no value	Ad Hoc no value	Create PO Future	
policy,4-004	Message	Approval 3		



Requisition Submitted - New

...

Simple Advanced

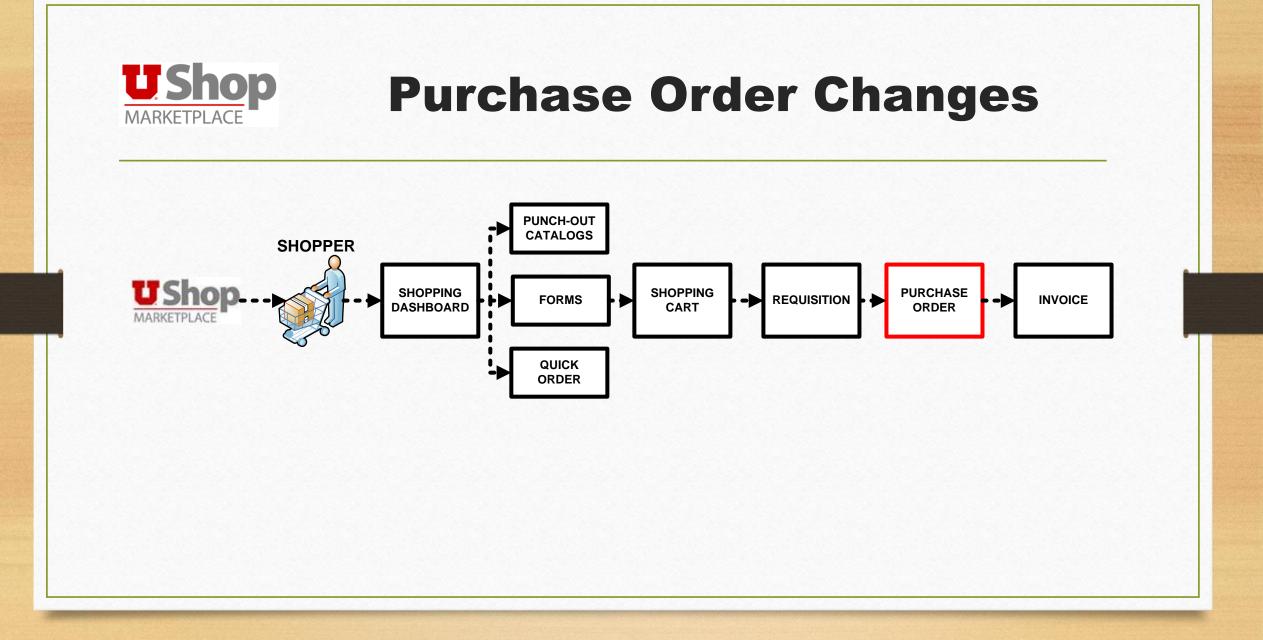
Search for products, suppliers, forms, part number, etc.

Summary		Options
Requisition Number	2552136	C 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	



UShop MARKETPLACE Submitted Requisition Page - New

equisition	: 2552136						۲	ē
Summary C	Comments Attachments History							
General Inform	mation •••	Ship To / Billing Options	••• No	tes/Attach	ments & Add'l Approvals 🛛 💀 🔽	Perry Requisitioner Hull		
Status	✓ Completed (3/9/2021 1:12 PM)	Ship To	Ext	ernal Notes	and Attachments	CF Validation Completed		
Purchase Order	UO00002883 view print	ATTN: Perry Requisitioner Hull ACADEMIC SENATE		te to all opliers	no value			
Submitted	3/9/2021 1:10 PM	201 PRESIDENTS CIR RM 115 SALT LAKE CITY, UT 84112 United States		achments all suppliers		CF Validation Respon	ise	
Cart Name	2019-02-14 qareqph 01	United States				Department Approva	L	•••
Description	no value	Billing Options	Inte	ernal Notes a	nd Attachments	Approved HEATHER M HOLLEY		
Requisitioner	Perry Requisitioner Hull	Accounting 3/9/2021 Date	Inte	ernal Note ernal	no value	Final CF Validation		
	ave the necessary permissions to view the ociated with this section.	Override <i>no value</i> Payment Terms	Atta	achments		Final CF Validation R	esponse	
Department Cu	stom Fields	Hold Invoice for X	Add	d Additional	Approvals Below	Approved		
SUB-AWARD #	no value	Approval	1515177.1	Hoc	no value	Create PO		
DSS#	no value	Handling Code <i>no value</i> Override		proval 1 Hoc	no value	Completed		
FM Work Order	no value	Separate no value		proval 2	no value	Completed		
I attest that the device(s) being	×	Payment Override	Ad	Нос	no value	3/9/2021 1:12 PM		





Purchase Order - Old

Purchase Order:	Status							þ	ocument Actio	ons 🔻 Hist	ory 🗎 ?
UZ00092667 Revision 0									Exp	and All	ollapse All
Supplier: AMAZON.COM Status: Completed	 General Information 										
Document Total: 960.00 USD	PO/Reference No.	UZ0009	2667								
iew Related Documents	Revision No.	0									
itatus	Supplier Name	AMAZO	N.COM 😳 👚 🛛 m	ore info							
	Purchase Order Date	3/11/202	1								
urchase Order 🔉	Total	960.00									
	Shopper	AMAND	A ELIZABETH CAP	RRIERO							
evisions	Shopper Phone	+1 801-5	81-4290								
evisions	Shopper Email	amandad	arriero244@gma	ail.com							
PO Approvals	Requisition Number	1417136	90 view print								
hipments	 Document Status 										
phone	A/P status	Open									
hange Requests	Workflow	Comp (3/11/202)	leted 1 2:19 PM)								
eceipts	PO Dispatch		n distributed the pu lectronic Integrat		g the metho	d(s) indicate	d below the la	st time it wa	as distributed	i:	view
	Distribution Date/Time	3/11/202	1 2:19 PM								
ivoices	Supplier	Sent To S	Supplier								view
	Receiving	none									
omments	Invoicing	none									
ttachment Overview	Matching	No Matc	hes								
	✓ Lines										
	Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
	 ✓ Logitech Conference Video Conference W HD 1080p Camera with Built-In Speakerp more info 		B0083I7Y8W	EA	240.00	4 EA	960.00 USD	Sent To Supplier	none	none	No Matches
	Shipping, Handling, and Tax charges are calculat purposes, budget checking, and workflow appro-		ged by each supp	blier. The values s	hown here	are for est	imation	Total		96	0.00 USD



Purchase Order - New

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

Purchase Order - : U000002872 Revision 0

General I	nfo 🍡 …	Shipping/Bi	lling 🍡 🖉	Ship To	ø ····
VP status	Open	Supplier Name	8-1	ATTN: HEATHER HOLLEY	
0/Reference No.	U000002872		95 AND SUNNY	PURCHASING 201 PRESIDENTS CIR RM 1	70
evision No.	0	Contract	no value	SALT LAKE CITY, UT 84112 United States	
	-	Note to Supplier	no value		
Purchase Order Date	3/1/2021	Attachments for supplier	Add	Billing Opt	ions
otal	100.00				
Requisition Number	3186240 view print	Distributio	n Methods	Accounting Date	3/1/2021
		The system will distribute p	ourchase orders using the method(s)	PO Distrib Override	Will Distribute Will Distribute
Shopper Ir	formation	indicated below:	5 ()		
		Manual		Payment Terms	0% 0, Net 30
hopper	HEATHER M HOLLEY	Address	22380 S 215TH STREET	F.O.B.	no value
hopper Phone	+1 801-581-8194	Address	QUEEN CREEK, AZ 85142 US	Hold Invoice for Approval	×
hopper Email	ushop.test@noreply.utah.edu				
	_	Dietrikutie	• Ontions	Handling Code Override	no value
	ntal Custom			Separate Payment Override	no value
	110 Value	and Conditions	Conditions of Purchase may be	overnue	
			viewed at the following link: http://fbs	Require exact PO to Invoice match	×
Software Installed	no value		Show more		
SUB-AWARD #	no value			Payment Message	no value
)SS#	no value			Prevent automatic PO distribution. Check box to	×
M Work Order	no value			manually distribute PO	



Invoice Layout - Old

oucher Number V0542 upplier Invoice No. 25045 upplier Name HARD						Availabl	e Actions Assign		∽ Go
Buyer Invoice Approvals Mate	ching Comments Supplier Messages Attachmen	ts (2) H	istory						
Summary Discount, Tax, S	hipping & Handling Codes								?
lide header								Hide	value descriptions
	General	?		Addresses	?		Note/Attachments		?
nvoice Type	Invoice		Remit To		edit	External Note	no note		edit
Pay Status Joucher Number Supplier Name	In Process V0542399 HARDY DIAGNOSTICS		PO BOX 645264 CINCINNATI, OH 45264-5264 United States			Internal Note External Attachments	no note		
			Phone 1-805-3462766- Address Id 000001-2			Add Attachments	Size	Date	
Document Control Number	16193571	edit	3rd Party Address ID 2						P
Supplier Invoice No.	2504572		-			UUDP1 Annual PQ 2	195.0 KB	3/23/2021	Remove 💌
nvoice Date	3/24/2021					UUDP1 Annual PQ 2	195.0 KB	3/23/2021	Remove 💌
Accounting Date	3/30/2021					Internal Attachments			
Discount Date	no value					Add Attachments	Size	Date	
Due Date	4/23/2021								
Override Payment Terms	no value								
Terms	0% 0, Net 30		Pa	yment Information	?	Discount	, Tax, Shipping & Hand	ling	?
Ferms Discount	0.00 USD		Supplier Defaults	0000086320 H:DD S:N	edit	Discount, tax, shipping & handling	1		edit
nvoice Name	2021-03-30 u6028813 64		Force to Check?	×		Allocation Sum of All			
M Work Order	no value		Handling Code Override	no value		Header-level	Sum of lines		
			Separate Payment Override	no value		Discount 0.00 USD	0.00 USD		
nvoiced By	BRIANNA LAUREN MONTOYA		Invoice Header WH	no value		Tax 1 0.00 USD Tax 2 0.00 USD	0.00 USD 0.00 USD		
Contains substituted item(s)	×		Payment Message	no value		Shipping 110.94 USD	0.00 USD		
nvoice Source	Manual		Payment Method	Unknown		Handling 0.00 USD	0.00 USD		
Match Status	Matched		Payment (Check) Date	no value		Total	293.74 USD		
			Payment (Check) Number	no value		Require exact PO-to-Invoice mate			
			Total Payment Amount (may include multiple	no value		Hold Invoice for Approval	×		łł



Invoice - New

Add Comment Pier Messages Comments	Attachments 1	History			Invoice Total Bre	akdow
Copy to new invoice Add Notes to History		Payment Status Inform	Total (77.00 USD) Subtotal	77.00		
nvoice Information		Discount, tax, ship, ha	ndling	>		0.00
					Tax1	0.0
Notes and Attachments				>	Tax2	0.0
					Shipping	0.0
Codes					Handling	0.0
3 Lines					Shipping Tax	0.0
	Invoic	e Lines			Handling Tax	0.0
UO00002895						77.0
Status PO Line Product Description	Catalog No.	Unit Price	Quantity	Ext. Price	Related Docum	onte
1 🗸 1 test invoice		11.00	Qty: 2 EA	22.00	Purchase Order: U000002895 Requisitions: 3211744	
∧ ITEM DETAILS						
		Internal Line			Invoice Workflo	ow ~
Contract: no value		Attachments				
Contract: no value Invoice Line WH no value		Attachments Internal Note	no value		Workflow	•



Invoice – Section One

Conorol I		··· Devenent			Complete	•
General I	пто	Payment	Information	L	A LOT OF FUN STUFF	~
Supplier Name	1 A LOT OF FUN STUFF	Pay Status	Payable		Supplier Invoice No.	AHappyDance
	A LOT OF FUN STOFF	Payment (Check) Date	no value			
Supplier No.	0000132028				Total (77.00 USD)	~
nvoice Type	Invoice	Payment (Check) Number	no value		Subtotal	77.00
		Total Doument (Object)			Discount	0.00
nvoice Source	Manual	Total Payment (Check) Amount	no value		Tax1	0.00
nvoiced By	HEATHER M HOLLEY				Tax2	0.00
oucher Number	V0001236	Payment Method	Unknown		Shipping	0.00
		Match Status	Matched		Handling	0.00
contains substituted em(s)	×	External Attachments		Date	Shipping Tax	0.00
					Handling Tax	0.00
nvoice Name	2021-03-24 u0109782 02	<u>↓</u> IRS W9.pdf		3/24/2021		77.00
		Export Date	3/24/2021 11:28 AM			77.00
					Related Documents	~
Invoice Information		··· Discount, tax, ship, h	Discount, tax, ship, handling			e
ocument Control	no value		& handling		Reguisitions: 3211744	



Invoice – Section Two

ummary Matching	Supplier Messages Comments	Attachments 1	History				
General Invoice Information		Payment Status In	formation	··· >	Complete		
					🗸	A LOT OF FUN STUFF	~
Invoice De	tails		Invoice T	otal Breakdown	🗳	Supplier Invoice No.	AHappyDance
ocument Control umber	no value		Discount, tax, shippin	g & handling		Total (77.00 USD)	
upplier Invoice No.	AHappyDance		Allocation	Sum of All		Subtotal	77.0
upplier invoice No.	Апаррурансе				0	Discount	0.0
voice Date	3/24/2021			Header-level	Sum of lines	Tax1	0.0
ccounting Date	3/24/2021		Discount	0.00 USD	0.00 USD	Tax2	0.0
iscount Date	no value		Tax 1	0.00 USD	0.00 USD	Shipping	0.0
iscoulit Date	no value		T 0	0.00.000	0.00.000	Handling	0.0
ue Date	4/3/2021		Tax 2	0.00 USD	0.00 USD	Shipping Tax	0.0
	Is overridden		Shipping	0.00 USD	0.00 USD	Handling Tax	0.0
verride Payment Terms	no value		Handling	0.00 USD	0.00 USD		77.0
erms	0% 0, Net 15		T	77.00.100			
erms Discount	0.00 USD		Total	77.00 USD		Related Documents	``
M Work Order	no value		Require exact PO to Invoice match	×		Purchase Order: UO00002895	6
W WORK Urder	no value		Invoice materi			Requisitions: 3211744	e -

UShop MARKETPLACE Invoice – Sections 3 & 4

voice - : VC	0001236								I of 1 Results	• <
Summary Matchi	ing Supplier Messa	ages Comment	s Attachments በ	History						
General Invoice In	nformation			Payment Sta	atus Information			··· >	Total (77.00 USD)	~
								Subtotal	77.00 0.00	
Invoice Information Discount, tax, ship, handling >								>	Tax1	0.00
Notes and Attachments Notes & Attachments …							… 🚩	Tax2	0.0	
External Note		Exte	ernal Note Here						Shipping	0.0
Internal Note		по ч	value						Handling	0.0
Internal Attachments									Shipping Tax	0.0
									Handling Tax	0.0
Codes			Account	ting Code	es			… 🗸		77.00
LINE									Related Documents	~
Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U		Purchase Order: U000002895	•
	01	00366	1001	05858	no value	62500	1		Requisitions: 3211744	•
05858 PURCHASING	UNIVERSITY CAMPUS	PURCHASING -	INSTRUCTION AND	PURCHASING		OFFICE SUPPLIES	ALLOWABLE			



New Interface - Support

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