Navigation 101

1. The Shop@UW screen is separated into two major workspaces. The information and capabilities provided on the top navigation panel remains visible throughout your session.

2. The lower workspace varies depending on the task being performed.

3. Upon login into Shop@UW and selecting the Shop at External Suppliers link from the Store Lobby, users will arrive on the home/shop tab.

4. In the upper left corner of the top panel is the Shop@UW logo. To the right of the logo are the MD number, the customer name, customer contact, and the direct funding code associated with the account. Directly below the account name is the heading for the current tab selected in the lower panel.

5. In the upper right corner of the top panel is the shopping cart. When a new cart is created, it is identified by the cart name, the number of items added to the cart, and the total cost. The cart name defaults to the current date, the MD number, and the cart number. If one or more items have been added to the cart, the cart will be bolded. Below the cart link is the Search For field.
that allows the shopper to quickly find items by catalog number, SKU, keyword, CAS number, or order number.

6. Navigation through the application is accomplished by selecting a tab and then selecting any sub tabs. The navigation tabs are located along the bottom of the top panel. To see more information about any of the tabs, hover over the tab to see all available sub tabs.

7. The primary function of the Home/Shop navigation tab is shopping, and provides quick access to all shopping methods including: simple and advanced product search and comparison, managing and selecting favorites, and using quick order for catalog number entry.

8. Shop & Compare search from the Hosted Supplier catalogs is displayed in the lower panel and allows the shopper to compare prices and product information. “Shop at the Top” search functionality supports an advanced search function to further refine the search results. The search results screen also provides links to add specific items to a shopping cart and favorites.
9. On the left side of the workspace are two areas of special interest. The Shop@UW organizational message area is used to communicate important information such as new suppliers, news, and training materials. The message area is customized for each Business Unit (e.g., campus or organization).

Welcome to Shop@UW for UW-Madison.

Please visit the following external web sites for additional information:

- Materials Distribution Services (MDS)
- Training for Shop@UW

10. The My Shopping History area provides quick access to recently checked out carts and completed orders during the last 90 days for the MD number used at login.

My Shopping History

- My Orders
  - Carts
    - Recently Checked Out Carts (48)
  - Orders
    - Recently Completed (47)

11. The center area is called the vendor showcase and provides links to suppliers available through Shop@UW.
12. The Shop at a Hosted Supplier Catalog showcase features hosted catalogs that are available to shop and compare directly through the “Shop at the Top” search functionality in Shop@UW. Search results are displayed and allow the shopper to view similar items from the supplier and add items to a shopping cart or favorites.

13. The Shop at Punch-out Supplier Site showcase features punch-out supplier catalogs. Links provided via the showcase icons navigate shoppers to a specially prepared vendor website featuring contracted pricing and items for that vendor. Items from these suppliers are not available through the “Shop at the Top” search functionality unless the vendor is also listed in the hosted supplier showcase.
14. The showcase called Leave Shop@UW to External Links features important links to external vendors or other web sites outside of the Shop@UW environment. Available vendors and links will vary by Business Unit (e.g., campus and organization).

15. The Favorites tab is used to create and view shared and personal favorites folders and items. Favorites represent products that are frequently ordered from hosted supplier catalogs. Items from a punch-out site cannot be added to favorites; however, search and favorite functions are usually available directly on the vendor punch-out sites. Once an item is added as a favorite, it can be moved and copied between folders. When accessing the favorites tab, the last set of items used will display.

16. The carts tab is used to view and modify the current shopping cart, create new carts, and delete existing carts. Remember that a cart is a selection of items prior to submitting it as an order.

17. The History tab is used to access prior ordering information. All orders for MD numbers used for Business Units (e.g., campus or organization) are available to view and can be searched using terms such as the order number, MD number, vendor, and more ordering and product information.
18. Help is available throughout Shop@UW. Question mark icons are located at the tab and subtab levels that provide online help for the display area. In addition, many of the text labels throughout the application are hyperlinks to online help for that topic. At the very bottom of the screen is the My Resources area that provides the customer service contact email and phone number.