



# 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](mailto:ShopUW@bussvc.wisc.edu).