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**Shop@UW Account Manual**

**Material Distribution Services (MDS)**

**What is Shop@UW?**

Shop@UW is the new Material Distribution Services (MDS) e-commerce system that once fully implement will provide up to forty storefronts for ordering from multiple vendor catalogs with a single checkout though MDS.

**Direct Funding**

The payment method for all Shop@UW transactions is now direct funding. This means that all Shop@UW monthly transactions will be posted to SFS in the department’s accounts directly on the fourth business day of the following month and viewable in WISDM.

**Pre-Posting Allocation Tool (PAT)**

The Pre-Posting Allocation Tool (PAT) can be used to view current monthly transactions and change or split the funding for procurements from Shop@UW before they are posted to the Shared Financial System (SFS).

* MDS will post all transactions for each MDS account in PAT on a nightly basis. Account holders may log into PAT, <http://www.bussvc.wisc.edu/shopuw/PAT/PATLogin.html>, to view all monthly charges and if necessary reallocate the funding any time during the current month and up to noon on the third business day of the following month.
* On the third business day of the following month at noon, transactions will be locked and further changes will not be allowed within PAT. Please use the following link to review of the MDS PAT Deadline Calendar: <http://www.bussvc.wisc.edu/shopuw/PAT/PATCalendar.html>

**Guidelines for MDS/Shop@UW Account Use**

1. Purchases made on MDS/Shop@UW must comply with the Department of Administration, the UW System and the UW Oshkosh Purchasing procurement policies and procedures.
2. Review VendorNet ( <http://vendornet.state.wi.us/vendornet/asp/login.asp> ) to identify State of Wisconsin Procurement Contracts to ensure the awarded vendors are being utilized.
3. Shop@UW should NOT be used to purchase the following:
* Central Stores stock items
* Paper (Central Stores stock item for non-specialty paper. Also contract item.)
* Personal items (seasonal decorations, kleenex tissues, paper cups, plates, pictures, radios, coffee pots, heaters, refrigerators, microwave ovens and office décor)
* Items for personal, non-business use

**How Do I Obtain a MDS/Shop@UW Account?**

1. Complete the MDS Setup Form found on the Purchasing Office web page and return completed form to MDS Administrator.
2. Attend a training session (either group or individual session).

#### MDS/Shop@UW Account Holder Responsibilities

*The following sections are the minimum requirements for the responsibilities of the MDS account holder. Each MDS account holder is responsible for the following activities:*

* The account must not be used for personal transactions. If personal transactions occur, the item must be returned to the merchant for full credit or if the merchant does not accept returns the employee must repay the State including any applicable state, county or city sales taxes. Even if the merchant does not charge these taxes, the agency must remit the taxes to the Department of Revenue.
* Record each purchase on the MDS Purchase Log. State briefly what was purchased and why.
* Keep receipts for documentation and forward to supervisor for review as described later. A receipt needs to include an original record of what was purchased. Any exceptions must be documented.
* Reallocating any purchases to the proper account using the PAT tool.

* Print off a Monthly Transaction Report from MDS.
* Log into MDS/Shop@UW.
* On the left side click Transactions
* Enter the begin and end date for the month
* Click on “Get Transactions by date range,” which should bring up any transactions for the month.
* On the bottom of the screen click “Export” to download this data into an Excel Spreadsheet
* Adjust columns, can sort by invoice number, subtotal and print.
* Verify Monthly Transaction Report agrees with MDS Purchase Log and receipts. Sign the MDS Purchase Log and bundle Monthly Transaction Report, MDS Purchase Log and itemized receipts together.
* Forward the bundle which includes Monthly Transaction Report, MDS Purchase Log and receipts to your supervisor for review. Supervisors will need to sign and date. Your MDS Administrator will notify you when an audit is to be performed. This is normally done after three months for new accounts and then thereafter on a yearly basis. It is important that all MDS purchase logs are signed and dated by you and your supervisor at the beginning of each month.

* All completed log bundles are to be kept by the office/department for six fiscal years.
* MDS account holders are responsible for following up with the merchant or MDS on disputed items or returns as soon as possible. Disputed billings can result from failure to receive the goods charged, defective merchandise, incorrect amounts, duplicate charges, credit not processed, as well as fraud and misuse.

**Responsibilities/Supervisor**

*The following items are the minimum requirements and should be performed by the MDS account holder’s supervisor. If you have questions regarding the MDS account holder and supervisor requirements please contact the UW Oshkosh MDS Administrator.*

* Review information submitted by MDS account holder. Verify purchases are for use in state business. Sign the MDS Purchase Log to certify that purchases were for state business purposes and comply with appropriate rules and regulations.
* The account must not be used for personal transactions. If personal transactions occur, the item must be returned to the merchant for full credit or if the merchant does not accept returns the employee must repay the State including any applicable state, county or city sales taxes. Even if the merchant does not charge these taxes, the agency must remit the taxes to the Department of Revenue.
* If it is determined that personal or other unauthorized charges are occurring on the card, then appropriate steps, up to and including dismissal, will be taken to resolve the misuse/abuse of the card.

#### Random Audits

Your MDS Administrator and accounting offices, as well as the State Bureau of Procurement and the State Controller’s Office, will conduct random audits of MDS purchases. The primary purpose of these audits is to ensure the MDS account procedures are being followed and that:

* Purchase volume appears reasonable
* The account is being used for appropriate transactions
* Documentation is complete

#### Consequences of Failure to Comply with Program Guidelines

Any misuse of the MDS account or other failure to comply with these procedures will result in the following account holder consequences:

* Revocation of their MDS account
* Disciplinary measures, if appropriate

#### What If I Leave the Agency or Transfer to Another Unit?

If you leave your agency or transfer to another unit within the agency, you must report to the UW Oshkosh MDS Administrator, who will close the account(s).

#### Key Contacts

####  MDS/Shop@UW Administrator for UW Oshkosh is

#### Chris Schultz (920)424-0405

* To apply for a MDS account.
* For questions about policies and procedures.
* For assistance with suppliers.
* For account inquiries.
* For billing information.

MDS/Shop@UW Customer Service

 ShopUW@bussvc.wisc.edu or (608)497-4400

* Questions about placing orders and billing
* For returns