Shop@UW Purchase Request

Please utilize the following steps to complete a request to purchase.

**Requestor**

1) Login to Shop@UW as a guest by going to: [Guest Account](#)
   
   a. Click on the drop down for Select Organization and select UW-La Crosse.

   ![Select Organization](image)

   b. Enter your User ID and Password – these are the same your credentials for logging into your computer.

   ![Login](image)

2) Find the items you are requesting to purchase and place them in your cart. You may shop from multiple vendors, if necessary.

3) When you are finished shopping, return to your shopping cart in the Shop@UW environment.
4) Click the print button above the cart total for a more condensed list. Take a screenshot of your order or print the page as a PDF.

5) Send an email to the WISDM Account Manager for approval:
   a) Attach the screenshot or .pdf of your shopping cart.
   b) Include the following information in the email:
      i. Funding string to charge (Fund-Program-Department).
      ii. Business purpose
      iii. Essential purchase rationale
      iv. Delivery Address including City, State and Zip Code
      v. Delivery Address Phone Number

6) Upon delivery of your order, send an email confirmation of receipt to the Purchasing Designee for your college or division.
**Approvers:**

1st Approver - WISDM Account Manager:
1) Review the request.
   a) If approved, forward the email with "Approved" to your college dean or division vice chancellor.
   b) If denied, reply to the requestor.

2nd Approver – Dean or Vice Chancellor
1) Review the purchase request.
   a) If approved, forward the email with "Approved" to your college or division Purchasing Designee and cc: the requestor.
   b) If denied, reply to the requestor.

**Purchasing Designee**

Upon receipt of approval email from the Dean or Vice Chancellor:
1. Sign into Shop@UW by going to: Shop@UW Login.
   a. Enter your MD number and Password.
2. Check to see if the desired shipping address is available in your account. See the screenshot below. Click on Shipping Info in the options bar on the left and then click on the dropdown to see the available accounts and select an account to see the corresponding shipping information.

If the desired address is in not in the list, send an email to purchasing@uwla.edu with the following information to have the shipping address added to your account:
   a. Your MD number
   b. Requestor Name for Delivery Address
   c. Delivery Address
   d. Delivery Address Phone Number
   e. Email Address for Requestor

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**Shipping Information for MD54321**

Please enter your shipping address information or select an existing shipping address. Address updates completed on this screen only affect the current order.
To make a permanent change or add a new address please complete the Account Setup or Revision Request Form for your campus.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<td>Contact Name</td>
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<td>1061 Thousand Oaks Tr</td>
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<td>Phone</td>
<td>(608) 497-4400</td>
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<tr>
<td>Reference #</td>
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<tr>
<td>Email</td>
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</table>
3. Search for items
   a. Vendor Hosted Catalog items can be found using the “Shop at the Top” search bar within Shop@UW.

   ![Search Bar](image1)

   b. You must use the punch-out to find items from punch-out vendors.

   ![Punch-out Vendors](image2)

Examples of Punch-out Vendors
4. Confirm or update quantity.
5. Add to the cart.
6. For orders with multiple items, repeat steps 2-4.
7. Once all items are entered, click begin checkout process within the shopping cart.

![Checkout Process](image3)

8. The final cart review will show the total discounts and MDS service assessment amount.
9. On the shipping info page, select the shipping address which will be the last 4 digits of the delivery address phone number.

10. Click on Send Order.

11. Once you receive notice from the requestor that they have received the order, go into Pre-Posting Allocation Tool and update the funding string information for the transaction. Please see the following for:
   - Instructions
   - Funding Reallocation Calendar

12. Retain the following for your Shop@UW Report supporting documentation.
   - Original request for purchase.
   - Dean or Vice Chancellor approval.
   - Invoice/order confirmation.
   - Receipt of goods confirmation from requestor.

Questions? Contact Purchasing Services: purchasing@uwlaus.edu or 608-785-8501.