

Placing a Field Order Online

Go to www.uwsuper.edu

Click on My E-hive in the bottom right hand corner of the website.

The screenshot shows the homepage of the University of Wisconsin-Superior. At the top, there is a banner with silhouettes of people in a meeting. Below this is a navigation bar with buttons for 'Give to UW-Superior' and 'APPLY ONLINE', and links for 'Undergraduate Programs', 'Continuing Education', 'Graduate Studies', and 'Distance Learning'. The main content area is divided into 'News' and 'Events' sections, each with a list of recent items and a 'More' link. At the bottom, there is a footer with the 'Learn@ UW-Superior' logo, a list of site links (Admissions, Library, Employment, Academics, Research, Technology, Recreation, Athletics, Construction Buzz), and the 'MyE-Hive' logo, which is circled in red.

Give to UW-Superior **APPLY ONLINE** [Undergraduate Programs](#) [Continuing Education](#)
[Graduate Studies](#) [Distance Learning](#)

News

- ♦ [Scientists examine bio-fuels research at symposium](#)
- ♦ [Alumnus Devin Pacheco: Road Tours, branding and the New York Rangers](#)
- ♦ [Photo story: Weekend of Welcome](#)
- ♦ [Grant helps students become environmental stewards for Wisconsin Point](#)
- ♦ [Campus welcomes its largest influx of new faculty](#)
- ♦ [Students, staff ride free on DTA buses](#)

[More News >>](#)

Events

- 9/8/10 [Republican congressional debate Wednesday at UW-Superior](#)
- 9/9/10 [Jim Dan Hill Library to host Great Lakes historians Sept. 9-11](#)
- 9/11/10 [Apostle Islands Adventure Trip](#)
- 9/13/10 [Get Fit with Group Fitness Classes](#)
- 9/14/10 [Jacket Fest: Involvement and Part-Time Job Fair](#)
- 9/24/10 [Fall for UW-Superior Family Weekend](#)
- 9/27/10 [University Recital Series memberships on sale](#)

[More Events >>](#)

Some links on this page point to external websites, and may be marked by this icon: . These websites will open in a new browser window.

HIGHER EXPECTATIONS

Learn@ UW-Superior [Admissions](#) | [Library](#) | [Employment](#) | [Academics](#) | [Research](#)
[Technology](#) | [Recreation](#) | [Athletics](#) | [Construction Buzz](#) **MyE-Hive**

Log into My E- Hive Login.

UNIVERSITY of WISCONSIN
Superior
Wisconsin's Leading Public Liberal Arts College

FUTURE STUDENTS | CURRENT STUDENTS | FACULTY AND STAFF | ALUMNI AND FRIENDS | PARENTS

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My E-Hive

- ▶ E-Hive Help
- ▶ Help Desk

Resources

- ▶ For Students
- ▶ For Faculty/Staff

Other Systems

- ▶ Chalk and Wire
- ▶ JDH Library
- ▶ Kronos
- ▶ My UW System
- ▶ Learn@UW Superior
- ▶ Turn It In
- ▶ WISDM

My Email

Class Schedules

Academic Calendar

Course Search

- ▶ [Search Course Catalog](#)
- ▶ [Search Schedule of Classes](#)
- ▶ [Search Open General Ed Classes](#)
- ▶ [Search All Open Undergraduate Classes](#)

MyE-Hive Login

User ID:

Password:

[Account and Password Assistance Help!](#)

Upcoming Events

- ▶ [Walk-on registration for Fall Semester 2010](#)
Apr 13, 2010 to Sep 9, 2010
- ▶ [NEW! E-Hive Registration Available Through Midnight September 16th to Drop a Course](#)
Aug 14, 2010 to Sep 16, 2010
- ▶ [NEW! E-Hive Registration Available Through Midnight September 9th to Add a Course](#)
Aug 14, 2010 to Sep 9, 2010
- ▶ [Last chance for free courses at UMD or CSS](#)
Sep 2, 2010 to Sep 16, 2010
- ▶ [Deadline for free courses through UW-Extension](#)
Sep 2, 2010 to Nov 29, 2010
- ▶ [Applications for December Commencement accepted](#)
Sep 3, 2010 to Oct 20, 2010
- ▶ [Last day to add full-term course](#)
Sep 9, 2010

[Full Calendar >>](#)

Recent News

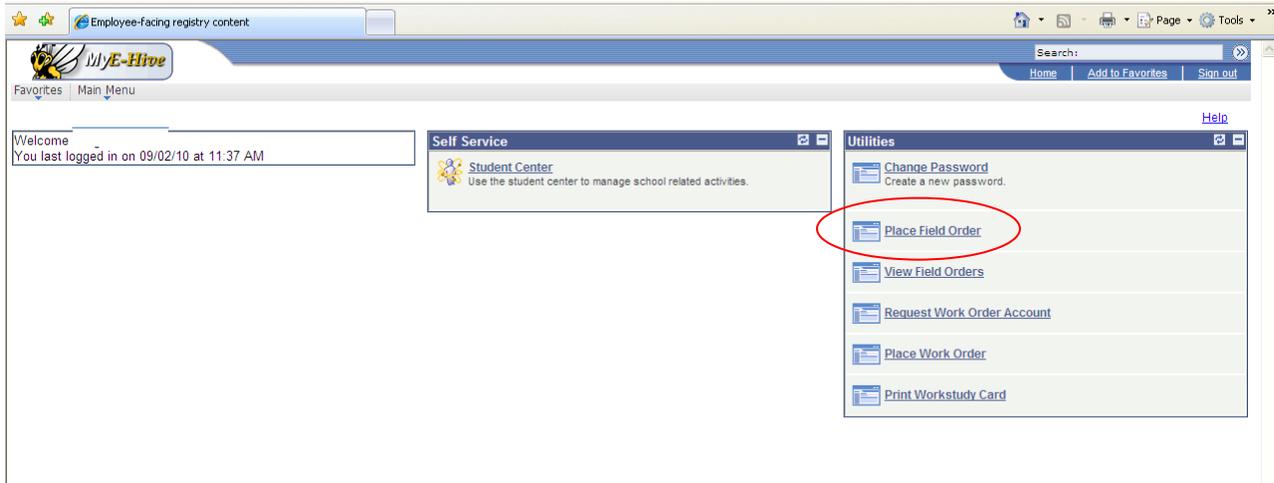
- ▶ [Financial aid disbursement](#)
- ▶ [Are you getting an outside scholarship?](#)
- ▶ [Student Employees Can Now Access Earnings Statements Via The My UW System Portal](#)
- ▶ [New Online Tutoring Service Now Available to Students](#)
- ▶ [Important Tax Information - Student 1098T Tax Document Online](#)
- ▶ [Families Needed for Friend Family Program](#)
- ▶ [Nominate your advisor for the Outstanding Academic Advisor Award](#)

[More News >>](#)

Upcoming System Maintenance

- ▶ [E-Hive/PeopleSoft will be down on Saturday, September 11 8am to Noon](#)
Sep 11, 2010

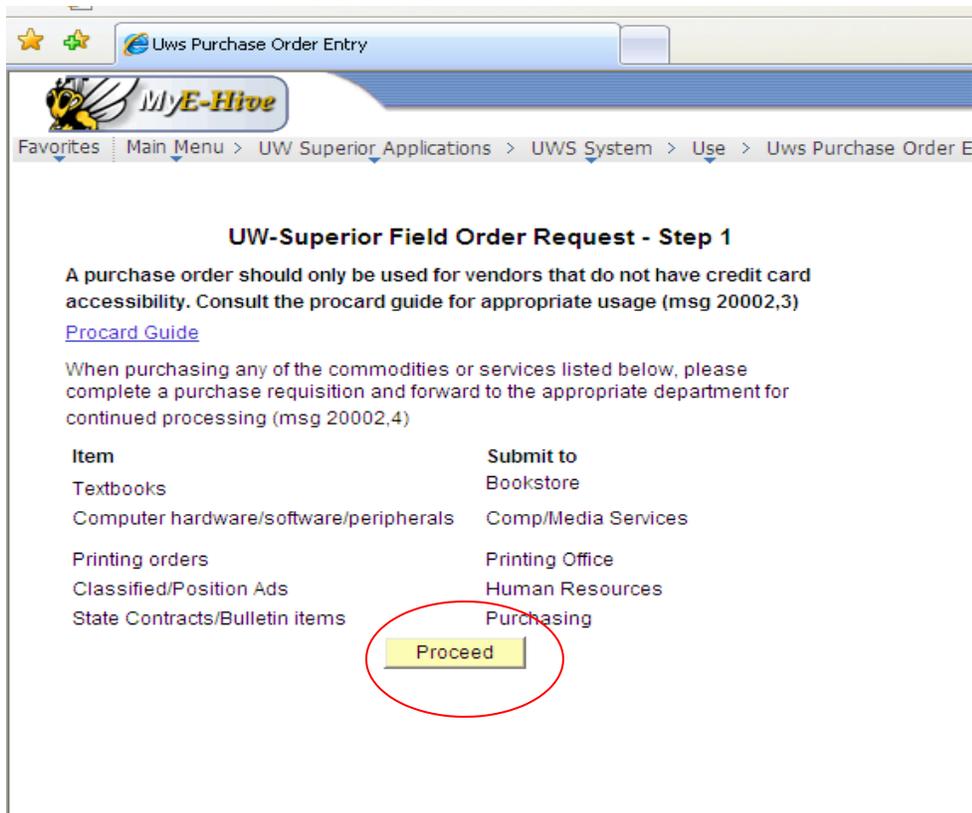
Click Place Field Order



Step 1

Verify the purchase cannot be made via pro card. If the purchase can be completed via pro card a Field Order is unnecessary.

If the order can't be placed on a pro card click Proceed on UW-Superior Field Order Request



Step 2

Fill out applicable lines. Buyer- Your name is the buyer. Ship to: the name of the person receiving or requesting the goods or services.

Enter the ten digit cost center number in the Cost Center field.

*If you are allocating costs to two cost centers, enter one cost center in the cost center field and the other in the secondary cost center field.

MyE-Hive

Favorites Main Menu > UW Superior Applications > UWS System > Use > Uws Purchase Order Entry

UW-Superior Field Order Request - Step 2

Use the Spy glass icon to select a vendor. Verify purchase order address. If the address is incorrect contact Rob Waksdahl at 8383. If vendor is not in the list use vendor ID 099999 and enter vendor/address information. (msg 20002,5)

*Buyer:

*Ship to: (this will be added with the Ship To address)

*Cost Center: Second cost center (optional):

Vendor

*Vendor ID: Vendor Name:

*Address Line 1:

Address Line 2:

Address Line 3:

*City: *State: *Postal Code:

Telephone:

Vendor ID:

Enter the Vendor ID # if known.

Or: Click the magnifying glass to find the vendor ID# if the vendor ID# is unknown.

UW-Superior Field Order Request - Step 2

Use the Spy glass icon to select a vendor. Verify purchase order address. If the address is incorrect contact Rob Waksdahl at 8383. If vendor is not in the list use vendor ID 099999 and enter vendor/address information. (msg 20002,5)

*Buyer:

*Ship to: (this will be added with the Ship To address)

*Cost Center: Second cost center (optional):

Vendor

*Vendor ID:  Vendor Name:

*Address Line 1:

Address Line 2:

Address Line 3:

*City: *State: *Postal Code:

Telephone:

The Look Up box will appear. There are many options available for search criteria. Searching by vendor name may be the most efficient search method. Use the drop down menu to select 'begins with' or 'contains' to begin your vendor search.

Look Up

Vendor ID:

Vendor Name:

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

Telephone:

[Basic Lookup](#)

Search Results

Only the first 300 results of a possible 4708 can be displayed. Enter more search key information and search again to reduce the number of search results.

[View 100](#)

Vendor ID	Vendor Name	Address Line 1	Address
000001	CADRE DESIGN CONSULTANTS	3055 COPPER CREEK RD	(blank)
000002	SERVICE ELECTRIC OF SUPERIOR INC	PO BOX 625	(blank)
000003	CHICAGO ARCHITECTURE FDN	2224 S MICHIGAN AVE	(blank)
000004	AACRAO	DEPT 32	(blank)
000005	SCHWAN'S SALES OF ESKO	5 JAYE COOKE RD	(blank)
000006	ED PHILLIPS & SONS/EAU CLAIRE	PO BOX 889	(blank)

If your vendor does appear in your search click the Vendor ID on the left and the vendor information will default into your field order. Confirm that the information defaulted in is correct.

Look Up

Vendor ID: begins with []
Vendor Name: contains [Superior]
Address Line 1: begins with []
Address Line 2: begins with []
City: begins with []
State: begins with []
Postal Code: begins with []
Telephone: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100

Vendor ID	Vendor Name	Address Line 1	Address
010316	BEST WESTERN LAKE SUPERIOR LODGE	30600 US HIGHWAY 2	(blank)
011259	CITY OF SUPERIOR	PUBLIC WORKS	1316 N
003296	DAYS INN SUPERIOR	110 E 2ND ST	(blank)
005787	DULUTH CLINIC-SUPERIOR SMHS	3500 TOWER AVE	(blank)
005706	DULUTH SUPERIOR BLACKTOP INC	2301 BECKS RD	PO BOX
002886	DULUTH SUPERIOR DUKES	PO BOX 205	(blank)
002979	DULUTH SUPERIOR SHIP CHANDERLY	3815 E ITASCA ST	(blank)
005529	DULUTH SUPERIOR SYMPHONY	506 W MICHIGAN ST	(blank)

*If you are unable to locate the vendor #; enter 099999 as the number and manually enter the vendor's information. Anytime a new vendor is used, you will need to obtain a W9 from the vendor to create an order. (See New Vendors Requiring a W9)

*If the address that defaults in is not the correct address you would like to place the order to you will have to manually enter the vendor information as described above.

Step 3

This is where you fill in the description of the goods or services being requested.

Enter the quantity needed.

Tab over to the next box and enter the unit this may be such things as; EA (each), LOT, etc.

Tab over to the Product Description & Stock number. Enter a detailed description of the item being purchased. Be sure to include dates, model numbers, etc. Examples: One Night Lodging for Jane Doe August 23, 2010. Widget model #3672, T-shirt – Blue – Large.

Tab over to unit price. Enter the unit price.

Tab over to the Total Amount .The program will automatically calculate this amount from the quantity and unit price.

Uws Purchase Order Entry

MyE-Hive

Favorites | Main Menu > UW Superior Applications > UWS System > Use > Uws Purchase Order Entry

UW-Superior Field Order Request - Step 3

Use the + sign to add additional items (maximum of 5 items allowed). Use the - sign to delete items you didn't want on the order. Click proceed when you are finished. Remember that a purchase order may not exceed \$5000 (msg 20002,6)

*Quantity	*Unit	*Product Description and Stock Number	Unit Price	Total Amount	
1			0.00		+ -

Cost Center 1: 1020112252 Amount:

Grand Total:

If you are entering more than one item; click on the plus sign (+) to add an additional line.

*If you are using two cost centers you will have to specify the dollar amount allocated to each cost center. Enter the amount to be allocated in the first cost center and the remaining amount will default into the second cost center.

The screenshot shows a web application interface for 'UWS Purchase Order Entry'. The main heading is 'UW-Superior Field Order Request - Step 3'. Below the heading is a table with two rows of items. The first row is '552854-304 YMCKT Color Ribbons' with a quantity of 4, unit price of 115.00, and total amount of 460.00. The second row is '564845-204 RZVCT Black & White Elastics' with a quantity of 2, unit price of 0.50, and total amount of 1.00. Below the table, there are two cost center entries: 'Cost Center 1: 1020214001' with an amount of \$224.00, and 'Cost Center 2: 1020278001' with an amount of \$237.00. A 'Grand Total' of \$461.00 is shown at the bottom. The interface includes navigation buttons: 'Proceed', 'Return to Previous Page', and 'Cancel'. A red circle highlights the plus sign in the table's rightmost column, and another red circle highlights the cost center allocation section.

	*Quantity	*Unit	*Product Description and Stock Number	Unit Price	Total Amount	
1	4	EA	552854-304 YMCKT Color Ribbons	115.00	460.00	+
2	2	EA	564845-204 RZVCT Black & White Elastics	0.50	1.00	+

Cost Center 1: 1020214001 Amount: \$224.00
Cost Center 2: 1020278001 Amount: \$237.00
Grand Total: \$461.00

Proceed Return to Previous Page Cancel

Once all of the information needed is included click proceed to continue onto the next step.

Step 4

Use the drop down menu to select the shipping terms & payment terms.

Shipping Terms:

Select *Destination* if shipping & handling are included in the price and will not be added to the total of the invoice.

Select *Destination PP/Add* if shipping & handling has not already been added to the price and will be added onto the invoice total.

If the product is not going to be shipped the default selection would be Destination.

Uws Purchase Order Entry

MyE-Hive

Favorites Main Menu > UW Superior Applications > UWS System > Use > Uws Purchase Order Entry

UW-Superior Field Order Request - Step 4

Be sure to enter the FOB and Terms. Use the Reference field to enter your contact person.
Use the Cancel button to exit the system without placing the order. (msg 20002.7)

Vendor Name: CHICAGO ARCHITECTURE FDN
Address Line 1: 2224 S MICHIGAN AVE
Address Line 2:
Address Line 3:
City: CHICAGO State: IL Postal Code: 60604

*Shipping: [Dropdown Menu] *Payment Terms: [Dropdown Menu]
Vendor Contact Name: Dest PP/Add Contract Number:
Remarks: Destination

Place Order Return to Previous Page Cancel

Payment Terms:

Select *30 Days* if the vendor will be mailing an invoice to Accounts Payable that can be paid within 30 days of receiving the invoice. This covers 95% of all orders and is the 'default'.

Select *Check w/ Order (mail)* if you would like a check mailed out to the vendor as soon as the order is received & processed. This typically applies to things such as entertainment contracts, registrations, or memberships.

Select *Check w/Order (pick-up)* if you would like a check processed and held in the business office for pick up. The check must be picked up by the requestor, in the business office. This is often done when an entertainer is coming to campus and would like to be paid directly after the performance.

Uws Purchase Order Entry

MyE-Hive

Favorites | Main Menu > UW Superior Applications > UWS System > Use > Uws Purchase Order Entry

UW-Superior Field Order Request - Step 4

Be sure to enter the FOB and Terms. Use the Reference field to enter your contact person.
Use the Cancel button to exit the system without placing the order. (msg 20002,7)

Vendor Name: CHICAGO ARCHITECTURE FDN
Address Line 1: 2224 S MICHIGAN AVE
Address Line 2:
Address Line 3:
City: CHICAGO State: IL Postal Code: 60604
*Shipping: [dropdown]
*Payment Terms: [dropdown]
Contract Number:
Vendor Contact Name:
Remarks:

30 Days
Ck w/Order (mail)
Ck w/Order (pick-up)

Place Order | Return to Previous Page | Cancel

Enter a Vendor contact name if applicable.

Enter the contract number if applicable.

Remarks:

Enter any additional information pertaining to the order. Such as quote numbers or shipping comments. Enter a couple spaces; type UWS CODE. Purchasing will fill in the appropriate budget code when received, if you are not familiar with UW account codes.

UW-Superior Field Order Request - Step 4

Be sure to enter the FOB and Terms. Use the Reference field to enter your contact person.
Use the Cancel button to exit the system without placing the order. (msg 20002,7)

Vendor Name: MONTGOMERY MARKETING INC
Address Line 1: PO BOX 241367
Address Line 2:
Address Line 3:
City: MONTGOMERY State: AL Postal Code: 36124-1367
*Shipping: Destination *Payment Terms: 30 Days
Vendor Contact Name: Contract Number:
Remarks: As per attached quote #4567
UWS CODE |

Place Order Return to Previous Page Cancel

Once you have completed this page click on Place Order. Your order will automatically be emailed to yourself as well as the Purchasing Office. You can obtain a copy of the order through your email. **You are then responsible to print out a copy (on a tan colored sheet of paper) for the vendor. This copy must then be sent out to the vendor with a copy of the terms & conditions attached.**