

USER GUIDE

Campus Process

ShopUW+: Non-Conforming Purchases

Purchasing

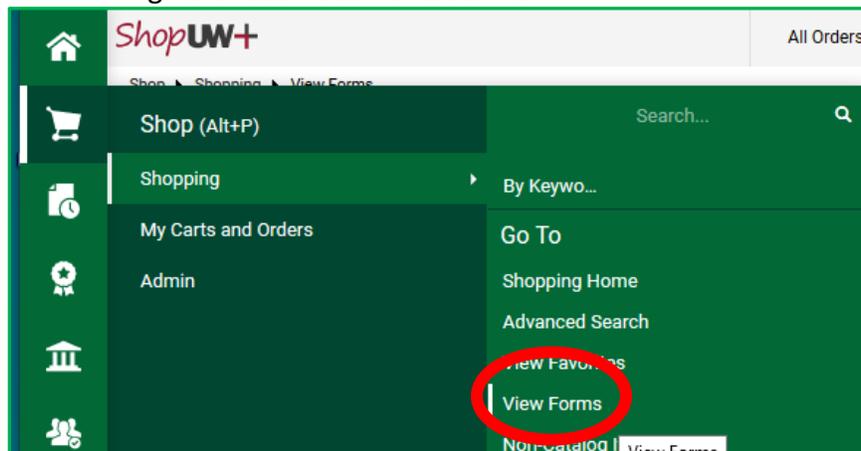
All purchase requests should be processed through ShopUW+. All Invoices should all be sent to the AP.Office@uwp.edu email. See the Invoice distribution process for information about how Accounts Payable will process invoices sent that do not match requisitions.

If you purchase items without submitting a ShopUW+ requisition and the invoice comes directly to you, you should submit a Non-Conforming Purchase Documentation Requisition.

Non-Conforming Purchase Documentation

Non-conforming purchases are not covered in any of the documentation from UW system. This is appropriate to use for purchases that were made **PRIOR** to the ShopUW+ launch. This is the form that replaces the Requisition Paperwork for all \$5,000 and under purchases by departments/units. You must follow the process all the through to completion to create and submit a Requisition.

Open the Non-Conforming Purchase Documentation form.



Click on the Procurement Form option. You can see the form options. You can use the non-catalog button, you can use the Non-Conforming Purchase Documentation form, the Requisition Wizard or the Standing Order Request if appropriate. In the circumstance outlined above, you are using the Non-Conforming Purchase Documentation Form¹.

¹ The Requisition Wizard DOES have a checkbox – items have already been received.

The screenshot shows the ShopUW+ interface. On the left sidebar, the 'Procurement Forms' link is circled in red. The main content area displays a table titled 'Procurement Forms' with the following rows:

Form Name	Amount	Actions
Non-Conforming Purchase Documentation	0.00 USD	View Form
Requisition Wizard	0.00 USD	Submit Request
Standing Order Request	0.00 USD	View Form

The Non-Conforming screen opens with information about Non-Conforming purchases.

UNIVERSITY OF WISCONSIN
ShopUW+
University of Wisconsin - Non-Conforming Purchase Documentation Form

The purchase of goods and services at the University is governed by Wisconsin State Statutes and Policies in addition to Campus Purchasing Procedures. It is the responsibility of each employee to comply with purchasing requirements when making purchases (regardless of funding source). Non-conforming purchases are a serious matter and you may be held personally liable for this purchase. See Wis. Stat. § 946.12 (Any public officer or public employee who knowingly exceeds their authority may be guilty of a Class I felony.)

The purchase documented below is a non-conforming purchase. In order to proceed with the purchase, the department responsible for the purchase must acknowledge and accept responsibility for the non-conforming purchase. Action must also be taken to ensure that the individual responsible has taken steps prevent future non-conforming purchases. If steps can be taken to correct this non-conforming purchase, please proceed with those steps instead of completing this form (i.e. returning the item).

If invoice has already been received: If this form is approved and a PO number is created, you will need to send the invoice to Accounts Payable separately with the PO number. Accounts Payable will not pay the invoice if no PO number is provided. NOTE: This form may not be approved if it is determined that state funds should not be used for this purchase.

The Non-Conforming details section requires you to identify why the Non-Conforming Requisition is being submitted. Check all that are appropriate.

For Pre-ShopUW+ under \$5,000 purchases: OTHER – This was a pre- ShopUW+ purchase for under \$5,000.

Non-Conforming Details

Reason(s) Request is Non-Conforming - Select All That Apply

- The purchase is for over \$5,000 and was placed without a PO
- A contract was signed without appropriate signature authority
- The purchase was outside a mandatory State contract
- A purchase was not permitted under serial purchasing rules
- A contract was not signed/ executed prior to the event/purchase
- Other

In the Validate Non-conforming Purchase section, there is a checkbox to confirm that you attempted to return the goods, cancel or reject the services. For the pre- ShopUW+ items, you may enter some information like: *This was pre- ShopUW+ and the items have already been accepted/ services rendered, etc.*

Validate Non-Conforming Purchase
I confirm that I have attempted all possible steps to return the goods or cancel/reject the services
If it is not possible to return the goods or cancel/reject the services please explain why in detail

In the “Please explain the circumstances surrounding this non-conforming purchase” input box:
This was a pre- ShopUW+ purchase for under \$5,000
The following are the concrete steps I will take to avoid future non-conforming purchases:
I will use the ShopUW+ process prior to purchase.

Explanation of Circumstances Surrounding Non-Conforming Purchase ?
Please explain the circumstances surrounding this non-conforming purchase
The following are the concrete steps I will take to avoid future non-conforming purchases

In the Supplier Info section, you must choose the correct supplier. See Supplier Management if you have questions.

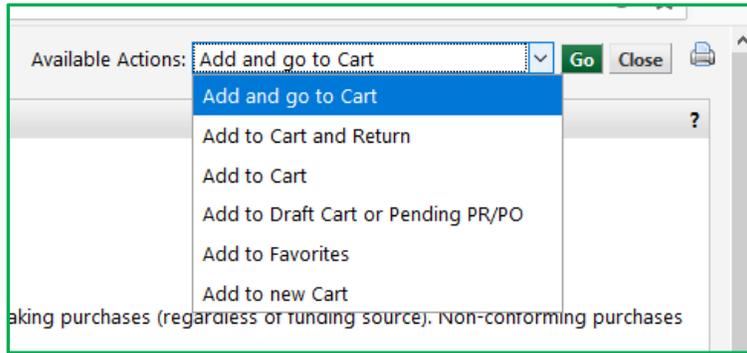
Supplier Info ?
Enter Supplier
or
Supplier Search

In the Purchase information, ensure that you enter the correct information. A product or service description, the quantity, UOM, and unit price.

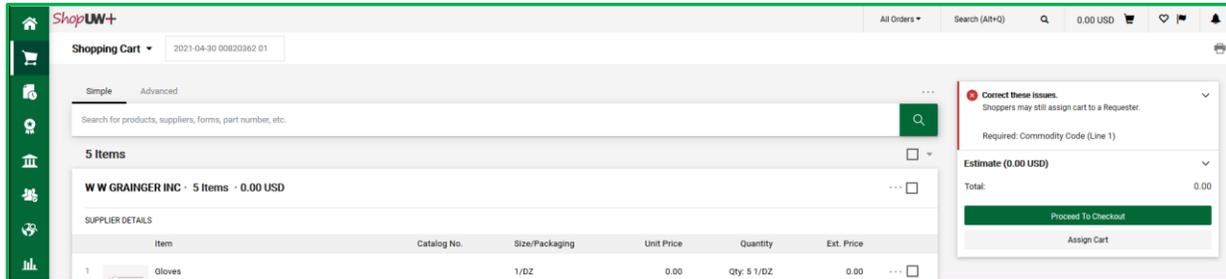
Purchase Information ?
Product Description / Service Requested
254 characters remaining expand | clear
Quantity
Packaging (UOM) EA - Each
Unit Price
Capital Expense
Please provide competitive quotes, signed contracts, or other relevant documentation for this purchase.
Internal Attachments
Add Attachments

It is imperative that you attach **all relevant documents here. Any invoice, any bids, quotes, contracts, etc.**

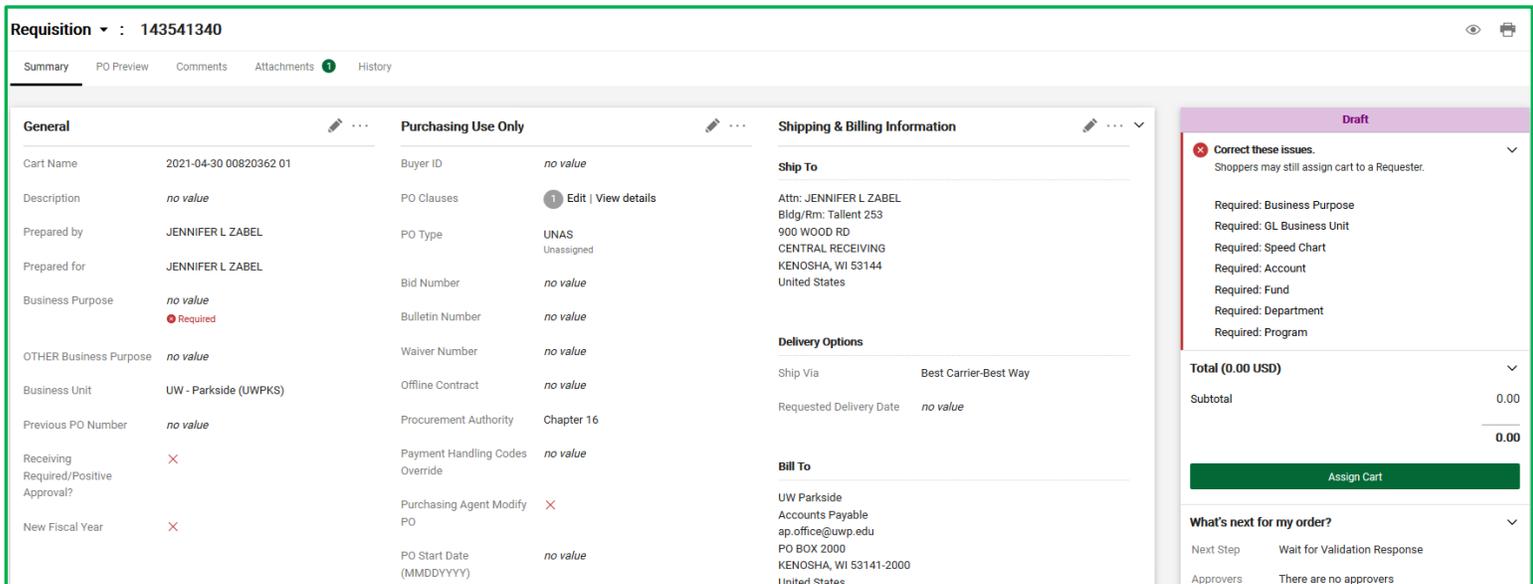
When you have completed your documentation/ order, go to the top right dropdown and choose Add to Cart.



The item is now in a shopping cart. You can see that you need to add a commodity code and other errors from the first part of the process.



Once the errors are cleared up, you can then proceed to checkout. This creates the Requisition. At this point, your request will move forward as all other requisitions. You can see the attachment has been added to the attachment tab. Update all the information as you clear the errors.



When it is complete, submit the requisition. It will process through the requisition workflow.