ShopUW+ Pro Tips

Edition Q4 2023

Note: This pro tip is for those with requester roles checking status of new supplier requests and supplier change requests. Refer to ShopUW+ Essentials and ShopUW+ Tipsheets for the most up to date information.

Topic: How many steps are there to create a new supplier in ShopUW+?

Topic: How can I check the status of my New Supplier Request?

Topic: How can I check the status of my Supplier Change Request?

How many steps are there to create a new supplier in ShopUW+?

When a New Supplier Request is submitted, there are three major stages before the supplier is ready for use. **Note**: there are multiple workflow approval steps throughout this process.

Stage 1: User Submits a New Supplier Request

- Once submitted, the request must pass through approval workflow to verify there are no duplicate suppliers, etc. Once approved, a supplier profile is created, and a registration invite is sent to the supplier.

Stage 2: Supplier Registration

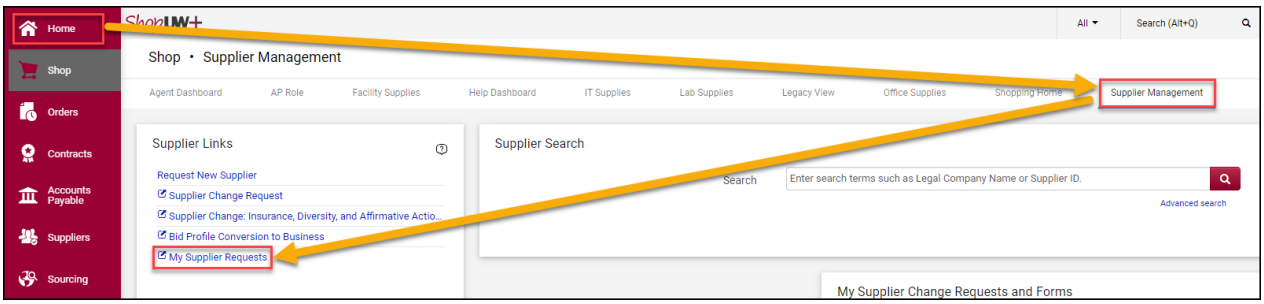
- With a New Supplier Request, the supplier needs to log into the emailed invite to complete their registration.
- With a New Supplier Request – Long Form, the supplier registration is proxy entered.

Stage 3: Profile Approval

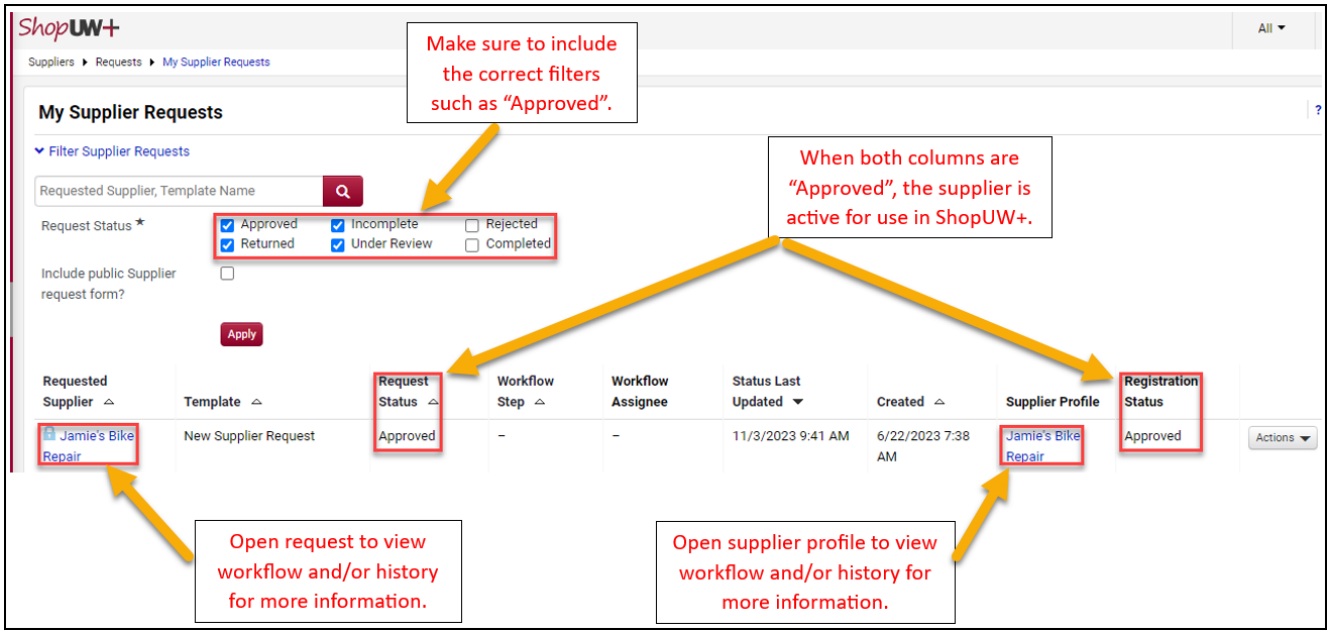
- Once the registration is complete, the profile begins workflow where the Shared Supplier Team reviews all information and if approved, the supplier will become active for use in ShopUW+.

How can I check the status of my New Supplier Request?

To check the status of your New Supplier Request, please go to the Supplier Management dashboard. If you do not see the dashboard, click the right arrow at the end of the list to display additional dashboards. Click My Supplier Requests to see your list of supplier requests.

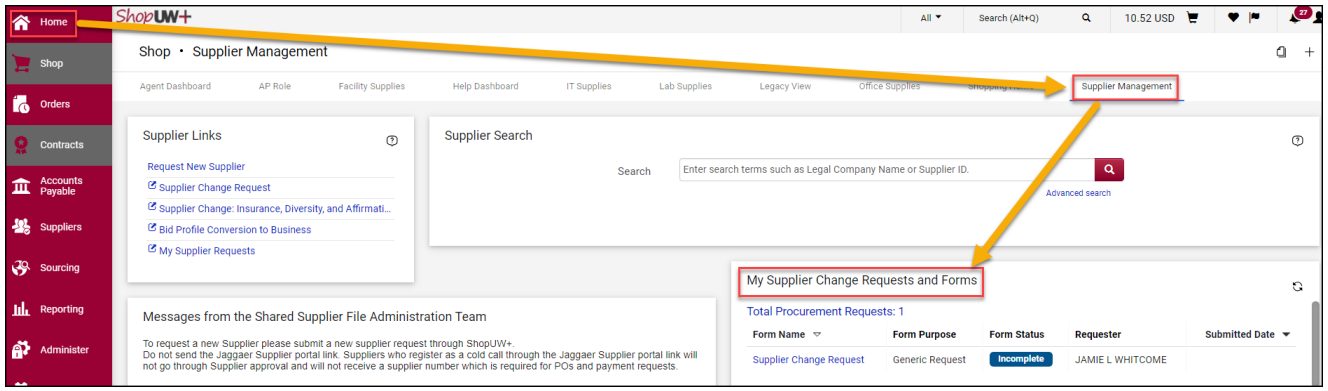


When the Request Status AND Registration Status both say approved, the supplier is ready for use. You can click into any profile OR supplier request and review the history/workflow to view additional details. See tipsheet for more information: https://uwservice.wisconsin.edu/docs/s/tipsheets/shop-tracking-a-new-supplier-request.pdf



How can I check the status of my Supplier Change Request?

To check the status of your Supplier Change Request, please go to the Supplier Management dashboard. If you do not see the dashboard, click the right arrow at the end of the list to display additional dashboards. View the My Supplier Change Requests and Forms section.



When Form Status says approved, the form is complete. You can click into any change request and review the history/workflow to view more details. See tipsheet for more information: https://uwservice.wisconsin.edu/docs/s/tipsheets/shop-tracking-a-new-supplier-request.pdf