Ordering UW-Madison Preferred Products

Initial Shop@UW Login

Preferred products from Dell (Computer Bundles), Staples (Office Supplies), and MDS (Copy Paper) should be ordered through Shop@UW.

1. From the Shop@UW homepage (bussvc.wisc.edu/shopuw/shopuw.html), select the Login to Shop@UW link from the top navigation menu.

2. Enter an MD number and password into the appropriate fields and press Enter.

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: 
Enter
3. In the Shop@UW store lobby screen, select *Shop at External Suppliers.*

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**Store Lobby**

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

- UW-Madison MDS Warehouse
- Shop at External Suppliers

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

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**Ordering UW-Madison Preferred Products from Dell (Computer Bundles)**

1. Once logged in following steps 1-3, from the Shop@UW supplier showcase screen, click on the Dell icon within the *Shop at a Punch-out Supplier Site* field to navigate to the main Dell Ordering Page.
2. Once at the Dell site, choose a laptop or desktop listed on the main page. The systems listed here are UW-Madison Preferred Products.

3. Choose **Customize** and then **Review Summary** or simply choose **Add to Cart** to purchase without any customization.

4. After reviewing the components, choose **Add to Cart**.
5. Once the item is in your cart, choose Create Order Requisition.

6. Choose the No Charge shipping option, check that you WILL NOT export the order, and click continue.
7. Click submit order requisition.

8. The item has been returned to the active cart in Shop@UW and can now be purchased. Click Proceed to Checkout.
Ordering UW-Madison Preferred Products from EIS Office Solutions (Ink and Toner)

1. After logging into Shop@UW using steps 1-3 described in the Initial Login to Shop@UW section on Page 1, click on the EIS Office Solutions icon within the Shop at a Punch-out Supplier Site field to navigate to the main EIS Ordering Page.

2. Once at the EIS site, use the search box at the top of the main page to find toner. Enter a printer model number or new cartridge item number and click Search.
3. The results of the search are displayed. Enter the desired quantity and click the *Add to* button to add the item(s) to the cart.

4. Click the *My Cart* icon in the upper right and then click *View Cart* to view the cart and checkout.
5. The order information appears near the bottom of the screen. Review the order and click Submit Cart to return the item(s) to the active cart in Shop@UW.

6. The item(s) have been returned to the active cart in Shop@UW and can now be purchased. Click Proceed to Checkout.
Ordering UW-Madison Preferred Products from Staples (Office Supplies)

1. After logging into Shop@UW using steps 1-3 described in the Initial Login to Shop@UW section on Page 1, click on the Staples icon within the Shop at a Hosted Supplier Catalog field. A box should appear that allows users to either search for a specific item from Staples or view UW-Madison Preferred Products. Select View UW-Madison Preferred Products.

2. A list of UW-Madison Preferred Products from Staples will now appear in a search list screen. From here users can update quantities as needed and then add items to their cart using the Add to Cart button.

3. Once all of the desired products have been added to the cart, click on the active cart box in the top right-hand corner of your screen.
4. In the next screen, users will be asked to review the items in the cart. When finished, click **Proceed to Checkout**.

5. Finally, select the **Checkout** button from the final review screen. Preferred products from Staples have now been added to the cart.
Ordering UW-Madison Preferred Products from MDS (Copy Paper)

1. Follow steps 1-2 in the *Initial Login to Shop@UW* section. After logging in, select *UW-Madison MDS Warehouse* from the store lobby screen.

2. Click on the *Paper Product* link to find *UW-Madison Preferred* copy paper.

3. Choose the desired color from the list. In this example, standard *White Paper* will be selected.
4. Depending on the color of the paper selected, users may be given the choice between copy paper and specialty paper. Select the *Copy Paper* link.

**White Paper**

Select a Department from the list below:

- [Copy Paper](#)
- [Specialty Paper](#)

5. Choose the desired copy paper from the list to add the item to your cart and purchase.