New way to order products from the UW-Madison MDS Warehouse

The purpose of this document is to describe a change to how Shop@UW shoppers will order “locally stocked products” that are warehoused at the MDS facility in Verona, Wisconsin. These locally stocked products consist of items from categories such as paper products, janitorial supplies, laboratory supplies, office supplies, maps and guides.

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

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

New way to order products from the UW-Madison MDS Warehouse

On April 30th, 2015, the link "UW-Madison MDS Warehouse" will be combined with the link named "Shop at External Suppliers". The same interface that is used to shop at suppliers such as Staples, Fisher Scientific or Grainger will also be used to order locally stocked products.

Shoppers who click on the new link "Shop at External Suppliers and the UW-Madison MDS Warehouse" will navigate to a familiar landing page. The landing page that is currently used for external suppliers will contain a new supplier "sticker" in the Hosted Supplier Catalog showcase. That sticker will be for the locally stocked products.

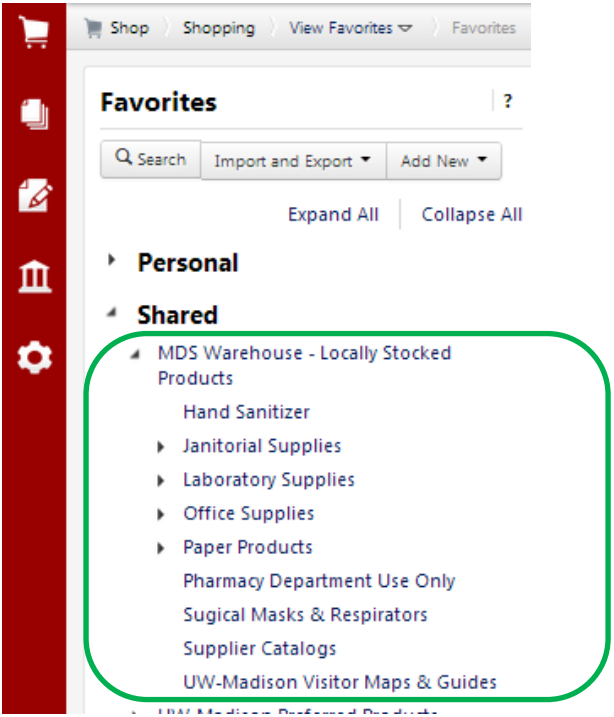
Two methods to find locally stocked products

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

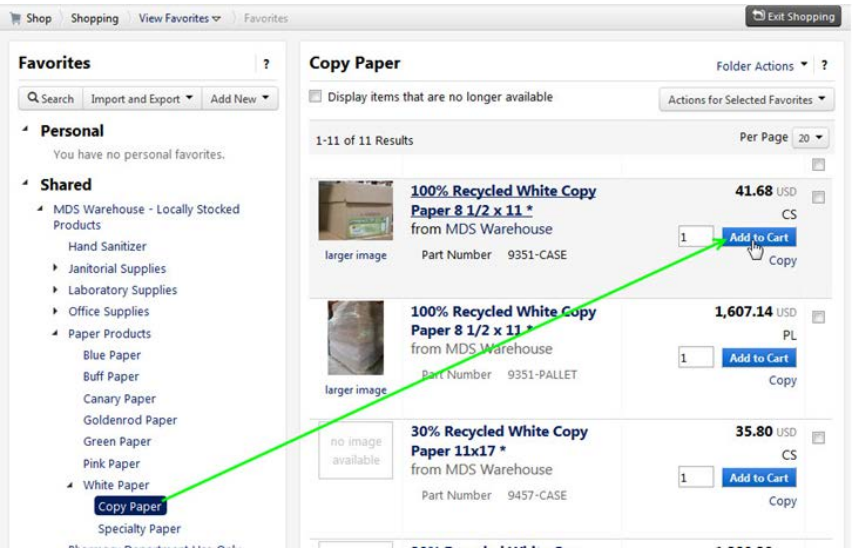
The easiest method to find familiar locally stocked products will be to use a shared favorite. Shoppers can quickly navigate to the shared favorite by clicking on the shopping cart icon in the upper left of the Shop@UW application and then clicking on the "View Favorites" link in the "Go To" section.

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



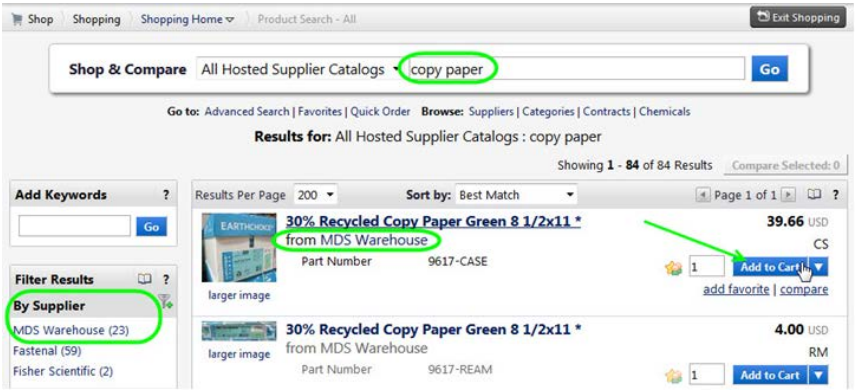
Clicking on a category will either display the items in that category or expand the category to reveal sub-categories.

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.

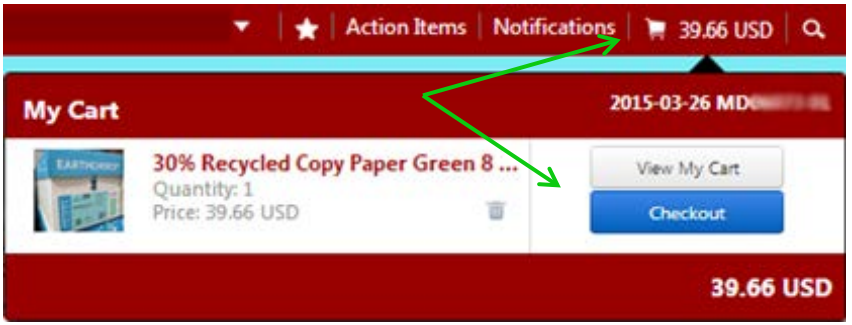


The shopper can then add the item to the cart by clicking on the “Add to Cart” button.

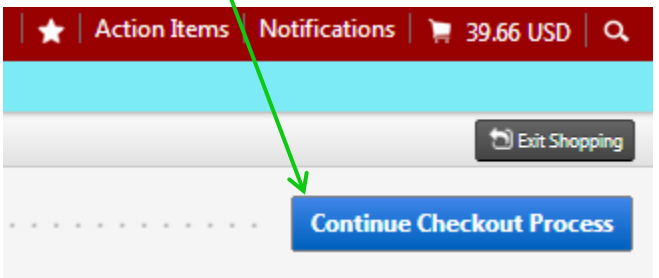
After shopping, placing the order

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.

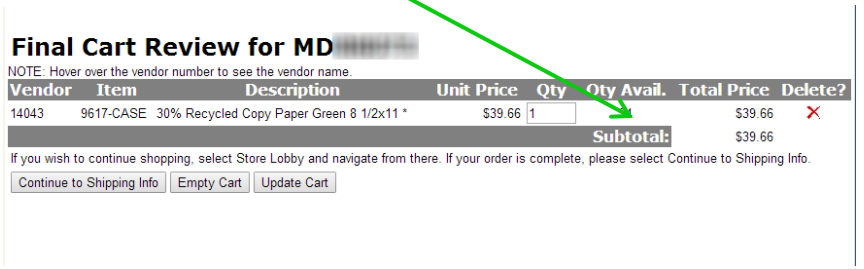
Click on cart, and then the Checkout button.



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.

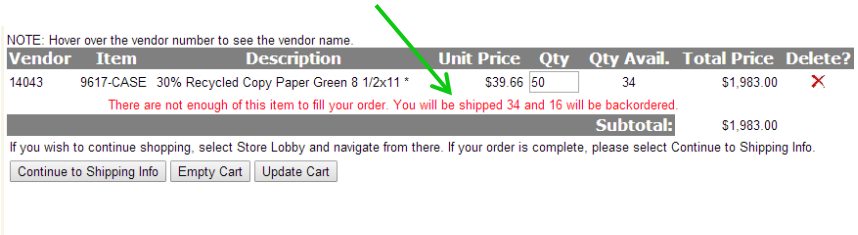


Review the quantity available

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	9617-CASE	30% Recycled Copy Paper Green 8 1/2x11 *	$39.66	50	34	$1,983.00	✕

There are not enough of this item to fill your order. You will be shipped 34 and 16 will be backordered.

Subtotal: $1,983.00

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

Continue to Shipping Info | Empty Cart | Update Cart

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. The shopper will know the change has taken effect when "Total Price" is updated. In the screen below, the shopper increased the quantity from 1 to 2, and the total price now reflects a value of $79.32.

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

Vendor	Item	Description	Unit Price	Qty	Qty Avail.	Total Price	Delete?
14043	9617-CASE	30% Recycled Copy Paper Green 8 1/2x11 *	$39.66	2	34	$79.32	✕

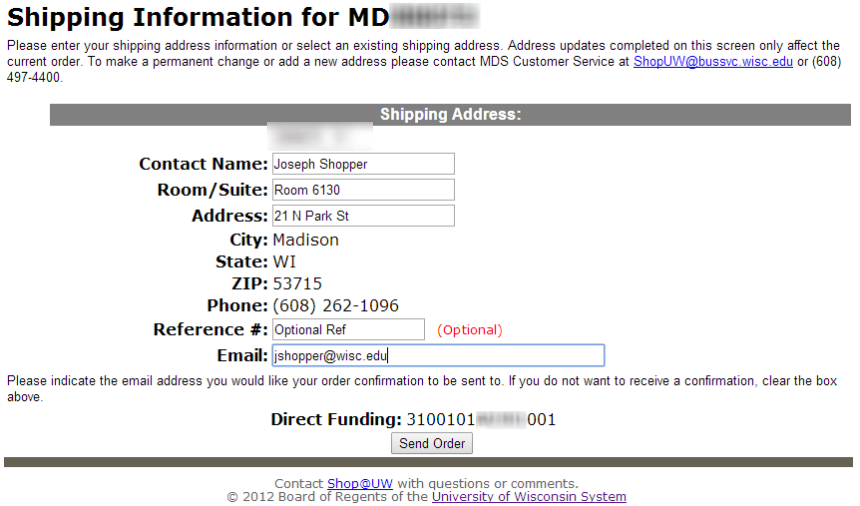
Subtotal: $79.32

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

Continue to Shipping Info | Empty Cart | Update Cart

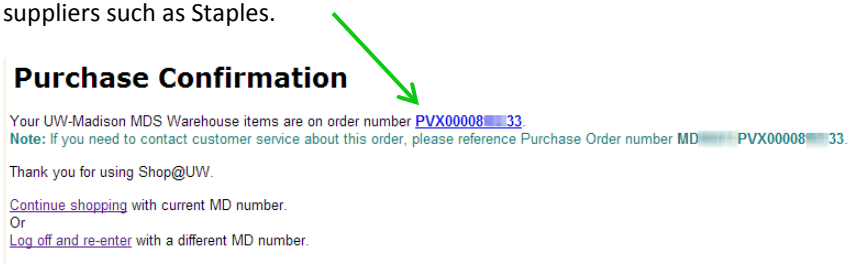
The shipping info screen

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.



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. This is similar to the PVX numbers that are generated for orders to external suppliers such as Staples.



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”.