Dear SoHE Faculty and Staff,

Last week, Chancellor Blank sent out an email announcing the **April 16th launch of ShopUW+**, a centrally supported system for purchasing and payments. This system will replace a variety of current processes and systems including: Shop@UW/MDS, Direct Payments (DP) & Payment to Individual Reports (PIR), and the External Requisition Generator, currently used for Purchase Orders. ShopUW+ uses role assignments and will be available to staff using their NetID, similar to E-Reimbursement. This new system will streamline and house multiple purchasing and payment processes all in one place, allow for electronic work flow and approvals for more efficient processing timeframes, as well as allow for visibility of current status along the way.

Here is a high-level view of expectations for each of the roles within ShopUW+:

- **Shopper**
  - Responsible for shopping for goods and services, creating carts, and assigning carts to Requesters.
  - Limited user access outside of shopping functionality and purchasing permissions.
  - Automatically assigned to every UW Employee.
  - Do not need to know funding string.

- **Requester**
  - Responsible for reviewing and submitting requisitions for approval.
  - Finalizing accounting/shipping information, providing attachments and submitting requisitions for approval.
  - Must complete required funding string information.
  - A natural progression from the shopper role.

- **Approver**
  - Responsible for reviewing requisitions submitted for their specific approval.
  - May be allowed to approve, return, reject, forward, or add comments to requisitions.

More information on ShopUW+ can be found here: [https://p2p.wisc.edu/](https://p2p.wisc.edu/)

**Key Dates:**

- **April 5** – Training for all users is currently planned to be available through Canvas (more information to come)
- **April 13** – The last day to access Shop@UW. **Note to current Shop@UW/MDS Users:** If you need to screenshot favorites, ship-to address information, etc. that may be needed going
forward, please do so by April 13th. This information will not carry over to the new system and will need to be entered manually.

- **April 16** – ShopUW+ Launch Date. First day for all ShopUW+ orders

If you plan to use the new ShopUW+ system in any way, it is highly recommended that you take the training once it is available to learn to navigate the system for the best possible. On-demand training will be available for easy and convenient access. We will continue to provide information as it becomes available along with more specific training details. SoHE employees assigned as Requesters and Approvers will receive a separate email identifying their role.

Thank you,

**Michael Kukula**  
Financial Specialist Senior | Business Office  
School of Human Ecology | University of Wisconsin-Madison  
Nancy Nicholas Hall, Room 2134 | 1300 Linden Drive  
Madison, Wisconsin 53706  
608-890-2195 | kukula@wisc.edu

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Natalie M. Feggestad  
Associate Dean of Administration  
School of Human Ecology | University of Wisconsin-Madison  
2134A Nancy Nicholas Hall | 1300 Linden Drive | Madison, WI 53706  
Tel: 608.265.2931 | feggestad@wisc.edu | www.sohe.wisc.edu