

Supplier Management

Before submitting a new supplier request, it is recommended that you alert the supplier they will be receiving a New Supplier Request from the University of Wisconsin System's Supplier Management Portal. The Supplier should check for the email in both their Inbox and Spam folder. They must complete the registration invitation and submit a current W-9 within the last year.

Entering a New Supplier Request

- On the Home page, click the link for **Supplier Management** to open the **Supplier Management Dashboard**.

ShopUW+ Shop • Supplier Management

Supplier Management

Supplier Links

- Request New Supplier
- Supplier Change Request
- My Supplier Requests

Supplier Search

Search Enter search terms such as

My Supplier C

Total Procurem

Form Name

Supplier Change

Supplier Change

Supplier Change

Messages from the Shared Supplier File Administration Team

Please do not submit Supplier requests multiple times.

3 Supplier Request forms are available (please read the instructions)

- New Supplier Request:
 - The Shared Supplier File team will determine if a supplier should not receive an invitation based on criteria such as number of addresses or type of institution (e.g. universities, holding companies, or multiple regional)

- Click **New Supplier Request**.

- Enter the exact Supplier name in the box provided and click **submit**.
- Provide requested information on the **Supplier Overview** page
 - Tax ID (not required, but will expedite registration and approval process)
 - Email Address (required)
 - Supplier Type (required)
 - Contact First and Last Name (not required)
- Upload W8 or W9 file (not required)
- Provide any optional comments in the box provided.
- Click **Save Progress**.
- Click **Next**.
- Click **Review and Complete**.
- Click the Certification Checkbox and then select **Complete Request**.

ShopUW+ Supplier Invitation e-mail

What does the ShopUW+ supplier invitation e-mail look like?



UW UNIVERSITY OF WISCONSIN SYSTEM *ShopUW+*

Supplier Invitation for University of Wisconsin - ShopUW+

Dear Supplier Contact,

University of Wisconsin - ShopUW+ has invited you to register in our supplier portal.

Becoming a University of Wisconsin - ShopUW+ network supplier is free, easy and it only takes a few minutes to enroll. Registering enables UW campuses to quickly create purchase orders and payment requests.

Access to this portal allows for expedient updates to avoid payment interruptions.

By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your company, insurance/diversity information, W9/W8, and ACH banking information. Electronic payment through ACH is the fastest method of payment. You can also invite colleagues to register as unique users in your University of Wisconsin - ShopUW+ portal.

[Register Now](#)

Thank you,

University of Wisconsin - ShopUW+

Request Status types:

- Incomplete – a requester started a New Supplier Request and either did not complete all the required fields or did not check the Certification box and click on Complete Request.
- Under review – SSFA team has the request for review but has not sent out an invitation yet.
- Returned – SSFA team sent the request back to you to get more information or clarification.
- Rejected – SSFA returned the request back to you, most likely for a duplicate supplier in the system, and cannot be resubmitted.
- Approved – SSFA team has sent an invitation to register to the supplier.

Registration Status types:










- None – Supplier has not been invited to register.
- Invited – Supplier has received an email invitation from the UW System Supplier Management Team to register as a new supplier. However, the supplier has not yet responded to the invitation by activating their login.
- In Progress – Supplier has been invited to register and has begun entering information into their registration profile but has not yet submitted the profile.
- Profile complete – Supplier has completed all required fields on registration and submitted. The registration is with the SSFA team for review and approval.
- Rejected – SSFA team has rejected the supplier registration based on the information provided.
- Approved – Supplier has completed registration and it has been approved by the SSFA team. Supplier is now active for shopping in ShopUW+.

What if the supplier has not received the registration invitation?

- Email the SSFA team at supplierfile@busssvc.wisc.edu requesting to resend the supplier registration invitation.



Checking supplier registration workflow

- The Supplier Registration Workflow can be tracked when the Status is **Profile Complete**.
- Several approval steps must be completed before a supplier registration status can be Approved and activated for Shopping in ShopUW+.

 Northwestern University Press	new supplier Request	returned	-	-	5/18/2022 4:35 PM	5/18/2022 11:29 AM	-	-	Actions
 Atelier Jean Paquet Inc	New Supplier Request	Approved	-	-	5/18/2022 11:21 AM	5/18/2022 10:40 AM	Atelier Jean Paquet Inc	Invited	Actions
 Tool Experts	New Supplier Request	Approved	-	-	5/18/2022 9:19 AM	5/11/2022 11:09 AM	Tool Experts	Invited	Actions
 SRACUSE CULTURAL WORKERS	New Supplier Request	Rejected	-	-	5/17/2022 1:56 PM	5/10/2022 8:17 AM	-	-	Actions
 The Monogram Company	New Supplier Request	Approved	-	-	5/17/2022 11:40 AM	5/17/2022 9:36 AM	THE MONOGRAM COMPANY	Approved	Actions
 CARDS AGAINST HUMANITY	New Supplier Request	Approved	-	-	5/17/2022 11:21 AM	5/17/2022 7:44 AM	CARDS AGAINST HUMANITY	Invited	Actions
 Corianne Johnson	New Supplier Request	Rejected	-	-	5/17/2022 11:08 AM	5/17/2022 10:12 AM	-	-	Actions
 TESOL Publications	New Supplier Request	Approved	-	-	5/13/2022 9:50 AM	5/13/2022 7:44 AM	Teachers of English to Speakers of Other Languages	Profile Complete	Actions
 Wiley's Water Sports	New Supplier Request	Approved	-	-	5/13/2022 9:14 AM	5/13/2022 9:01 AM	Wiley's Water Sports	Invited	Actions

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- Click on the hyperlink of the Supplier Profile

 TESOL Publications	New Supplier Request	Approved	-	-	5/13/2022 9:50 AM	5/13/2022 7:44 AM	Teachers of English to Speakers of Other Languages	Profile Complete	Actions
 Wiley's Water Sports	New Supplier Request	Approved	-	-	5/13/2022 9:14 AM	5/13/2022 9:01 AM	Wiley's Water Sports	Invited	Actions

- Click on **Workflow and Review**

Teachers of English to Speakers of Other Languages

Doing Business As : TESOL International Association

Registration Status: Profile Complete
Registration Type: Business Profile

About
Supplier 360
Summary
General
Additional Information
System Settings
Contacts and Locations
Diversity
Workflow and Review
Legal and Compliance
Accounts Payable
eProcurement

View History

Summary

General Supplier Information

Supplier Name	Teachers of English to Speakers of Other Languages
Doing Business As (DBA)	TESOL International Association
JAGGAER Indirect Supplier ID	1006291514
Contract Party Types	Supplier
Active for Shopping	x
Web Site URL	http://www.tesol.org
Order Acknowledgment	x
Advanced Ship Notice	x
e-Invoicing (CXML Invoicing)	x
Portal Invoicing	✓

Supplier Registration Information

Date Registered	5/24/2022 1:27 PM
Supplier Requested by	CARLY M MARTINCO on 5/13/2022 9:50:21 AM View Supplier Request Form
Invitation Sent to	publications@tesol.org on 5/18/2022 3:57 PM
Invitation Sent by	BOBBIE EGESTON on 5/18/2022 3:57 PM
Stakeholder	-
Last Updated	6/6/2022 8:16 AM
Profile Last Updated by Supplier	6/6/2022 8:15 AM
Registration Method	Solicited
Registration Status	Profile Complete
Registration Type	Business Profile
Supplier Support Contact	Kim, Michelle
Approved for ERP Sync	Off

Default Ordering Information

Order Distribution	Manual
Payment Method	-

- Click **Supplier Registration and Workflow**

About
Supplier 360
Summary
General
Additional Information
System Settings
Contacts and Locations
Diversity
Workflow and Review
Internal Notes
Supplier Registration Workflow
Supplier Review Workflow
Original Supplier Request
Legal and Compliance
Accounts Payable
eProcurement

View History

- Here you will find approval steps needed to be completed by the SSFA team for a supplier to be Approved and active for shopping.

The screenshot displays the 'Supplier Registration Workflow' interface. On the left, a sidebar for 'Teachers of English to Speakers of Other Languages' (TESOL International Association) includes navigation options like 'About', 'Contacts and Locations', 'Diversity', 'Workflow and Review', 'Internal Notes', and 'Supplier Registration Workflow'. The main content area shows a workflow diagram with the following steps: 'Submitted' (6/6/2022 8:15 AM), 'Perform OFAC Check' (Completed), 'Duplicate Check' (Completed), 'Duplicate TIN' (Active, View approvers), 'TIN Validation' (Future, View approvers), 'Registration 1' (Future, View approvers), 'Registration 2' (Future, View approvers), 'Sync to ERP' (Future), and 'Finish'. A 'Show skipped steps' checkbox and an 'Orientation' dropdown (set to 'Horizontal') are also visible.