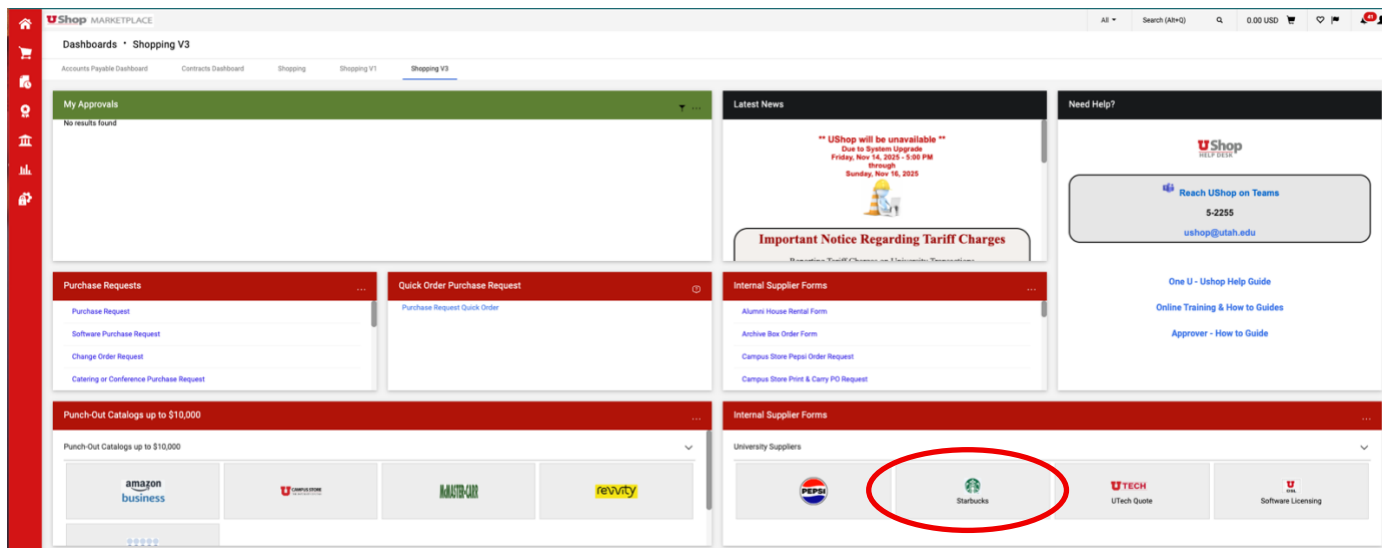


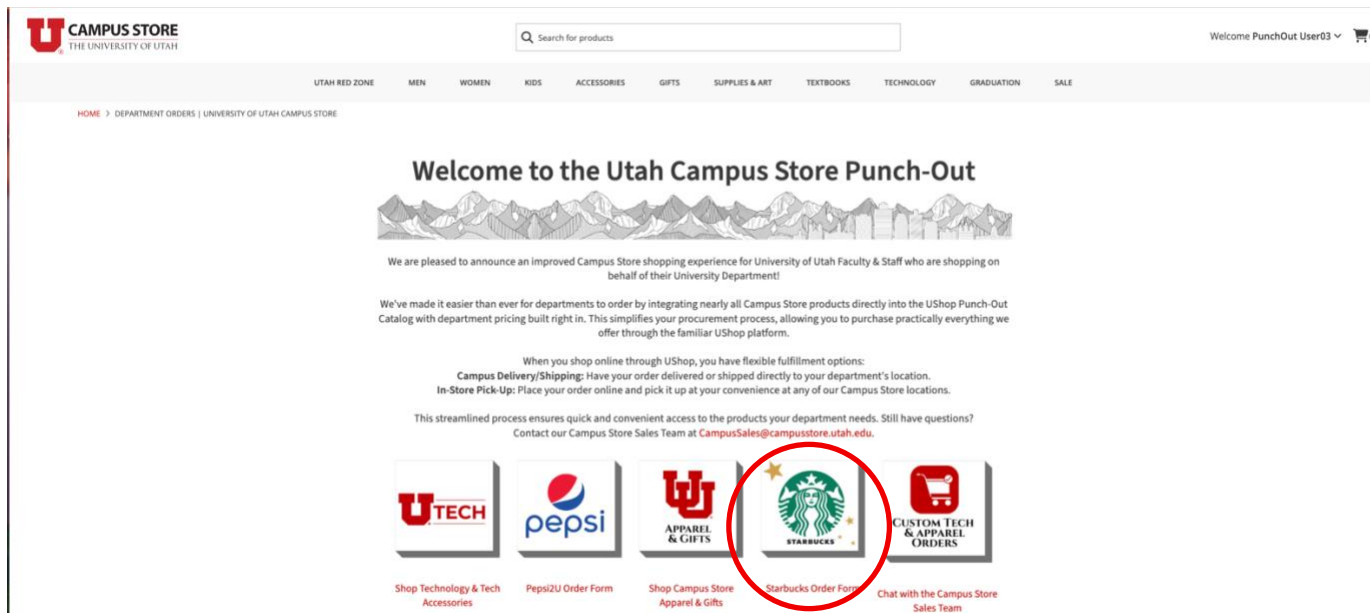
This guide will walk you through how to place a UShop Starbucks catering order the Campus Store.

### Step 1

Once you have logged into UShop, click on the [Starbucks Internal Supplier Form](#).



This internal supplier form can also be accessed on the UShop Campus Store Punch-Out Catalog homepage.



## Step 2

The [Starbucks Internal Supplier Form](#) will ask you to complete the delivery or pick-up information allowing you to decide what works best for your needs with the order. If you are selecting to have your order delivered and it is below \$50, please add a delivery cost of 1. If your order is over \$50, delivery cost is included and you can leave this section blank.

The screenshot shows the 'Form - Campus Store Starbucks' interface. The 'Supplier' section is for 'University Campus Store - Starbucks' with contact details. The 'Form Instructions' section provides ordering guidelines. The 'Delivery/Pickup' section is highlighted with a red box and contains a table with the following data:

Delivery Date	Delivery Cost	Unit Price	Quantity	Ext. Price	Pickup Date
	Delivery is included for orders over \$50	4.95	1.00	4.95	
		0.00		0.00	

Below this, there are three tables for coffee roasts: 'Coffee Light Roast', 'Coffee Medium Roast', and 'Coffee Dark Roast'. Each table lists '96 oz', '1 Gallon', and '5 Gallon' options with their respective unit prices and quantities. The total for all items is 24.95 USD.

## Step 3

After you have completed the delivery or pick-up information, you can order a wide variety of Starbucks coffee, tea, or hot chocolate. Input the number of quantities you'd like of each product.

This screenshot shows the product selection section of the form, with the 'Coffee Light Roast' table highlighted by a red box. The tables are structured as follows:

Coffee Light Roast				Coffee Medium Roast				Coffee Dark Roast			
Description	Unit Price	Quantity	Ext. Price	Description	Unit Price	Quantity	Ext. Price	Description	Unit Price	Quantity	Ext. Price
96 oz	20.00	1.00	20.00	96 oz	20.00		0.00	96 oz	20.00		0.00
1 Gallon	30.00		0.00	1 Gallon	30.00	1	0.00	1 Gallon	30.00		0.00
5 Gallon	120.00		0.00	5 Gallon	120.00		0.00	5 Gallon	120.00		0.00
Total			20.00	Total			0.00	Total			0.00

The total for the entire order is 24.95 USD.

Once you have selected all your products, click "Add and Go To Cart".

This screenshot shows the top right corner of the form, where the 'Add and Go To Cart' button is highlighted with a red box. The button is located next to a 'Close' button. The rest of the form content is partially visible, showing the supplier and instructions sections.

## Step 4

Enter the required information for your cart and click “Proceed to Checkout” or “Assign Cart” based on your department approval process.

UShop MARKETPLACE

Shopping Cart • 208982837

Go to: Non-Catalog Quick Order | Favorites | Forms | Shop | Quick Order | Browse | Suppliers | Categories | Contracts

Simple | Advanced

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

3 Items Select All

UNIVERSITY CAMPUS STORE • 3 Items • \$4.95 USD

SUPPLIER DETAILS

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Campus Store Starbucks						
ITEM DETAILS						
1	Delivery Cost			4.95	1	4.95
ITEM DETAILS						
	Commodity Code					
2	Coffee Light Roast			20.00	1	20.00
ITEM DETAILS						
	Commodity Code					
3	Coffee Medium Roast			30.00	1	30.00

Summary

Details

For

Name

Starbucks Order

Total (\$4.95 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.

Total: \$4.95

Assign Cart | Proceed To Checkout

## Step 5

The last step will be entering the appropriate chartfield for your purchase and ensuring that the “Ship To” address is accurate for Campus Delivery. Once all the information has been entered and checked for accuracy, you can assign the cart through your department approval process or checkout.

You will receive an email from the Campus Store once your order is ready to be picked up or delivered. If you have any questions, please reach out to the Campus Store Sales Team at [sales@campusstore.utah.edu](mailto:sales@campusstore.utah.edu).

UShop MARKETPLACE

Requisition • 208982837

Summary | PG Preview | Comments | Attachments | History

General Information

Cart Name: Utah Tumblers

Description: no value

Requisitioner: no value

Shopper: no value

Department Custom Fields

SUB-AWARD #: no value

DDSF: no value

eAward Transaction #: no value

FM Work Order: no value

Ship To / Billing Options

Ship To

UNIVERSITY CAMPUS STORE  
270 S 1500 E RM 111  
SALT LAKE CITY UT 84112  
United States

Shipping address code: 006701110

Billing Options

Accounting Date: no value

Ship Via: Best Carrier-Best Way

Hold Invoice for Approval: X

Handling Code Override: no value

Separate Payment Override: no value

Payment Message: no value

Require exact PG-to-invoice match: X

Prevent automatic PG distribution. Check box to manually distribute PG: X

Notes/Attachments & AdHoc 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

Ad-hoc Approver

Ad-Hoc Approver: Add

Accounting Distribution

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
no value	no value	no value	no value	no value	no value	no value	no value
Required						Required	Impact