

Purchasing Updates and Resources

Tue 8/31/2021 8:06 AM

To:

1 attachments (1 MB)

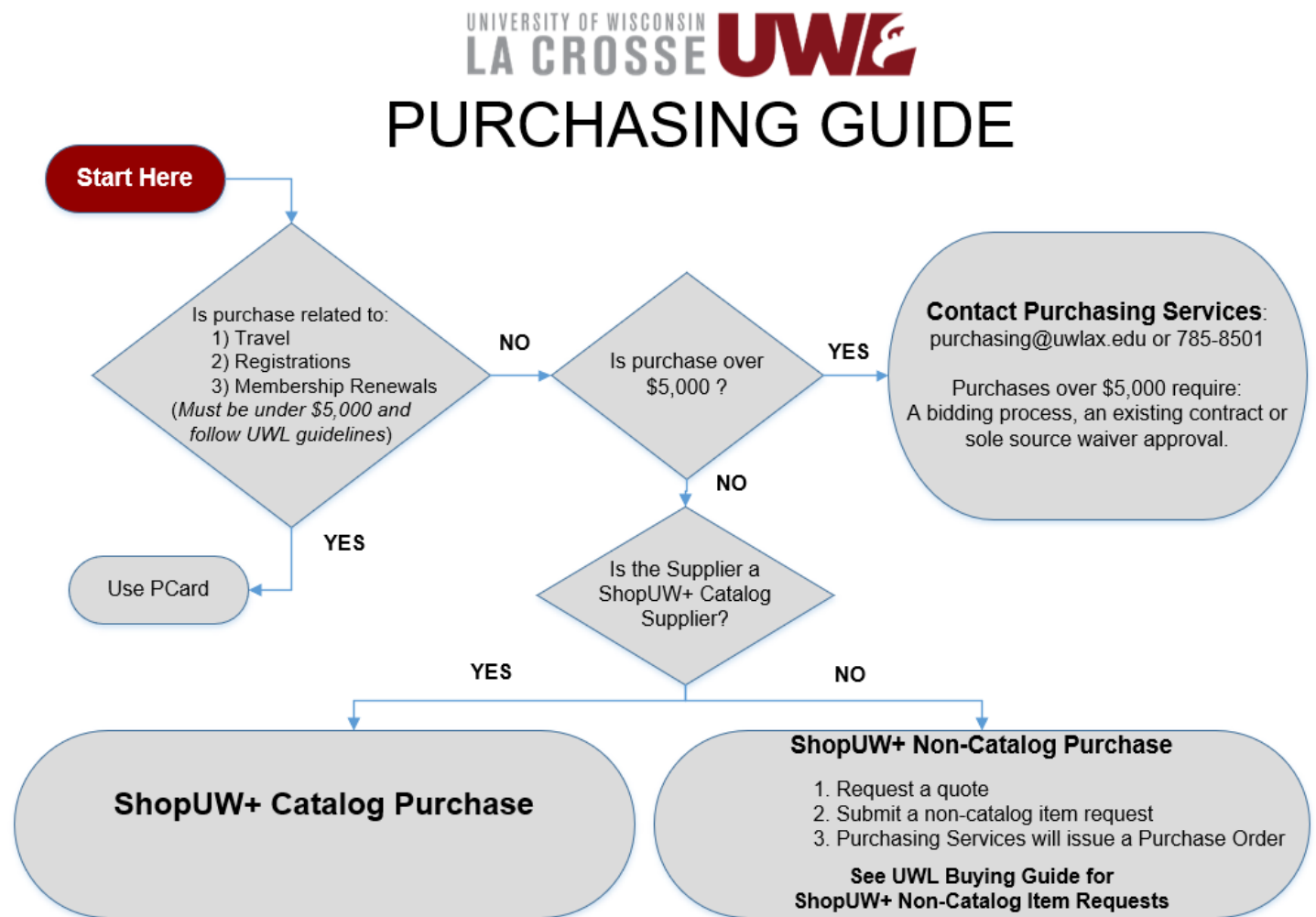
UWL Buying Guide - ShopUW+ Non-Catalog Item Requests.pdf;

Colleagues,

It has been a little over four months since the April 16th the launch of ShopUW+ occurred across all thirteen UW campuses. With the upcoming academic year approaching, we wanted to share some updates and resources.

UWL Purchasing Guide

The following guide has been developed to clarify the proper mechanism to utilize for purchasing and goods and services.



Guidelines for PCard purchases

Please find information related to the PCard purchases referenced in the UWL Purchasing Guide above at: [Business Services Policies & Procedures](#)

- [Travel Related PCard Payment Procedures](#)
- [Registration Fee Payment Procedures](#)
- [Membership Policy](#)

Catalog Purchase Requests

ShopUW+ Online Shopper Training provides an overview of the system and guidance for ShopUW+ Catalog purchase requests. For information visit: [ShopUW+ Online Training](#) and go ShopUW+ Shopper Skills.

Non-Catalog Purchase Requests

The attached UWL Buying Guide provides assistance for purchasing non-catalog items. This guide provides Shoppers with detailed instructions for completing a non-catalog item request. UWL Buying Guides for ShopUW+ can be found at: [UWL Buying Guide - ShopUW+ Non-Catalog Item Requests](#)

In-house Training via Microsoft Teams

UWL Purchasing Services will be hosting the following Teams meetings:

Purchasing and ShopUW+ The Basics: this session is a presentation with Q&A targeted to Shoppers with minimal exposure to UWL purchasing and ShopUW+.

(Click the links below to enter the meeting on the specified date/time)

- [Tuesday, August 31st at 3pm](#)
- [Thursday, September 2nd at 10:30am](#)
- [Wednesday, September 8th at Noon](#)
- [Tuesday, September 14th at 11:00am](#)
- [Wednesday, September 22nd at 2pm](#)
- [Thursday, September 30th at 10:30am](#)

Requester Tips & Tricks: this session is a focused on tips and tricks for Requesters and will be an interactive session with demonstrations.

- [Wednesday, September 1st at 10:30am](#)
- [Thursday, September 9th at 3pm](#)
- [Thursday, September 16th at Noon](#)

Additional In-house Training Opportunities:

Department training: by request, Purchasing Services can meet with your department on Teams or in person to provide a customized review of ShopUW+ for Shoppers and Requesters.

Approver training: by request, Purchasing Services can meet with Approvers on Teams or in person to provide a customized review of the Approver role in ShopUW+.

If you have additional questions, please email Purchasing at [\[purchasing@uwlax.edu\]](mailto:purchasing@uwlax.edu)purchasing@uwlax.edu

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