

Creating a PO in UShop for Research Histology

Instructions if new to UShop Marketplace

1. Select UShop Training



2. Select the appropriate level of training (Shopper is the lowest level of access to create a PO)

TRAINING

If you are only a **Shopper**, and not responsible for any accounting information, you may gain access to the system by completing our **online Shopper training**. This training is required.

If you are a **Requisitioner**, and are responsible for accounting information, you must complete the **Online Requisitioner Training** – but only after you have completed the required **online Shopper training**.

If you are only an **Approver**, based on GFA, **our online training is available here**.

The block contains three illustrations: a woman pushing a shopping cart labeled 'Shopper', a woman at a laptop with a star icon labeled 'Requisitioner', and a woman at a laptop with a checkmark icon labeled 'Approver'.

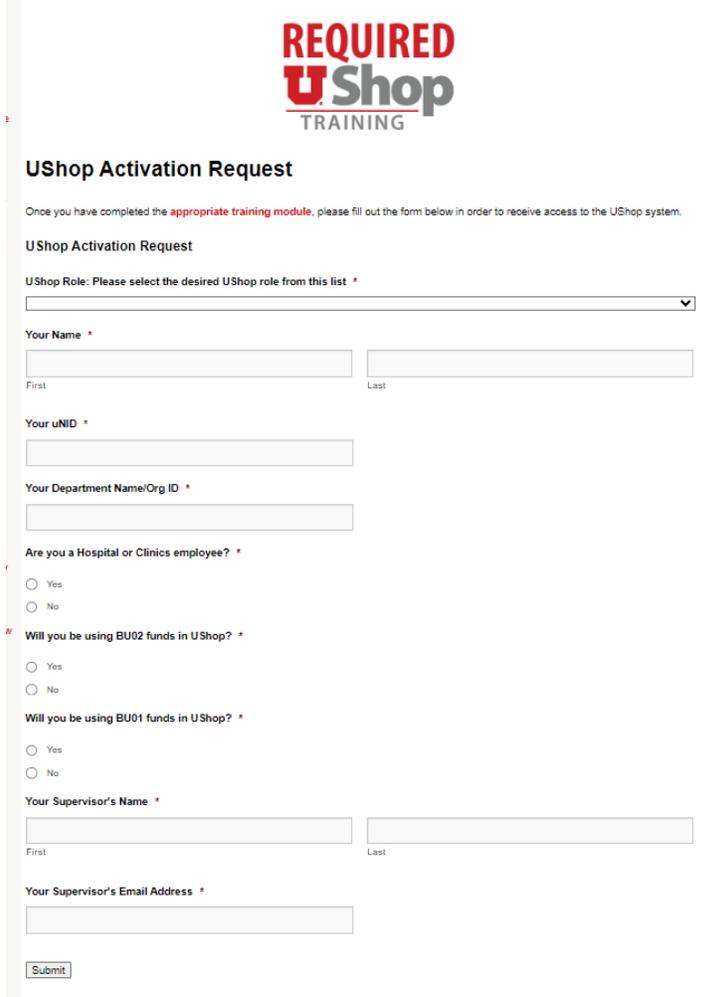
3. Complete training – last slide of PowerPoint slideshow links to UShop Activation Request
4. Link to Activation Request form

- UShop Shopper training is now complete.

- Go [here](#) to complete and submit an Activation Request form

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5. Complete UShop Activation Request:



REQUIRED UShop TRAINING

UShop Activation Request

Once you have completed the **appropriate training module**, please fill out the form below in order to receive access to the UShop system.

UShop Activation Request

UShop Role: Please select the desired UShop role from this list *

Your Name *

First Last

Your uNID *

Your Department Name/Org ID *

Are you a Hospital or Clinics employee? *

Yes
 No

Will you be using BU02 funds in UShop? *

Yes
 No

Will you be using BU01 funds in UShop? *

Yes
 No

Your Supervisor's Name *

First Last

Your Supervisor's Email Address *

Submit

6. Within 24 hours access to UShop Marketplace should be granted

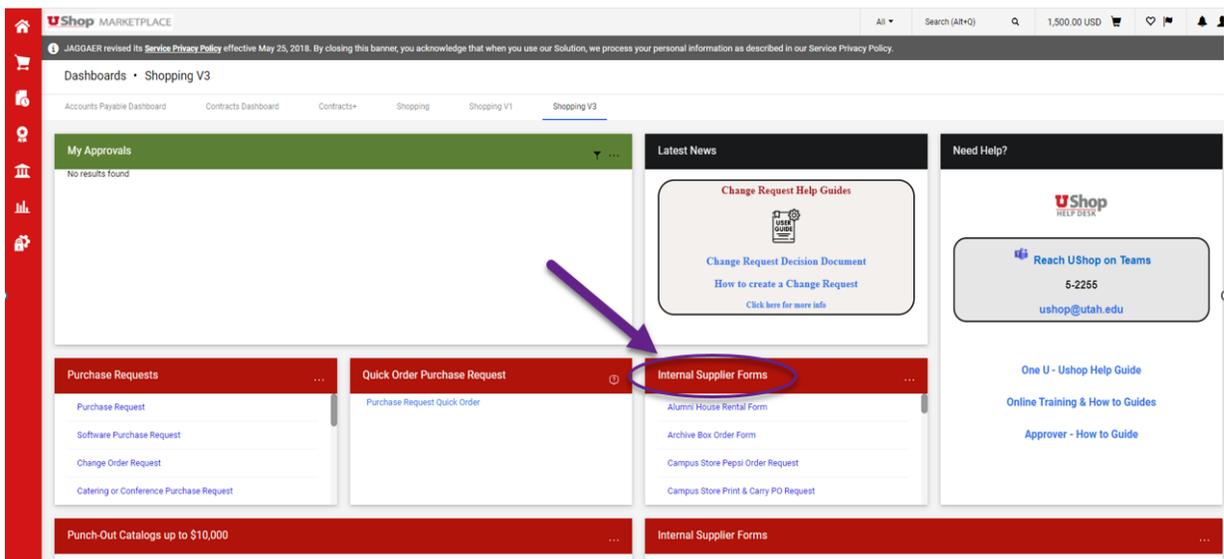
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Instructions for users with access to UShop Marketplace

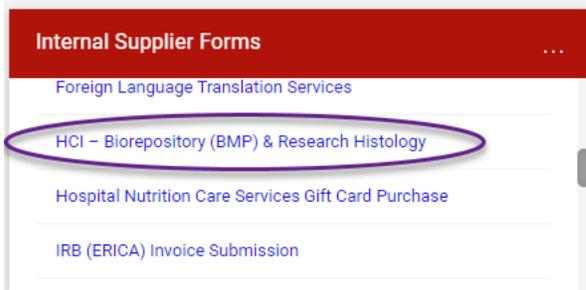
1. Navigate to [UShop | Financial Services \(utah.edu\)](https://utah.edu/ushop)
2. Select UShop Marketplace



3. From Dashboards select Shopping V3
4. Locate “Internal Supplier Forms”



5. Scroll down and select “HCI – Biorepository (BMP) & Research Histology”



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6. Complete the required fields in the “Supplier” and “HCI – Biorepository (BMP) & Research Histology Project” fields

Form • HCI – Biorepository (BMP) & Research Histology

Supplier

HUNTSMAN CANCER INSTITUTE
HCI – Biorepository (BMP) & Research Histology
Salt Lake City, UT 84112
(801) 581-6995

BMP-Biorepository@hci.utah.edu
Accounting Office: (801) 213-6298
Biorepository Office: (801) 587-4768

HCI – Biorepository (BMP) & Research Histology Project

Fill out this form for your Bio-specimens. All * fields are required.

Project Title: *

Department: *

Disease Group:

Principal Investigator: *

Principal Investigator Email: *

Principal Investigator Phone: *

Co-Investigator:

Co-Investigator Email:

Co-Investigator Phone:

Existing Supplier

Supplier * HCI - BMP HUNTSMAN CANCER INSTITUTE

Fulfillment Address **USHOP HCI - BMP**
2000 CIRCLE OF HOPE RM 5125
SALT LAKE CITY, Utah 84112 United States

Supplier Phone +1 801-213-6298

Dollar Limit

Enter the total dollar amount for the project below.

Price *

7. Once form is complete, select “Add And Go To Cart”

HCI – Biorepository (BMP) & Research Histology Project

is form for your Bio-specimens. All * fields are required.

Close **Add And Go To Cart**

8. Select “Proceed to Checkout”
9. Complete required fields (“shipping address” and an “account to distribute” are required)
10. Submit