



# New way to Order Product from the UW-Madison MDS Warehouse

The purpose of this document is to describe a change to how DWD employees will order their customer-owned or “locally stocked products” that are warehoused at the MDS facility in Verona, Wisconsin. These products consist of items from categories such as copy paper, envelopes, paper forms, employment and training materials, equal rights materials, unemployment insurance materials, vocational rehabilitation materials and workers compensation materials.

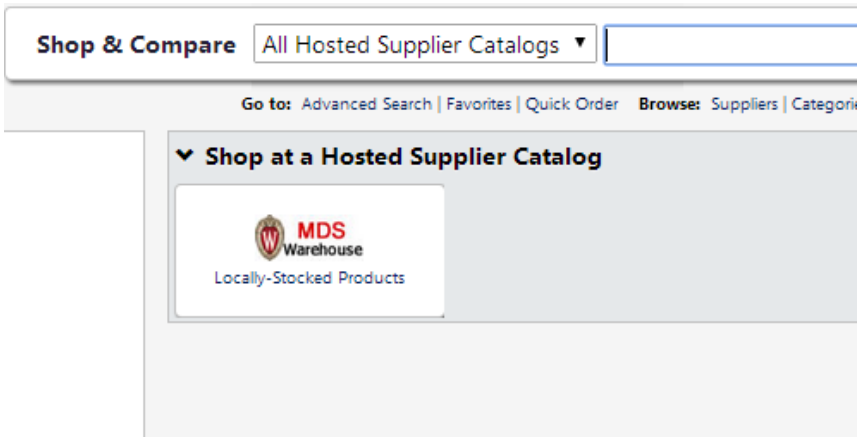
Currently, shoppers can find these products on the Shop@UW Store Lobby page by clicking on the “UW-Madison MDS Warehouse” link.

Starting in April 2015 shoppers will need to use slightly different navigation in order to purchase these same products.

# Order Product from the UW-Madison MDS Warehouse

In April 2015, shoppers will need to use the following navigation:

Shoppers who click on the link “UW-Madison MDS Warehouse” will navigate to a new page. This new page will look like the following:

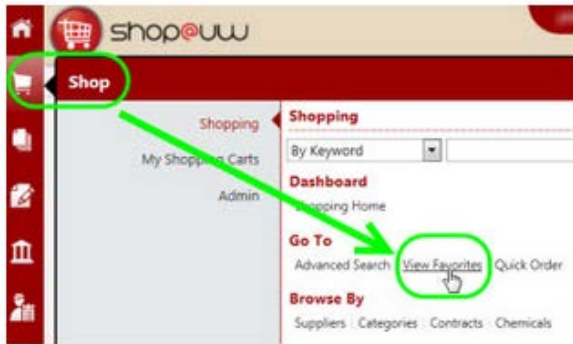


## Two methods to find locally stocked products

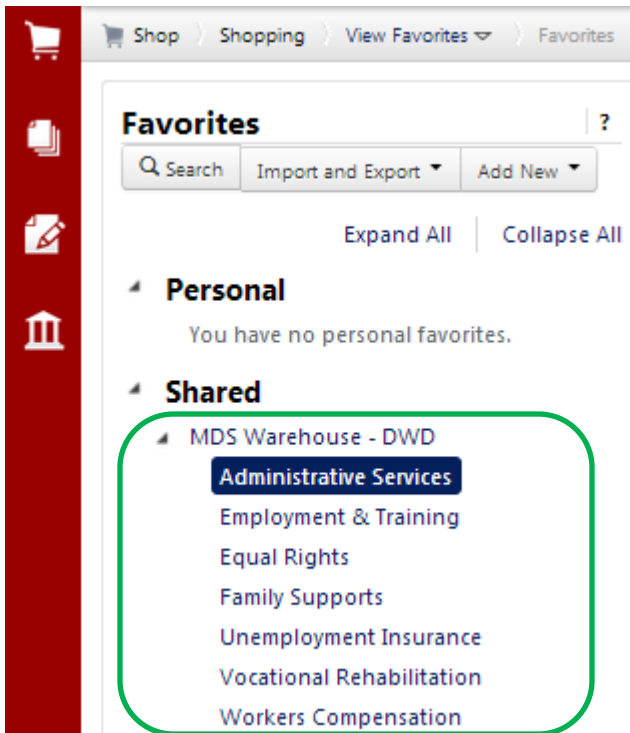
Shoppers will be able to use two methods to find the locally stocked products: (1) Use a shared favorite and (2) use the “shop & compare” search.

### 1. Use a Shared Favorite

The easiest method to find familiar locally stocked products will be to use a shared favorite. Shoppers can quickly navigate to the shared favorite by clicking on the shopping cart icon in the upper left of the Shop@UW application and then clicking on the “View Favorites” link in the “Go To” section.

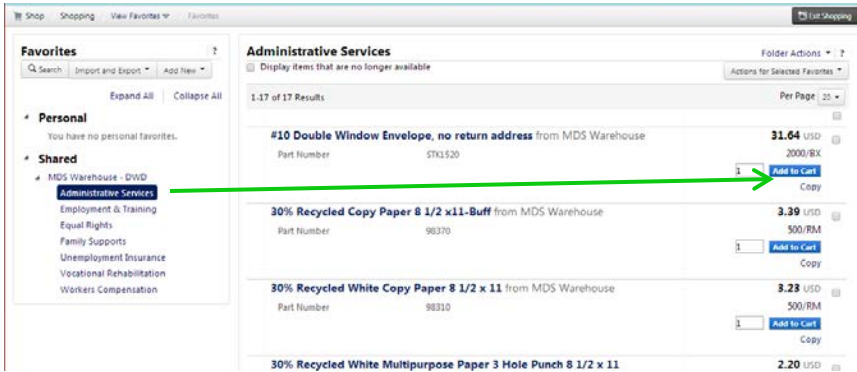


This will bring the shopper to the list of shared favorites. The items can be found in a new grouping called “MDS Warehouse – DWD”. Expanding that shared favorite will reveal the same categories and set of products that shoppers should be familiar with.



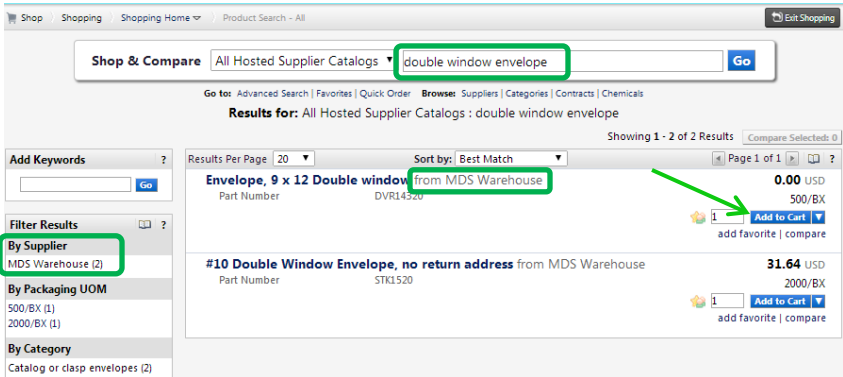
Clicking on a category will display the items in that category.

Shoppers can then add an item to the cart by clicking on the “Add to Cart” button, and continue shopping.



## 2. Use “Shop & Compare” (Shop at the Top)

Another option for shoppers is to use the “Shop & Compare” search that is located near the top of the screen. Shoppers can enter a phrase of an item description or a stock number, and the resulting items will be displayed.

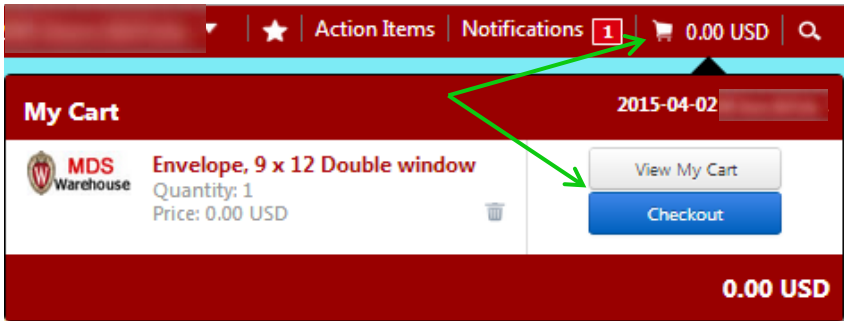


The shopper can then add the item to the cart by clicking on the “Add to Cart” button.

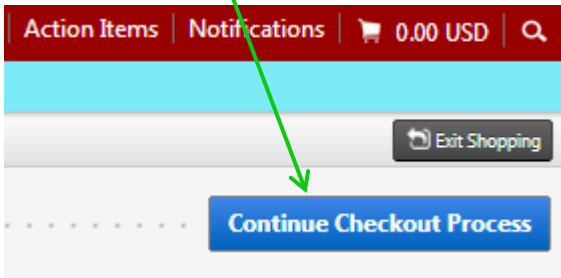
## After shopping, placing the order

After the items have been added to the cart, completing the order will include the standard checkout process, reviewing the final cart and entering the shipping information.

Click on cart, and then the Checkout button.



Then click on the “Continue Checkout Process”.



At the Final Cart Review, you will notice that quantity available is located in the column third from the right.

**Final Cart Review for** [REDACTED]

NOTE: Hover over the vendor number to see the vendor name.

Vendor	Item	Description	Unit Price	Qty	Qty Avail.	Total Price	Delete?
14043	DVR14320	Envelope, 9 x 12 Double window	\$0.00	1	60	\$0.00	X
<b>Subtotal:</b>						\$0.00	

If you wish to continue shopping, select Store Lobby and navigate from there. If your order is complete, please select Continue to Shipping Info.

## Review the quantity available

The final cart review is the only screen that is able to display the quantity on hand in the MDS Warehouse. Please note that the prior screens that were used to search for the product do not display quantity available. Thus, the shopper should review this screen to verify product availability.

## Items out of stock

If there is not enough quantity to fulfill the order, the shopper will see a message highlighted in red underneath the line item, describing the quantity that will be fulfilled and that the remaining will be back-ordered.

NOTE: Hover over the vendor number to see the vendor name.

Vendor	Item	Description	Unit Price	Qty	Qty Avail.	Total Price	Delete?
14043	DVR14320	Envelope, 9 x 12 Double window	\$0.00	<input type="text" value="80"/>	60	\$0.00	X
There are not enough of this item to fill your order. You will be shipped 60 and 20 will be backordered.							
<b>Subtotal:</b>						\$0.00	

If you wish to continue shopping, select Store Lobby and navigate from there. If your order is complete, please select Continue to Shipping Info.

The shopper has the discretion to empty the cart and start another shopping session, or continue to place the back-order by continuing to the shipping info screen.

## Edit the quantity

If desired, the shopper may still increase or decrease the quantity to be ordered by clicking in the “Qty” field and changing the value. The shopper must click on the “Update Cart” button for the change to take effect.

NOTE: Hover over the vendor number to see the vendor name.

Vendor	Item	Description	Unit Price	Qty	Qty Avail.	Total Price	Delete?
14043	DVR14320	Envelope, 9 x 12 Double window	\$0.00	<input type="text" value="10"/>	60	\$0.00	X
<b>Subtotal:</b>						\$0.00	

If you wish to continue shopping, select Store Lobby and navigate from there. If your order is complete, please select Continue to Shipping Info.

## The shipping info screen

To place the order the shopper should click on the “Continue to Shipping Info” button, and fill out the shipping address, and then press the “Send Order” button. There are no changes on this screen.

### Shipping Information for [REDACTED]

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 contact MDS Customer Service at [ShopUW@busvc.wisc.edu](mailto:ShopUW@busvc.wisc.edu) or (608) 497-4400.

#### Shipping Address:

**Contact Name:**   
**Room/Suite:**   
**Address:** 6091 N Teutonia Ave  
**City:** Milwaukee  
**State:** WI  
**ZIP:** 53209  
**Phone:** (414) 438-7956  
**Account:**  (Must be 15 characters WISMART)  
**Email:**

Please indicate the email address you would like your order confirmation to be sent to. If you do not want to receive a confirmation, clear the box above.

Contact [Shop@UW](#) with questions or comments.  
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## The confirmation page

One change that shoppers may notice is that the confirmation page will now display a PVX number for the order number, instead of a receipt number.

### Purchase Confirmation

Your UW-Madison MDS Warehouse items are on order number [PVX0000896358](#).

**Note:** If you need to contact customer service about this order, please reference Purchase Order number [PVX0000896358](#).

Thank you for using Shop@UW.

[Continue shopping](#) with current MD number.

Or

[Log off and re-enter](#) with a different MD number.

The invoice is normally generated the day after the order is shipped. Invoices for locally stocked products will continue to have a prefix of “INV”.