Shop@UW Quick Start Guide

Signing In

A link to our Shop@UW login screen is available directly from our Shop@UW reference and help website:

1) Go to http://www.bussvc.wisc.edu/shopuw/shopuw.html
2) From the navigation at the top, select "Login to Shop@UW"
3) Login with your MD number and password

Reference Materials

Step-by-step PDF instruction guides and video tutorials are available at http://www.bussvc.wisc.edu/shopuw/tutorials.html.

For answers to your most common Shop@UW questions, visit our Frequently Asked Questions (FAQ) page: http://www.bussvc.wisc.edu/shopuw/FAQ.html.

To read the definitions of commonly used Shop@UW terms or to view a Shop@UW icon description list, visit our Glossary of Terms page: http://www.bussvc.wisc.edu/shopuw/glossary.html.

To learn more about specific Shop@UW platform, operating system or browser requirements, visit our Desktop Requirements page at: http://www.bussvc.wisc.edu/shopuw/desktop-requirements.html.

For step-by-step instructions on how to order UW-Madison Preferred Products, visit http://www.bussvc.wisc.edu/shopuw/preferredproducts.html.

For information on our return policy and how to place a return, visit: http://www.bussvc.wisc.edu/shopuw/returns.html. To contact a vendor, navigate to: http://www.bussvc.wisc.edu/shopuw/contact-vendors.html.

To learn about the Pre-Posting Allocation Tool (PAT), including how to utilize our new features, visit the links available at: http://www.bussvc.wisc.edu/shopuw/PAT/PAT.html. Here you will find an overview of PAT, instructions for logging in, user guide/how to information, the PAT calendar, PAT FAQ and PAT help documentation.

Help/Support

Frequently asked questions, a list of desktop requirements, and Shop@UW and vendor contact pages are available on the Shop@UW reference and help website at: http://www.bussvc.wisc.edu/shopuw/help.html.

Contact Shop@UW Customer Service at (608) 497-4400 or ShopUW@bussvc.wisc.edu.