Welcome to Talking uShop
Today’s Agenda

- Procurement and Disbursements Update with Mary Forsythe
- uShop 15.2 Upgrade
- Capital/Operating Lease Form
- New Supplier Procedure Revisited
- Dashboards Revisited
- Coming Soon
  - Change Orders
  - Budget Approver Permissions Addition
  - Mobile App
15.2 Update - Change in View for Requisitions

Current View - Requisition

New View - Requisition
15.2 Update - Change in View for Purchase Orders

Current View - PO

New View - PO
New View Advantages

- More updated look and feel
- Higher level information is displayed at the top
- Easier navigation for touch screen users - tablets and monitors
- Easily open and close sections of the documents for specific information
- More closely matches other functionality in the system
New Form - Capital/Operating Leases

- When would you use this form?
  - Lease contracts - typically are for use of property/equipment over months or years
  - Typical Examples - boats, cars, servers, larger office equipment

**Do not use this form for short term rental of equipment. If you have questions, contact Heather Iannucci or Leslie Hudson.
New Supplier Procedure
How is this working for you?

Non-Catalog

Independent Contractors
Updated - Shopping Dashboard

- Did you know about it?
- Do you like it?
- Would it be helpful for it to be your new home page?
Coming Soon…

- **Change Orders - Volunteer to be in the focus group**
  - There are restrictions on what can be changed due to the limitations of the middleware
  - Testing will require time for the volunteers so your supervisor’s approval will be needed

- **Budget Authority - Permissions**
  - New permission to place orders into workflow
  - Cannot approve orders they place
  - Currently have a group testing this feature
  - More information will be sent to budget officers in September
Coming Soon

- SciQuest Mobile allows:
  - Requisition Approvals
  - View attachments on requisition
  - Add or view comments
  - View account codes
  - Identify other approvers in workflow
Thanks for joining us!

- Questions

- Feedback is a gift... and I like gifts