

Business Services Translation Guide to ShopUW+ Processes

Pre- ShopUW+	ShopUW+	Notes
Catalog purchases		
Catalog Vendor through Shop@UW	Catalog vendor through ShopUW+	There may be different suppliers available in ShopUW+ and more to be added
	Quick Order	If you know the sku of the item(s) you need.
Procurement Forms		
Requisition: Purchase Authorization form	Requisition in ShopUW+ following all of the Purchasing rules and regulations	All requisitions are converted into Purchase Orders
	Non-Catalog Order is a way to add a quick order to your cart when you know the supplier, item, cost, UOM, etc.	Must still comply with Purchasing policy
	Under \$5,000 purchases submitted as Requisitions after purchase with invoice: Non-Conforming Purchase documentation /Requisition in ShopUW+	All purchases should be requested in ShopUW+ prior to purchase. If you used to receive the invoice and then submit the Requisition paperwork, this is one way to submit the Requisition AFTER purchase
	Special purchasing scenarios or purchases over \$5,000: Requisition Wizard in ShopUW+ following all of the Purchasing rules and regulations	
	Cash with Order: Requisition in ShopUW+ with pre-payment	Ensure Accounts Payable have a copy of the invoice to enter for payment.
	Requisition in ShopUW+ with attached contract for Purchasing review	With few exceptions, all contracts must be submitted to purchasing prior to review.
	Pre-approval Requisition for Services in ShopUW+	This is the preferred method of submitting Requisitions.
Blanket Orders	Standing Orders Requisition	<p>Standing Orders should only be used to encumber funds where multiple invoices are expected and the precise quantity and nature of the goods being purchased is unknown. The PO must be encumbered for the total anticipated amount. The PO balance is spent down as invoices are received.</p> <ul style="list-style-type: none"> • No Zero dollar lines accepted • Each UOM must be on different lines • If ordering a number of items that will be arriving at different times, please enter each estimated arrival on different lines.

Business Services Translation Guide to ShopUW+ Processes

PIRs	Use the Requisition Process	<p>PIRs in ShopUW+ are ONLY for:</p> <ul style="list-style-type: none"> Scholarships / Fellowships (Note: assistantship stipends for Research Assistants, Teaching Assistant, etc. should be paid through payroll) Prizes and Awards (Note: payments related to a person's employment with the university should be made through payroll) Research Subjects
Accounts Payable		
Email/Form to Void and Re-issue check	Check Action	The purpose of this form is to request a stop payment with reissue, a stop payment without reissue, or proof of payment or copy of cashed check for any Disbursements payment.
Direct Pay	Direct Pay	Direct Pay is only for Accounts Payable. Do not submit a DP. It will be rejected and you will have to start over with the correct form UNLESS you have been specifically told to use the Direct Pay process.
Payment to Individual Request	These are usually going to be Requisitions for Services – not PIRs.	<p>PIRs in ShopUW+ are ONLY for:</p> <ul style="list-style-type: none"> Scholarships / Fellowships (Note: assistantship stipends for Research Assistants, Teaching Assistant, etc. should be paid through payroll) Prizes and Awards (Note: payments related to a person's employment with the university should be made through payroll) Research Subjects
Refund of Receipts	Refund of Receipts	Read the instructions in ShopUW+