

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 <u>AP.Ofice@uwp.edu</u> 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 noncatalog 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 Non-Conforming screen opens with information about Non-Conforming purchases.

	UNIVERSITY OF WISCONSIN
	University of Wisconsin - Non-Conforming Purchase Documentation Form
The purchase of g	oods and services at the University is governed by Wisconsin State Statutes and Policies in addition to Campus Purchasing Procedures. It is the
responsibility of ea	ach employee to comply with purchasing requirements when making purchases (regardless of funding source). Non-conforming purchases are
a serious matter au	nd 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	y be guilty of a Class I felony.)
The purchase docu	umented 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 nor	n-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. retur	ming the item).
If invoice has alre	eady 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	he 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 A	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	.:i 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.								
In anal Attaching.								
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.

â	Shop uw+						All Orders 👻	Search (Alt+Q)	۹	0.00 USD) 🖉	♡ ■	٠
2	Shopping Cart - 2021-04-30 00820362 01												•
12 0	Simple Advanced Occurrent these issues. Simple Advanced Occurrent these issues. Simple Search for products, suppliers, forms, part number, etc. Occurrent these issues.								~				
血	5 Items							Estimate (0.00 USD)				~	
뵳	W W GRAINGER INC · 5 Items · 0.00 USD					🗆	Total:				0	1.00	
39.	SUPPLIER DETAILS								Proc	eed To Checi	kout		
Ť	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price				Assign Cart			
հե	1 Gloves		1/DZ	0.00	Qty: 5 1/DZ	0.00	🗆						

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.

Requisition 👻 : 14	13541340								۰ 🖶
Summary PO Preview	Comments Attachments 1 Histo	Dry							
General	/	Purchasing Use Only		<i>"</i> ••••••	Shipping & Billing Infor	rmation	ø v	Draft	
Cart Name	2021-04-30 00820362 01	Buyer ID	no value		Ship To			Shoppers may still assign cart to a Requester.	~
Description	no value	PO Clauses	Edit View details		Attn: JENNIFER L ZABEL Bldg/Rm: Tallent 253			Required: Business Purpose	
Prepared by	JENNIFER L ZABEL	РО Туре	UNAS Unassigned		900 WOOD RD CENTRAL RECEIVING			Required: GL Business Unit Required: Speed Chart	
Prepared for	JENNIFER L ZABEL	Bid Number	no value		KENOSHA, WI 53144 United States			Required: Account Required: Fund	
business Purpose	© Required	Bulletin Number	no value					Required: Department Required: Program	
OTHER Business Purpose	no value	Waiver Number	no value		Delivery Options	Development of the Development		Total (0.00 USD)	~
Business Unit	UW - Parkside (UWPKS)	Offline Contract	no value		Ship via	best camer-best way		Subtotal	0.00
Previous PO Number	no value	Procurement Authority	Chapter 16		Requested Delivery Date	no value			0.00
Receiving Required/Positive	×	Payment Handling Codes Override	no value		Bill To			Assign Cart	0.00
Approval? New Fiscal Year	×	Purchasing Agent Modify PO	×		UW Parkside Accounts Payable			What's next for my order?	~
		PO Start Date	no value		ap.oπice@uwp.edu PO BOX 2000 KENOSHA, WI 53141-2000			Next Step Wait for Validation Response	
					United States			Approvers There are no approvers	

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