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)

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:
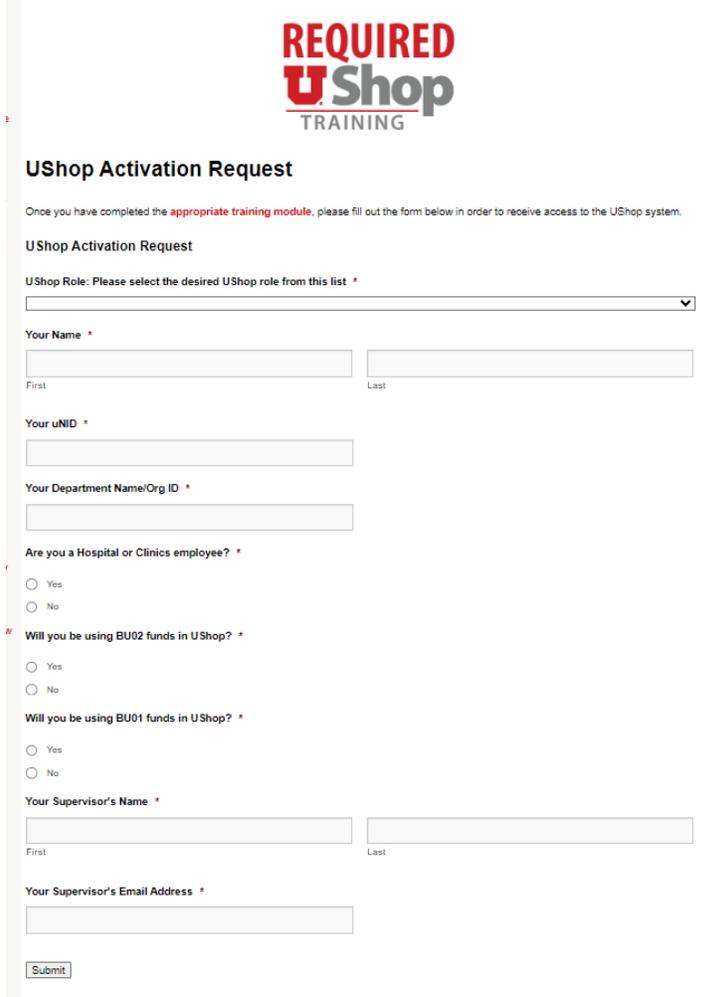
REQUIRED
UShop
TRAINING

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)
2. Select UShop Marketplace

3. From Dashboards select Shopping V3
4. Locate "Internal Supplier Forms"
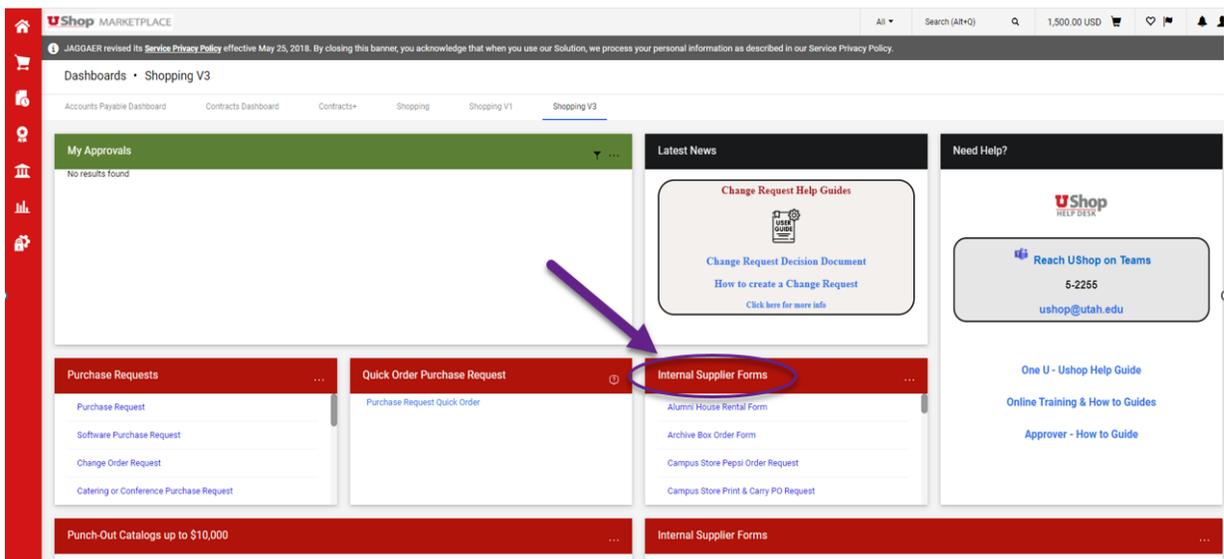
5. Scroll down and select "HCI – Biorepository (BMP) & Research Histology"
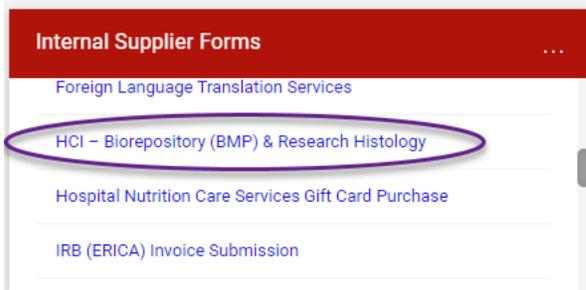
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6. Complete the required fields in the "Supplier" and "HCI – Biorepository (BMP) & Research Histology Project" fields

Form • HCI – Biorepository (BMP) & Research Histology

Supplier	HCI – Biorepository (BMP) & Research Histology Project
HUNTSMAN CANCER INSTITUTE HCI – Biorepository (BMP) & Research Histology Salt Lake City, UT 84112 (801) 581-6995	Fill out this form for your Bio-specimens. All * fields are required.

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

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

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:

Dollar Limit

Enter the total dollar amount for the project below.

Price *

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

♡ 🖶 Close **Add And Go To Cart** ▾

HCI – Biorepository (BMP) & Research Histology Project

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

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