

My role in ShopUW+ :      Shopper      Requester      Approver 1      Approver 2      Approver 3

Some information you may need to know to set up your profile and/or work with ShopUW+.

My campus is: <i>This may also be called the Business Unit in ShopUW+</i>	<b>UWPKS</b>
My Requester is	
My Department Approver is	
My DEFAULT funding string is	
My default shipping address: there are only two official delivery addresses on campus	
My default billing address:	

	<b>To do:</b>	
	<b>ShopUW+ Essentials Training</b>	<a href="https://shopuwplus.wisc.edu">https://shopuwplus.wisc.edu</a>
	Getting Ready	Getting started page 10:11 minutes
	Foundations	Canvas course - 2 videos and a quiz
	Process updates	Canvas Course - 1 video and a quiz 2:25 minutes
	<b>By Role</b>	<b>Take each role training, in order if possible</b>
	Shopper Skills	Canvas Course - 5 sections and a quiz
	Requester Skills	Canvas Course
	Approver Skills	Canvas Course
	<b>Set up Profile Defaults</b>	<b>Using the information in the table above</b>
	<b>Quick Reference Guide</b>	<b>In Canvas</b>

## Where do I go with questions?

## Questions about ShopUW+: Your first stop

## Step One: ShopUW+ Essentials

**Step Two:** Make sure you have completed the training for the role.

### Step Three: The Quick Reference Guide

## Step Four: ShopUW+ Essentials FAQs

## Step Five: ShopUW+ Customer Support

## Questions about Business Process

Step One: Your department

**Step Two:** Business Services Website: Supplier Information, ShopUW+ Pages

Step Three: Business Services Canvas Course:

Step Four: Business Services staff

### Funding String information

**You may use the same department and account codes on many of your purchases. Here is a short grid that you may fill out to assist you with setting up your favorite funding strings.**

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