



Training for New Users

21 N. Park Street, Room 5045

August 17, 2016

8:30 AM – 10:00 AM

UW-Madison Purchasing Services

<http://www.bussvc.wisc.edu/purch/purch.html>



New User Training Topics

- Shop@UW reference website
- Products and vendors found on Shop@UW
- Differences: hosted and punch-out suppliers
- Searching for items
- Add to favorites
- Filtering product searches
- Quick look at special punch-out functions
- Overview of the ordering process
- Order history and transaction lookup

Advanced Shop@UW Training

- Advanced training topics include:
 - Parent/Child account for MD numbers
 - Change the default funding on MD numbers
 - Create MDS transaction reports
 - Create reports about carts, orders, and invoices
- Advanced training starts at 10:15 AM

Why Use Shop@UW

- Provides users with an efficient method to order and pay
 - MD account associated to UDDS string for direct funding
- Features commonly purchased products at a negotiated contract price
- Order and transaction history easily accessed for reporting

Shop@UW Reference Website Overview

<http://www.bussvc.wisc.edu/shopuw/shopuw.html>

- Vendor partners and preferred products
- Tools for MD account setup and revision
 - <http://www.bussvc.wisc.edu/shopuw/account.html>
- Training information: PDFs and video
- Contact information:
 - Shop@UW customer service
 - Vendor partners
- Login

Types of Products

- Office supplies: Staples
- Computers: Dell
- Computer peripherals: SHI
- Remanufactured toner: EIS
- Specialty gases: Airgas
- Janitorial: Kranz and MDS Warehouse

Types of Products (cont.)

- Lab supplies:
 - Dot Scientific, Rainin, Santa Cruz Biotechnology, Bio-Rad, Eppendorf, Fisher Scientific, IDT, Promega, Qiagen, Roche, VWR, and Sigma-Aldrich
- MRO (maintenance, repair, and operations):
 - Anixter, Crescent Electric Supply, Fastenal, Grainger, MSC Industrial Supply, Unisource, and Newark

Navigating the Shopping Websites

- Login at the Shopper Entry webpage
 - Enter the MD number and password
 - Guest account access with a NetID
- Enter the Store Lobby
 - Final Cart Review
 - Outstanding Orders
 - Transactions
 - Link to shop in the Storefront from the vendors

Shop@UW Storefront

- Icons on the left navigation:
 - Home
 - Shopping carts and favorites
 - Document history
- Icons on the top navigation:
 - MD account shopping profile
 - Active shopping cart contents
- Organizational message area

Shop@UW Storefront (cont.)

- Shop & Compare search
 - Used for hosted suppliers and searchable punch-out suppliers
- Supplier stickers or icons
- Hosted catalogs
- Punch-out suppliers
 - Special supplier websites that feature State and UW-Madison contract items

Shop@UW Search

- Use the Shop & Compare for hosted and searchable punch-out catalogs
 - Open “Advanced Search” to enter more criteria

Shop > Shopping > Shopping Home > Home/Shop

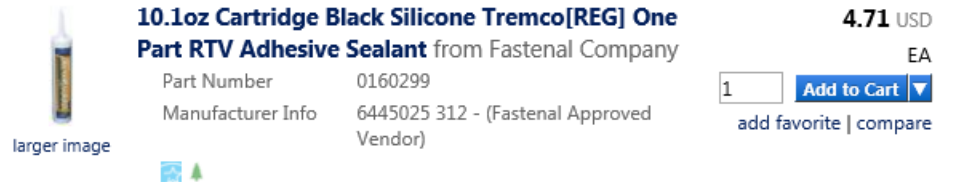
Shop & Compare All Hosted Supplier Catalogs

Go to: [Advanced Search](#) | [Favorites](#) | [Quick Order](#) **Browse:** [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

- Enter item number, manufacturer item number, and descriptive key words
- Supplier sticker search
 - Limits search return

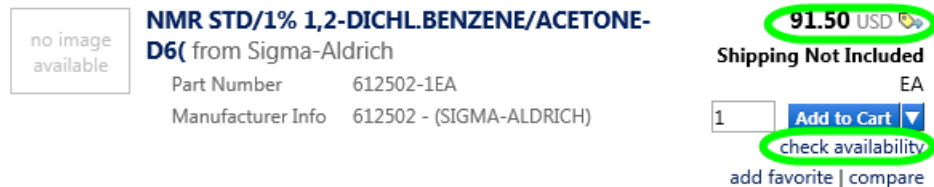
Search Results Window

- Hosted catalogs:



- Searchable punch-out catalogs:

- See Eppendorf, Fisher Scientific, Promega, Roche, VWR, and Sigma-Aldrich



- “Order from Supplier” link; see Bio-Rad and Qiagen



Search Results Window (cont.)

- Review “Manufacturer Info” links

Spectrafuge Mini Centrifuge with 1.5/2.0 ml rotor, strip tube rotor, 0.5 and 0.4 ml adapters, with Green Accents from Dot Scientific, Inc **239.70 USD**
2mL, EA
Add to Cart
add favorite | compare

Part Number C-1301-G
Manufacturer Info C-1301-G - (Labnet)
Women Owned Small Business (WOSB) ^(?) Yes

Click on "Manufacturer Info" link to return all search results from different suppliers

- Search narrowed down to items for C-1301-G

Showing only results for selected Manufacturer Part Number: C-1301-R
Results for: All Hosted Supplier Catalogs : C-1301-R

Showing 1 - 3 of 3 Results Compare Selected: 0

Results Per Page: 200 Sort by: Best Match Page 1 of 1

Spectrafuge Mini Centrifuge with 1.5/2.0 ml rotor, strip tube rotor, 0.5 and 0.4 ml adapters, with Red Accents from Dot Scientific, Inc **239.70 USD**
2mL, EA
Add to Cart
add favorite | compare

Part Number C-1301-R
Manufacturer Info C-1301-R - (Labnet)
Women Owned Small Business (WOSB) ^(?) Yes

Spectrafuge Mini Centrifuge. Supplied with rotors for 1.5/2.0ml tubes and .2ml PCR strips. 6000 rpm/2000 x g; On/off switch; C-1301-R from Fisher Scientific **307.20 USD**
EA
Add to Cart
add favorite | compare

Part Number NC9112124
Manufacturer Info C-1301-R - (Braintree Scientific)

Spectrafuge Mini Red 115v C1301-R from Fisher Scientific **261.81 USD**
EA
Add to Cart
add favorite | compare

Part Number NC9910912
Manufacturer Info C1301-R - (Labnet International Inc)

Filter Shop@UW Search Results

- Use the filters in Shop@UW to narrow down the search results
- Filter by keywords, category, manufacturer, supplier, etc.

The screenshot shows the Shop@UW search results for 'acetone'. The search results are displayed in a list format, with each item showing a product image, a larger image link, and detailed product information including the manufacturer, part number, and manufacturer info. The search results are filtered by 'All Hosted Supplier Catalog' and 'acetone'. The search results are sorted by 'Best Match' and show 1 - 200 of 2960 Results. The search results are displayed in a list format, with each item showing a product image, a larger image link, and detailed product information including the manufacturer, part number, and manufacturer info.

Shop > Shopping > Shopping Home > Product Search - All

Results for: All Hosted Supplier Catalog: acetone

Showing 1 - 200 of 2960 Results

Add Keywords ?

Filter Results

By Custom Attribute

Women Owned Small Business (WOSB) (5)

By Product Flag

Green (2)

By Category

Acetone or alcohol based antiseptics (17)

Acetone/alcohol (6)

ACS Grade Solvents (198)

Adhesive activators (1)

Adhesives/Sealants (4) more...

By Manufacturer

AAPER ALCOHOL (6)

Abcam Ltd (1)

Accela Chembio Inc (4)

ACE GLASS, INC. (2)

Acros Organics (173) more...

By Supplier

Dot Scientific, Inc (5)

Fastenal Company (8)

Fisher Scientific (1284)

MDS Warehouse (6)

MSC Industrial Supply (10) more...

Results Per Page: 200 Sort by: Best Match

Acetone, ACS Grade; ge 99.5%; Liquid; LabChem; 500mL; Amber Glass; FW: 58.08g/mol; CH₃COCH₃; Density: 786kg/m³; CAS: 67-64-1; 1/EA LC104201 from Fisher Scientific

Part Number LC104201

Manufacturer Info LC104201 - (Labchem Inc)

Acetone, ACS; ACS Grade; ge99.5%; Liquid; LabChem; 1L; Amber Glass; FW: 58.08g/mol; CH₃COCH₃; density: 0.79kg/m³ CAS: 67-64-1; 1/EA LC104202 from Fisher Scientific

Part Number LC104202

Manufacturer Info LC104202 - (Labchem Inc)

Acetone, ACS Grade; ge 99.5%; Liquid; LabChem; 4L; Amber Glass; FW: 58.08g/mol; CH₃COCH₃; Density: 786kg/m³; CAS: 67-64-1; 1/EA LC104204 from Fisher Scientific

Part Number LC104204

Manufacturer Info LC104204 - (Labchem Inc)

Acetone, ACS; ACS Grade; ge99.5%; Liquid; LabChem; 4 x 4L; Amber Glass Bottle; FW: 58.08g/mol; CH₃COCH₃; density: 0.79kg/m³ CAS: 67-64-1; 4/CS LC1042044 from Fisher Scientific

Part Number LC1042044


Manufacturer Info LC1042044 - (Labchem Inc)

Acetone, HPLC Grade; ge 99.5%; Liquid; LabChem; 500mL; Amber Glass; FW: 58.08g/mol; CH₃COCH₃; Density: 786kg/m³; CAS: 67-64-1; 1/EA LC104251 from Fisher Scientific

Part Number LC104251

Manufacturer Info LC104251 - (Labchem Inc)

Filter Shop@UW Search Results (cont.)

- Click on the funnel icon  to review all filter options to review all filter options
- Check all that apply and click the “Filter” button.

Filter Results

By Custom Attribute

Women Owned Small Business (WOSB) (5)

By Product Flag

Green (2)

By Category

Acetone or alcohol based antiseptics (17)

Acetone/alcohol (6)

ACS Grade Solvents (198)

Adhesive activators (1)

Adhesives/Sealants (4) more...

By Manufacturer

AAPER ALCOHOL (6)

Abcam Ltd (1)

Accela Chembio Inc (4)

ACE GLASS, INC. (2)

Acros Organics (173) more...

By Supplier

Dot Scientific, Inc (5)

Fastenal Company (8)

Fisher Scientific (1284)

MDS Warehouse (6)

MSC Industrial Supply (10) more...

Filter By Supplier

Dot Scientific, Inc (5)

Fastenal Company (8)

Fisher Scientific (1284)

MDS Warehouse (6)

MSC Industrial Supply (10)

Santa Cruz Biotechnology, Inc. (155)

Sigma-Aldrich (422)

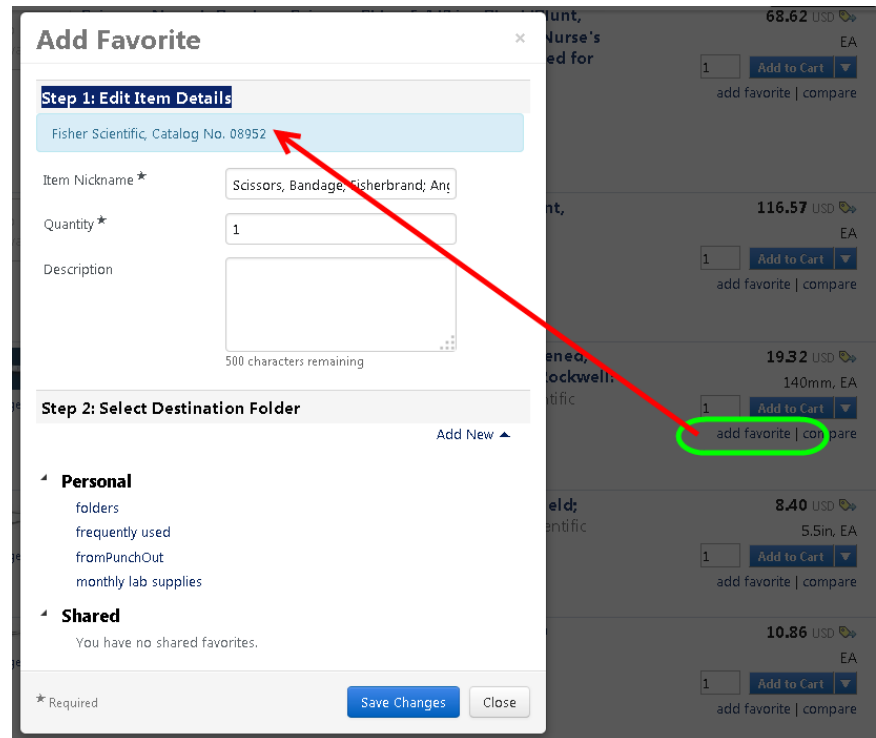
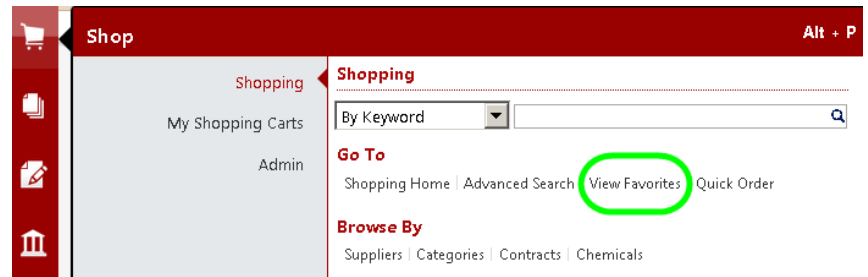
VWR International (1008)

WW Grainger, Inc. (62)

Filter **Cancel**

Favorites

- Simplify ordering by creating favorites
 - Hosted catalogs
- Use the “add favorite” link from the search results window



Favorites (cont.)

- “Add to Cart”
- Use “Display items that are no longer available” checkbox to view old, hosted items

The screenshot shows the 'Favorites' page in the Shop@UW system. The breadcrumb trail is 'Shop > Shopping > View Favorites > Favorites'. The page is divided into a left sidebar and a main content area. The sidebar contains a search bar, 'Import and Export', and 'Add New' buttons, along with 'Expand All' and 'Collapse All' options. It lists 'Personal' folders (frequently used, monthly lab supplies) and 'Shared' folders (AA & AAA Batteries, Blue Books & Record Storage Carton, MDS Warehouse - Alcohol, MDS Warehouse - Can Liners, MDS Warehouse - Locally Stocked Products, UW-Madison Preferred Products). The main content area is titled 'folders' and has a checkbox labeled 'Display items that are no longer available' which is circled in green. Below this are two items listed in a table:

| Image | Item Name | Price |
|-------|--|-----------------|
| | 30% Recycled Copy Paper Canary 8 1/2x11 * from MDS Warehouse Part Number: 9619-CASE Manufacturer Info: DM81196 - (MIDLAND) | 38.05 USD CS |
| | Coolant Elbow ID 1 1/2 In OD 1.82 In from WW Grainger, Inc. Part Number: 4GJZ2 Manufacturer Info: 78840004 - (GAV) | 58.91 USD EA |

Each item has an 'Add to Cart' button and a quantity input field (set to 1). The 'Add to Cart' button for the first item is circled in green. Below the table are 'Edit | Move | Copy | Delete' links for each item.

Punch-out Catalog Functions

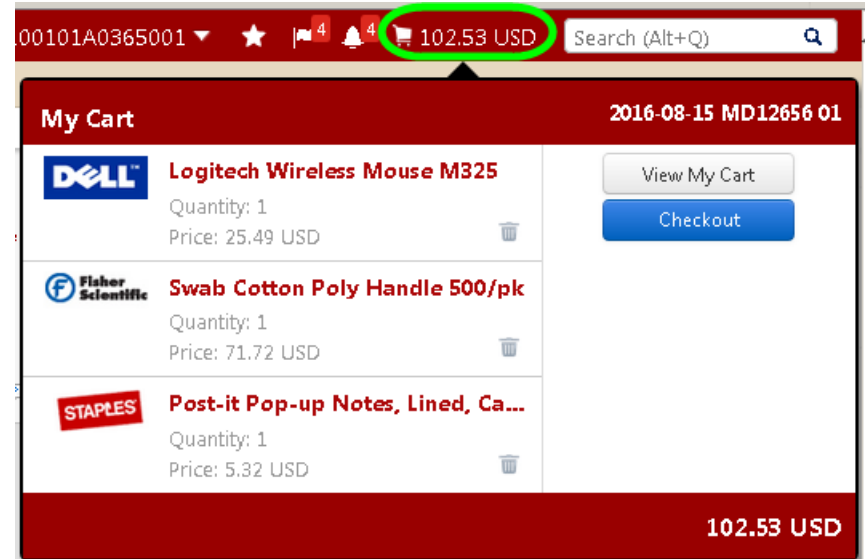
- Punch-out websites are special websites prepared by suppliers for Shop@UW
 - Not the same as the consumer XXX.com site
- Quote-to-order
 - <http://www.bussvc.wisc.edu/shopuw/tutorials.html>
- Product availability
- Create favorites -- Staples

Shopping Process Overview

- Add items to the Shop@UW cart from the hosted catalog search window and punch-out supplier website cart
- Shop from many suppliers
 - Add to one cart
- Check-out process to “Final Cart Review”
- Click on “Send Order” button to execute the order and create a PO

Shopping Process Overview (cont.)

- Add items to the cart from:
 - Shop@UW search results window
 - Shop@UW favorites
 - Punch-out websites
- Shopping cart icon at top navigation
- Click the “Checkout” button



Shopping Process Overview (cont.)

- Final Cart Review
 - Change quantity
 - Delete items



shop@UW [Logout](#) [About Shop@UW](#)

[Store Lobby](#)
[Final Cart Review](#)
[Shipping Info](#)
[Outstanding Orders](#)
[Recent Invoices](#)
[Acct Summary](#)
[MD# Password Page](#)
[Transactions](#)
[Contact Us](#)
[Policies](#)
[Logout](#)
[Logout of Parent Account](#)

Final Cart Review for MD12656

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

| Vendor | Item | Description | Unit Price | Qty | Qty Avail. | Total Price | Delete? |
|------------------|----------|---|------------|--------------------------------|------------|-------------|---------|
| 4733 | 18366476 | Swab Cotton Poly Handle 500/pk | \$71.72 | <input type="text" value="1"/> | | \$71.72 | ✕ |
| 15194 | 385323 | Post-it Pop-up Notes, Lined, Canary Yellow, 3" x 3", 6/Pk | \$5.32 | <input type="text" value="1"/> | | \$5.32 | ✕ |
| 23155 | A6172428 | Logitech Wireless Mouse M325 | \$25.49 | 1 | | \$25.49 | ✕ |
| Subtotal: | | | | | | \$102.53 | |

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](#)

Shopping Process Overview (cont.)

- Shipping Information
 - Enter additional shipping information
 - Important:
Click the
“Send Order”
button

Shipping Information for MD12656

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@bussvc.wisc.edu or (608) 497-4400.

Shipping Address:

Contact Name:

Room/Suite:

Address:

City:

State:

ZIP:

Phone:

Reference #: (Optional)

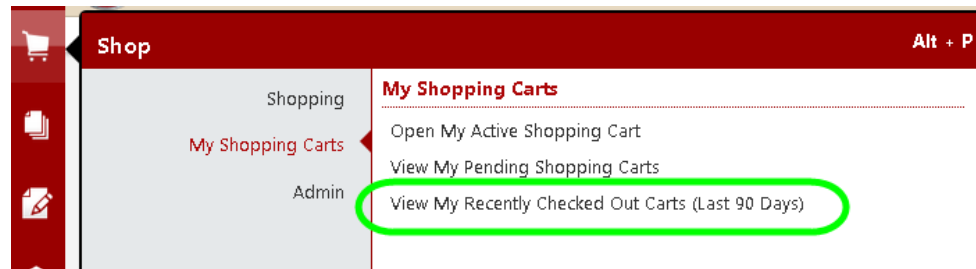
Email:

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.

Direct Funding: 3100101A0365001

Shopping Process Overview (cont.)

- “My Recently Checked-out Carts”
 - See “recently check-out cart” items on the “Final Cart Review” screen in Store Lobby



- PO number is assigned when the “Send Order” button is clicked
 - Review “Outstanding Orders” in Store Lobby

Checking Order History

- Use the Store Lobby
 - Outstanding Orders
 - Transactions for invoiced orders
- Use report export functions
 - Review “checked-out” cart, PO, and invoice detail from “Document History”
 - For more information, attend Shop@UW advanced training today from 10:15-11:30 AM

Questions???

- Stay for the Advanced class
- Email me at janet.deutsch@wisc.edu
- Contact Shop@UW customer service

Resources

- Shop@UW Tutorial Index
 - <http://www.bussvc.wisc.edu/shopuw/tutorials.html>
 - Download PDF's
 - Watch video
- Advanced Shop@UW Training
 - See the Business Services Topics catalog at the [Office of Talent Management website](#)

Shop@UW Contacts

- Shop@UW customer service
 - Phone 608-497-4400
 - Email shopuw@bussvc.wisc.edu
- Vendor Contact, Return, and Shipping Info
 - <http://www.bussvc.wisc.edu/shopuw/contact-vendors.html>
- Shopper Feedback Form
 - <http://www.bussvc.wisc.edu/shopuw/shopperfeedback.html>