Purchasing from a Catalog - Shopper

https://shopuwplus.wisc.edu/ then proceed to hit ShopUW+ Login

Catalog purchase is used for purchasing goods.

There are two types of catalogs in ShopUW+:

- Hosted – Items appear in search within ShopUW+ and can be added directly to the cart
- Punchout – Link opens the catalog in a separate window on the supplier’s website with UW System specific items and pricing.

Catalog vendors include:

https://shopuwplus.wisc.edu/catalog-suppliers/

- Abcam
- Airgas
- Anixter
- Apple
- B&H Photo
- Bio-Rad
- Buy on Purpose
- CDW-G
- Crescent Electric Supply Company
- Dell
- DOT Scientific
- Eppendorf
- Fastenal
- Fisher Scientific
- Grainger
- Henry Shein Inc.
- Integrated DNA Technologies
- Kranz, Inc.
- Life Technologies
- McKesson Medical
- MDS Warehouse
- Medline Industries
- Midwest Scientific
- MSC Industrial Supply Co.
- Neta Scientific
- Newark
- New England Biolabs
- Promega
- Qiagen
- Rainin
- Santa Cruz Biotechnology
- Sigma-Aldrich
- Staples
- USA Scientific
- Vanguard Computers Inc.
- VWR

Order from Catalog

It is best practice to start with a new cart prior to each order to prevent mixing errors.

1. There are two options to start shopping from the shopping cart.
   - First click on the type of supplies under the Guided Buying section. Enter product name, item number, etc in the Simple Search field on the page. This will provide results from multiple suppliers.
   OR
   - Click the Home icon in the left panel, then click Shopping Home in the list of dashboards. Click the type of items in the Guided Buying section. Click the supplier icon to go to supplier punchout site or use the search.
2. Review items, enter the quantity needed, and select Add to Cart.

   **NOTE:**
   - The searching and ordering process can vary on each supplier punchout site. Fully complete the checkout process to return to the ShopUW+ cart.
   - Use the Cancel Punchout button in the upper right to return to ShopUW+ without adding items to the cart.

3. Continue to shop and add items as needed.
4. When finished shopping, click the **shopping cart icon** at the top of the screen.

5. Click **Checkout**, a draft requisition is created.

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**Correct Draft Shopping Cart Issues before Submitting**

These steps pick up after shopping is completed and Checkout is clicked. Some or all of the issues can be corrected prior to assigning the draft cart.

1. Issues that need to be resolved will appear in the right side of the draft requisition page. **NOTE:** Many of these items could be set up as user defaults.

2. Click the **hyperlink** for the item to be updated. Common issues include account, fund, business purpose, etc.
3. Click on **Required: Business Purpose**
   Include:
   - Business Purpose
     - How this purchase benefits the relevant funding string. Especially for orders using fund 133 or 144.
   - Other Business Purpose (add detail as to how this item/service will be used)
   - Name cart with your Lab/Vendor/Date in the **Cart Name**
4. Enter a proper funding string by clicking the hyperlink shopping cart issue **Required: Fund**. If you need to put in split funding, simply click on the + below the fund and a new string will appear. You will need to split the order by either price or percentage.

   When you enter funding Include: (Other required areas do not need to be entered)
   - GL Business Unit: UWMSN
   - Fund
   - Department: 073000_MSN (unless a specific 136 facility)
   - Project (if necessary)

5. Click **Save**.

6. Repeat steps 2-4 until business purpose, funding information, and shipping information is completed.

7. Enter a **Comment**, optional.

   **NOTE**: If the business purpose field is not large enough, use the comments to enter more details.

8. Review the **Prepared for** field in the General section. This field indicates who will receive updates for this order and the Purchase Order owner. To update this field:
   - Click the pencil (edit) icon next to General.
   - Update the name in the Prepared For field.
   - Click **Save**.

   **WARNING**: This field CANNOT contain the name of an Approver, it will prevent them from taking action on the requisition.

9. Click **Assign Cart**.

10. Review or update who the cart is assigned to.
    a. If your lab needs PI approval before purchasing
       Assign cart to:
       - Principal Investigator
    b. If PI approval is not needed
       Assign cart to:
       - Morgan Wendt (mmwendt2@wisc.edu)

11. Enter a note to the requester, optional.
    a. examples could include but are not limited to:
       i. If order needs to be rushed
       ii. If funding is uncertain
       iii. If price is unknown
       iv. Special instructions

12. Click **Assign**.

13. The requester is notified to review the draft cart.