



# Material Distribution Services Surplus With a Purpose

## October 2009 News

### Dell Ordering Improvements

In past years, there has been much confusion on the correct way to order Dell products through the MDS e-commerce system. Dell, MDS and DoIt have worked collaboratively in the past several months to improve the instructions and process for ordering Dell products in order to make it as simple as 1, 2, 3, click! In this session (which will include a light lunch) we will provide an overview and demonstration of the 3 main ways to order Dell products through the MDS e-commerce system, depending on type of product and quantity being purchased. Be sure to join us so you can learn some tips and tools for easy ordering via the MDS e-commerce system.

**Lunch and Learn Session: Dell Ordering Made Easy via the MDS e-Commerce System:** 11/10/09, 12:00-1:00 p.m., Rm 5045, 21 N. Park.

To register, visit the OHRD home page at [www.ohrd.wisc.edu](http://www.ohrd.wisc.edu) and select "Catalog." We will continue to add more Lunch and Learn sessions as demand warrants.

### Pre-Posting Allocation Tool Enables Split Funding with MDS Purchases

MDS customers now have the ability to reallocate and split funding on purchases made through the MDS e-commerce system before transactions are posted to SFS. Customers have from the day an order is posted (usually 24-48 hrs after receipt of product by customer) until the 3rd business day at noon of the following month to reallocate/split funding as necessary. With the implementation of PAT (Pre-Posting Allocation Tool), a change in the way you see your MDS purchases in WISDM will also be affected. You no longer will have a summary of the entire month's purchases, but will have invoice summary information.

PAT training has been incorporated into our quarterly training offerings of "How to Purchase Goods and Services at UW-Madison: Using MDS E-Commerce and SWAP." To register for one of these events, please visit the OHRD home page at [www.ohrd.wisc.edu](http://www.ohrd.wisc.edu) and select "Catalog." The next session is scheduled for November 19, 2009.

MDS can also bring the training program to your department. Please contact Carrie Jensen at 608-497-4404 or [cjensen@bussvc.wisc.edu](mailto:cjensen@bussvc.wisc.edu) to schedule. MDS also has several resource documents available on our website at [www.bussvc.wisc.edu/mds](http://www.bussvc.wisc.edu/mds).

### MDS Now Greener

MDS implemented a green initiative by eliminating paper statements. However, this new process does not impact our external customers (state agencies, school districts, cities/counties.) Customers who had received monthly paper statements will instead be able to look up their transaction details by accessing the "Transaction" tab on the navigation bar of the MDS website. From there, you can enter a year/month and click on "Transaction Report" to print out a transaction report that can be used for audit documentation. Parent/Child account holders can also access their transaction report via their parent login. Parent account holders can print transaction reports for all MD numbers they are responsible for with one click!

MDS News will now be available electronically on the left navigation bar of the MDS website at:

<http://www.bussvc.wisc.edu/mds>

### 2010 MDS/SWAP Payroll Calendars Available Through MDS Core Stock

These handy calendars are 8.5" x 11" and include all holidays, pay dates, etc. Better yet, MDS worked hard with our supplier to keep costs consistent with last year. Stock up for office staff!

Product info: 6060-Each .70 each

### MDS/SWAP Closings

MDS/SWAP will be closed for the following holidays and furlough days in 2009:

- Thursday, November 26, 2009 (Thanksgiving)
- Friday, November 27, 2009 (Furlough date)
- Thursday, December 24, 2009 (Holiday)
- Friday, December 25, 2009 (Holiday)
- Wednesday, December 30, 2009 (Furlough date)
- Thursday, December 31, 2009 (Holiday)
- Friday, January 1, 2010 (Holiday)

### MDS Account Information

It is imperative that you notify us of any account changes. If you've moved or have taken over ordering responsibilities, please be sure to send us your account update information so that we have a way to communicate notices impacting account holders. The MDS Account Change form can be found on the navigation bar located on the left side of the MDS website at [www.bussvc.wisc.edu/mds](http://www.bussvc.wisc.edu/mds). If you would like to verify what we have on file for your account, simply contact our customer service department at 608-497-4400 (press 1) or send your request to [mdscsr@bussvc.wisc.edu](mailto:mdscsr@bussvc.wisc.edu).