Geriatrics Purchasing Guidelines and Considerations

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Division of Geriatrics – Purchasing Guidelines

Below are the guidelines and considerations for purchasing lab supplies and equipment through the Geriatrics Business Services team (geri_purchase@medicine.wisc.edu).

Ordering Lab Supplies & Equipment

• Identify 1 main lab contact to provide all orders
• Provide details on the items you wish to order by completing the Geriatrics Purchasing Request Form
  – Access the Excel form here: G:\Team\Geriatrics General\Purchasing\Geriatrics Purchase request form.xlsx
• Email the form to geri_purchase@medicine.wisc.edu
  – Include:
    • Supplier
    • Web link and price OR item quote
      – Note that all prices and quotes must be current
      – You will be provided information to help purchase items that are >$5,000.
    • Quantity
    • Shipping address
      – Large item purchases may follow specific SOP processes to ensure onsite personnel are ready to assist deliver items from the loading dock to their final destination
• Funding string
  – Confirm with your post award accountant to ensure the appropriate fund is used

Assistance Locating Items to Order (Shop UW / ShopUW+)

• Browse items on Shop UW (i.e. window shopping)
  – Access the instructions here on how to login and start browsing: G:\Team\Geriatrics General\Purchasing\ShopatUW Login Instructions.pdf
  – Identify 1 key lab person who will be doing all ordering
  – Contact the Geriatrics Business Services team to schedule a 10-min Microsoft Teams call to walk through how to use (geri_purchase@medicine.wisc.edu)
ShopUW+, the new University of Wisconsin purchasing and payables platform, will launch April 16. It will be your single point of entry for catalog (currently MDS) orders, requisitions, purchase orders, direct payments (DPs) and payments to individuals (PIRs). We would like to make you aware of your user role and how to access training.

Your Role in ShopUW+
You have been identified as someone who will use ShopUW+ to fulfill your responsibilities as a UW-Madison employee as a Shopper. If you have questions about why you have this role, please contact your Department or Division Financial/Business Services group. This chart shows an overview of the Shopper, Requester, and Approver roles.

Getting Started
The ShopUW+ Essentials (https://shopuwplus.wisc.edu) website will be your hub to access training, resources, and support. ShopUW+ Essentials will go live April 5. This site will not be active before this date. For future access, you will want to bookmark the new ShopUW+ Essentials website address. Get started by watching the short introductory video called Preparing for ShopUW+ to get an overview of the platform and the training courses that will be delivered in Canvas. Then complete your assigned courses in Canvas as they become available. The following courses will support you in your Shopper role. We strongly encourage you to complete these courses before using ShopUW+. Completing the training should take under two hours.

<table>
<thead>
<tr>
<th>Course</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShopUW+ Foundations</td>
<td>4/5</td>
</tr>
<tr>
<td>ShopUW+ Process Updates</td>
<td>4/5</td>
</tr>
<tr>
<td>ShopUW+ Shopper Skills</td>
<td>4/12</td>
</tr>
</tbody>
</table>
Course Enrollment Notification from Canvas

You will receive an email from Instructure Canvas for each course you are enrolled in, as they become available.

If you have not received notification of enrollment by April 12, please self-enroll. Go to the ShopUW+ Essentials Getting Started page. Follow the steps under How to Self-Enroll in Training.

Accessing ShopUW+ Courses

To access the course for the first time, click Get Started in the email. When you access the course, you will see a notification at the top of the screen confirming you have accepted the course invitation.

You can also access your courses through the ShopUW+ Essentials website after April 5. If you see a notification at the top of the screen informing you that you have been invited to join a ShopUW+ Course as a student, click Accept.

- If you access Canvas and do not see the expected courses, please verify that you are in the correct Canvas site by checking that the page starts with uws.instructure.com.
- If you do not see the correct courses or have any trouble accessing them, email Customer Support at uwsaproblemsolvers@uwsa.edu.

Returning to Courses

- You will always be able to log in to your training from the ShopUW+ Essentials website.
- You can also log in through Canvas training, which will be hosted at uws.instructure.com. Training cannot be accessed through your Canvas tile in MyUW.

Training Tips

- If you revisit training after ShopUW+ launches on April 16 and have two monitors available, use one monitor for watching the training demo/short videos and the other to follow along in the platform.
- Completing the training should take under two hours. You may revisit the training as many times as you would like before and after ShopUW+ goes live.
Finding Answers

As you complete your ShopUW+ training, review the Quick Reference Guide. You will find step-by-step instructions to complete more than 50 processes, with a summary, standard navigation options, and screen shots to guide you as you begin working in ShopUW+. The Quick Reference Guide will answer most of your questions about using the new platform. You can also find other useful information on the ShopUW+ Essentials website.

Assistance using ShopUW+

We are currently working to resolve accessibility barriers in ShopUW+. To learn about the accessibility and usability of ShopUW+, go to ShopUW+ - Accessibility and Usability Information KB.

If you need accessibility assistance, want to report an accessibility barrier, or if you are having difficulty using ShopUW+ or any of the training materials, email our Customer Support team at uwsaproblemsolvers@uwsa.edu.

Enjoy the new functionality and streamlined processes

For the best experience as you make this transition, complete your assigned training in order before you begin working in ShopUW+. Understanding the tool and workflows will help you work confidently.

Thank you,
ShopUW+ Project Team

Visit our website: https://p2p.wisc.edu/
Communication Expectations

• Within 48 hours, the Geriatrics Business Services Team will send you an email with a confirmation of your order, along with details on delivery
• If you have any orders that have not arrived or if you have questions on the status of an order you placed, please send an email with the item # and order confirmation # to geri_purchase@medicine.wisc.edu so the Geriatrics Business Services Team can assist you.

Purchasing Card and MD Number Guidelines
There are several items to consider when determining how to purchase items and if your research team is appropriately trained and informed to take on full ownership of purchasing items in support of grants-focused research.

- Geriatrics has hired an expanded Financial Services Team to assist with purchasing within a 24-48 hour turnaround time; however, there is an unfortunate perception that purchasing and receiving items is faster when it is accomplished independently and separately. The time from purchase to receipt is a result of following the UW guidelines, and the best way to equitably assist everyone across our Division is through geri_purchase@medicine.wisc.edu.

- Several PI teams are asking to have their own Purchasing Card (P-Card) with the unfortunate perception that this is simpler and avoids the $5000 limit; however, each purchase still has to appropriately adhere to the UW guidelines and federal grant rules. There is a significant risk of inviting a major audit if purchases do not strictly follow UW guidelines and federal grant rules.

- Geriatrics has experienced several issues with some research teams who have P-Cards and shop through ShopUW using MD Numbers, mostly due to a gap in understanding account codes and how to appropriately purchase on funding strings. As a result, multiple purchases on P-Cards are causing significant issues with adhering to UW guidelines, as well as federal grant rules. These are at high risk for a potential major audit across the Division.

- A P-Card may not be the best solution for all labs, when the following exist to assist you:
  o Purchase through the Geriatrics Purchasing email: geri_purchase@medicine.wisc.edu.
  o Purchase through the ShopUW using an MD number, avoiding the complexity of the P-Card; however, there is a requirement that each team takes full responsibility of making all of the edits to charge appropriately to each project and also know which project to charge to. If edits are not completed in a timely fashion, this introduces a high potential for a major audit.

- Unfortunately, there has been a misunderstanding that training for using a P-Card, MD Number, or being a Site Manager is accomplished through a single training session. The opposite is true, and to remain current and knowledgeable about UW guidelines and federal grant rules, all personnel must be attending regular training from the UW on changes in policy and grants funding changes.

- If a P-Card exists, each purchasing team must have three people identified. One who will hold the P-Card (issued in their name) and both a Site Manager AND a backup Site Manager listed on the P-Card application. If reconciliation deadlines are not met, cost transfers must be done by the Site Manager. This requires additional and specific RSP training available to register for here: https://rsp.wisc.edu/training/index.cfm. In addition, the P-Card Holder must regularly
communicate with the Site Manager for timeliness. Geriatrics is unfortunately not able to assist in a backup role to assist teams.

- If a P-card exists, electronic records of all invoices/receipts must be meticulously maintained and maintained indefinitely. These records must be available upon the closeout of all research awards. All charges made on extramural funding are reviewed at the time an award is closed. The P-Card holder and/or Site Manager must be able to provide detailed information on each purchase which will include items purchased, purpose and how the purchase benefited the research it was charged to.

**Expectations for MD Number Holders**

- Know and understand:
  - UW purchasing policies
  - Account codes to charge to [link](https://docs.google.com/spreadsheets/d/10pxZdyFg8bRGV8h0lB1xruzErTdYTdTITaur_tQ5jo/edit#gid=0)
  - Understand the grant, with each grant having its own details on the type of charges allowed, as well as restrictions on the grant [link](https://rsp.wisc.edu)
  - Be fully responsible for timely edits when a charge is not appropriate to the project – every 2 weeks
  - Maintain electronic records of all transactions made to research awards and be able to justify expenses upon award closeout.

- If you are not able to meet all of the above items and an issue occurs where any of the above are not followed, your Post-Award Accountant will send a warning. If a 2nd issue occurs and any of the above items are not followed, your MD number will unfortunately be revoked. At that time, all purchasing must be performed through geri_purchase@medicine.wisc.edu.

**Expectations for P-Card Holders**

- Know and understand:
  - UW purchasing policies
  - Account codes to charge to [link](https://docs.google.com/spreadsheets/d/10pxZdyFg8bRGV8h0lB1xruzErTdYTdTITaur_tQ5jo/edit#gid=0)
  - Understand the grant, with each grant having its own details on the type of charges allowed, as well as restrictions on the grant [link](https://rsp.wisc.edu)
  - Be fully responsible for timely edits when a charge is not appropriate to the project – every 2 weeks
  - Maintain electronic records of all transactions made to research awards and be able to justify expenses upon award closeout.

- If you are not able to meet all of the above items and an issue occurs where any of the above are not followed, your Post-Award Accountant will send a warning. If a 2nd issue occurs and any of the above items are not followed, your P-Card will unfortunately be revoked. At that time, all purchasing must be performed through geri_purchase@medicine.wisc.edu.

**Expectations for P-Card Site Managers**

- UW purchasing policies
- Account codes to charge to [link](https://docs.google.com/spreadsheets/d/10pxZdyFg8bRGV8h0lB1xruzErTdYTdTITaur_tQ5jo/edit#gid=0)
o Understand the grant, with each grant having its own details on the type of charges allowed, as well as restrictions on the grant (https://rsp.wisc.edu)

o Be fully responsible for timely edits when a charge is not appropriate to the project – every 2 weeks

o Maintain electronic records of all transactions made to research awards and be able to justify expenses upon award closeout.

- If you are not able to meet all of the above items and an issue occurs where any of the above are not followed, your Post-Award Accountant will send a warning. If a 2nd issue occurs and any of the above items are not followed, your P-Card will unfortunately be revoked. At that time, all purchasing must be performed through geri_purchase@medicine.wisc.edu.

**Lab Team Assessment**

- It is important that each P-Card Holder, at least annually, reassess if a P-Card is needed, given the considerations expectations listed above.

- If you have assessed and are comfortable as an experienced P-Card Holder to maintain current knowledge and spend appropriately per projects and within guidelines, and you have both a Site Manager and backup Site Manager identified and comfortable with the process, it is fine to keep the P-Card.

- If a P-Card is no longer needed, complete the appropriate form: https://businessservices.wisc.edu/documents/account-update-request/.

- To end or change Shop@UW MD number, complete the appropriate form: https://shopuw.wisc.edu/account-setup-revision-2/. 