

MDS Account Reconciliation Procedure

Go to: http://mds.bussvc.wisc.edu/order/shopper_lookup.asp

Enter your MD number and Password

Click "Enter".


Materials Distribution Services: Shopper Entry - Windows Internet Explorer

http://mds.bussvc.wisc.edu/order/shopper_lookup.asp


Materials Distribution Services: Shopper Entry

UW HOME MY UW UW SEARCH

MDS Home Page

 BUSINESS SERVICES
MATERIALS DISTRIBUTION SERVICES (MDS)

MDS (Materials Distribution Services)



Shopper Entry

MDS customers who log in the first time will be required to change their passwords for security reasons.

If you are a returning shopper, please provide your MD number and password.

MD number:

Password:

If you've never been here, click [here](#) for information on how to sign up.

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Contact [MDS Customer Service](#) with questions or comments.

Done Internet 100%

From the left hand menu, select "Transactions".

Materials Distribution Services - Windows Internet Explorer

http://mds.bussvc.wisc.edu/order/welcome.asp?mscid=9BTCW0XW12LA9GJCAV3EVVDHKT58VB8

Materials Distribution Services

UW HOME MY UW UW SEARCH

MDS Home Page > Store Lobby

THE UNIVERSITY OF WISCONSIN MADISON

Search MDS Stock:

Search

Store Lobby

Review Cart

Shipping

Order Status

Invoice Status

Saved Carts

Acct Summary

Quick Shop

MD# Password Page

Transactions

Contact Us

BUSINESS SERVICES
MATERIALS DISTRIBUTION SERVICES (MDS)

Store Lobby

Welcome to our store. We have a broad range of products you can choose from.

- Shop at our MDS Warehouse
- Shop at our PC prime vendor, Dell Computer
- Shop at our lab supplies prime vendor, Fisher Scientific
- Shop at our lab supplies prime vendor, VWR
- Shop at our office supplies prime vendor, Staples Advantage
- Shop at our maintenance supplies prime vendor, Grainger
- Shop at our cylinder supplies prime vendor, Airgas (Linde)

You can change your password at any time on the [password update page](#).

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CLICK HERE

http://mds.bussvc.wisc.edu/order/GraingerPunchOutSetupRequest.asp?mscid=9BTCW0XW12LA9GJCAV3EVVDHKT58V

Internet 100%

Begin Date = First day of the month. (Example for August enter 08/01/2010)

End Date = Last day of the month. (Example for August enter 08/31/2010)

Click “Get Transactions by date range”.

The screenshot shows a web browser window titled "Statement Selection - Windows Internet Explorer". The address bar contains the URL: http://mds.bussvc.wisc.edu/order/statement_year.asp?mscid=9BTCW0XW12LA9GJCAV3EVDHKT58VB. The page content includes the University of Wisconsin-Madison logo and the MDS (Materials Distribution Services) logo. The main heading is "Transaction Selection". Below the heading, there is a link: [Click here to generate reports by year and month](#). The instruction reads: "Or enter the date range (mm/dd/yyyy) for transactions you wish to view:". The form contains two rows of date selection: "Begin Date: 08/01/2010" with a "Choose Date" button, and "End Date: 08/30/2010" with a "Choose Date" button. Below these is a button labeled "Get transactions by date range". A note at the bottom states: "Note: the transaction lookup requires the use of JavaScript. To look up statements, please be sure your browser is JavaScript-enabled." The footer contains copyright information: "Copyright© 2004, Materials Distribution Services. All Rights Reserved. Contact [MDS Customer Service](#) with questions or comments." The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Verify the transactions listed match what you ordered for the period. I recommend retaining packing slips for each order and matching them to the transactions.

The information can be exported to Excel using the “Export” button should you choose.

The screenshot shows a web browser window with the URL http://mds.bussvc.wisc.edu/order/statement_by_date_range.ASP?mscid=9BTCW0XW12LA9GJCAV3EVVE. The page title is "08/01/2010 thru 08/30/2010 Statement". The main content area displays the following information:

**BUSINESS SERVICES
MATERIALS DISTRIBUTION
SERVICES (MDS)**

**08/01/2010 through 08/30/2010 Transactions
for MD24031**

Order Number	Vendor	Date	Stock #	Qty	Unit	Unit Price	Description	Optional Acctng.	Amount
CE22855237401	CE	8/3/2010	PENBK440B	2	DZ	\$2.90	PEN,BLPT,WOW,MED	SUZIE	\$5.80
CE22855237401	CE	8/3/2010	SAN36202	2	EA	\$1.14	MRKR,SPRSHRPIE,TWN,RD	SUZIE	\$2.28
CE22855237401	CE	8/3/2010	QUA11562	2	BX	\$50.45	ENVL,#14,28#,KFT,5C	SUZIE	\$100.90
Total								\$108.98	

Below the table, there is an **Export** button circled in red. Below the button, the text reads: "Click on the button in order to download this data as an Excel Spreadsheet or as a comma separated variable (.csv) file."

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