



## HOW TO REGISTER?

### REGISTERING FOR A USHOP ACCOUNT

Visit our website at [www.procurement.utoronto.ca](http://www.procurement.utoronto.ca), click on the word "Register" below the UShop logo and complete the online form.

### CHANGING YOUR USHOP ACCOUNT

Visit our website at [www.procurement.utoronto.ca](http://www.procurement.utoronto.ca), click on the word "Changes" below the UShop logo and update your UShop account information to submit a change request.

## A STEP TOWARDS UNLIMITED BENEFITS

SHOP ONLINE 7 DAYS A WEEK

ORDER QUICKLY AND EASILY

SELECT FROM A BROAD VARIETY OF PRODUCTS FROM MAJOR VENDORS

TAKE ADVANTAGE OF DISCOUNT PRICING

SHOP WITH FULL PURCHASING POLICY COMPLIANCE

CHARGE DIRECTLY TO FIS ACCOUNTS

SAVE TIME WITH A FULLY AUTOMATED SYSTEM

"I highly encourage you to use UShop when possible... It's a beautiful way to purchase research needs online, that tracks perfectly to your research accounts."

Malcolm M. Campbell, MA, PhD  
Professor & Vice-Principal, Research  
University of Toronto Scarborough

UShop is brought to you by the Department of Procurement Services.  
We welcome your comments, suggestions and inquiries.

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# USHOP

BUY ONLINE  
AT THE  
UNIVERSITY OF TORONTO



EVERYTHING  
YOU NEED TO  
OPERATE YOUR  
OFFICE, LAB  
OR CLASSROOM  
EFFICIENTLY

[www.procurement.utoronto.ca](http://www.procurement.utoronto.ca)



## WHAT IS USHOP?

The faculties and departments at the University of Toronto need as many tools as possible to stretch their budget dollars. With UShop, all staff and faculty have at their disposal an online shopping system, enabling them to purchase quickly, conveniently and efficiently from online catalogs of popular U of T vendors. UShop provides specially negotiated discounts with the ease of charging purchases directly to FIS accounts, doing away with time consuming payment processing and reconciling of paperwork. UShop is simple and easy to use.

In an age when inefficiency has never been more costly, UShop has never made more sense.

## HARNESSING THE POWER OF ECOMMERCE

- 1<sup>ST</sup> PRIZE WINNER OF CAUBO'S "QUALITY AND PRODUCTIVITY AWARDS" PROGRAM, 2005
- FINALIST FOR THE "LEADERSHIP IN PUBLIC PROCUREMENT AWARD", SUMMIT MAGAZINE 2008.



# USHOP

# SAVE TIME SAVE MONEY

## DISCOUNTS PRICES. MAXIMUM BUYING POWER.

Procurement Services uses the university's full buying power to negotiate great low prices with UShop vendors, so you can buy more with your budget dollars.

## BROAD SELECTION. UP TO DATE CATALOGS.

Your UShop password gives you access to a growing list of major vendors and hundreds of thousands of products. You can see immediately what's available and make price comparisons on the spot. Once you're satisfied, you can place your order.

## QUICK, EASY ORDER & DELIVERY.

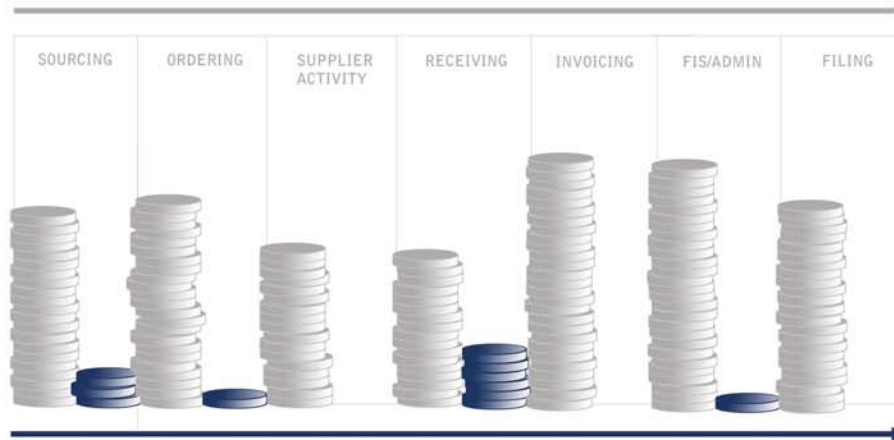
No need to key in lengthy product descriptions, just point and click and your order will usually arrive the next day. Confirm your receipt online and all other details are taken care of by the system.

## DIRECT PAYMENTS FROM YOUR DEPARTMENTAL FIS ACCOUNTS.

Your department pre-approves FIS accounts to be included in your UShop profile. This makes payment simple & tracking efforts a breeze. With a built-in approval system, your UShop shopping carts are automatically sent to designated fund centre approvers, as outlined by your group and their purchasing needs.

## FULLY AUTOMATED SYSTEM.

UShop's automated process handles all approvals, invoices, payments, pertinent paperwork and recording in the financial system, making reconciliation easy. Significant paper processing and filing are eliminated while you benefit from improved controls and reporting. UShop reserves payment amount when you order, eliminating the possibility of NSF accounts.



## TRADITIONAL PURCHASING PROCESS



29 STEPS  
208 MINUTES

## E-PROCUREMENT



5 STEPS  
20 MINUTES

## FULL COMPLIANCE WITH PURCHASING POLICY

When ordering through UShop, you are purchasing from vendors who have been contracted either through a public tendering process or a negotiated agreement, ensuring you are purchasing in full compliance with U of T policy.

## ADDED VALUE. EXTRAS THAT MEAN A LOT.

Log on to discover the 'extras' being offered and see if you qualify for free shipping charges, free giveaways and other bonus offers. Procurement Services continues to work with our vendors to find new and better ways to make your UShop experience even more efficient and effective.

For example, in 2004 Sigma-Aldrich began providing free shipping for all orders placed through UShop. This has translated into tremendous saving for our UShop customers. The Dept of Chemistry alone, has been able to save over \$130,000 due to free shipping on UShop orders from Sigma-Aldrich.

## "THE DEPT OF CHEMISTRY ALONE HAS BEEN ABLE TO SAVE OVER

# \$130,000

DUE TO FREE SHIPPING ON ALL USHOP  
ORDERS FROM SIGMA-ALDRICH SINCE 2004"



**USHOP WORKS**  
1,572 USHOP CUSTOMERS  
SPENT OVER  
**\$8.4 MILLION**  
LAST YEAR ACROSS ALL CAMPUSES.  
BRINGING THEIR DEPARTMENTS  
THOUSANDS OF DOLLARS  
IN PRODUCTIVITY  
AND REAL DOLLAR SAVINGS