Dear SoHE Faculty and Staff,

Last month, an email was sent regarding the April 16th launch of ShopUW+, a centrally supported system for purchasing and payments, which 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. This new system, available to staff using their NetID, 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. All UW employees receive the role of Shopper in the system, with others being additionally assigned as Requesters and Approvers.

Training for ShopUW+ is now available on-demand, at: https://shopuwplus.wisc.edu/getting-started/. It is recommended that you start by watching the 10-minute video, "Preparing for ShopUW+ Go Live" to gain a basic understanding of the new system and how to enroll in training. Below the video are links and instructions to self-enroll in training through the Instructure Canvas website. Those with the Shopper role are encouraged to take the Requester and Approver trainings if desired, to gain an understanding of the other roles in the process. The total time to view all training courses is estimated to be less than 2 hours. Please note that those with Requester and Approver roles were automatically enrolled in training, and will receive emails from Instructure Canvas to access training courses.

Training Courses are being made available on the following dates:

<table>
<thead>
<tr>
<th>Course</th>
<th>Available</th>
<th>Roles that Should complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShopUW+ Foundations</td>
<td>4/5/21</td>
<td>All Roles</td>
</tr>
<tr>
<td>ShopUW+ Process Updates</td>
<td>4/5/21</td>
<td>All Roles</td>
</tr>
<tr>
<td>ShopUW+ Shopper Skills</td>
<td>4/12/21</td>
<td>All Roles</td>
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<tr>
<td>ShopUW+ Requester Skills</td>
<td>4/14/21</td>
<td>Requester, Approver, Procurement/AP</td>
</tr>
<tr>
<td>ShopUW+ Approver Skills</td>
<td>4/14/21</td>
<td>Approver, Procurement/AP</td>
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Training courses are in Canvas at uws.instructure.com. (UW-Madison employees cannot access training through the Canvas tile in MyUW.) You can return to the courses as often as you’d like as you begin working in ShopUW+ to utilize them as an on-demand resource. A Quick Reference Guide is available in Canvas starting today, and will answer most of your questions about using the new platform.

Key Dates:
• **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. **Follow these steps to copy this information from Shop@UW/MDS and recreate your Favorites in ShopUW+:** [View Guide].

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

If you have questions or issues accessing the training or completing tasks in ShopUW+ once the system is live, Customer Support help and contact information can be found at: [ShopUW+ Customer Support](#). SoHE Business Office staff are also available to support you as needed.

Thank you,

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