

# ShopUW+

## Quick Reference Guide

**Roles:** Requester

**Scenario:** Complete Direct Payment (DP)

**Navigation:** Shop > Shopping > View Forms

**Notifications:** Approver at Submit. Requester at DP approval.

**Key Tips:** Only available for Requesters. Shoppers should contact their respective Requester if a Direct Payment is needed.

1. From the Shop menu, choose Shopping, View Forms.
2. Select **AP Forms**.
3. Select the **Direct Payment (DP) Form** or the **Submit Request** button.

ShopUW+ **Direct Payment Form** \$\$

Shop > Shopping > View Forms

Non-Catalog Item

Expand All | Collapse All

- Personal
  - You have no personal favorites.
- Shared
  - AP Forms**
  - Procurement Forms

ShopUW+ All Search (Alt+Q) 0.00 USD

Shop > Shopping > View Forms

Non-Catalog Item

Expand All | Collapse All

- Personal
  - You have no personal favorites.
- Shared
  - AP Forms**
  - Procurement Forms

### AP Forms

Form Name	Template Title	Purpose	Actions
Check Action	Check Action	Generic Request	Submit Request Copy
<b>Direct Payment Form</b>	Direct Payment Form	Check Request	Submit Request Copy

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**Direct Payment Form**

Form Number: 532847  
Purpose: Check Request  
Status: Incomplete

**Instructions**

Supplier ✓

Questions ✓

Review and Submit

Form Approvals

**Direct Payment Instructions**

This form is **not** to be used to pay UW Students, UW Employees, or Refunds.

**Auto-Reject:** Please note that this form will auto-reject if you are requesting a DP greater than \$5,000 AND you select "Other" as the category for this purchase on the "Questions" tab. You will need to use a Purchase Order - please complete a purchase requisition or use the Non-Conforming PO form (if you have already made a purchase) to have your payment processed - please read the instructions on the Non-Conforming PO form for more information.

Complete all required fields (will be indicated by an asterisk \*) and attach the appropriate documentation (invoice, relevant contracts, application forms, registration forms, other supporting documentation, wire transfer form) necessary to process the payment request. **DO NOT ATTACH W8s OR W9s WITH SOCIAL SECURITY NUMBERS TO THIS FORM.** See supplier setup instructions for securely sending this information [hyperlink].

Supplier Instructions: If you need to update a supplier currently in ShopUW+ or create a new supplier, you will need to follow your campus's supplier request process - please consult your campus's business services website for further instruction.

Next >

3. Review the instructions and select **Next**.

4. Add the **Supplier** name.

5. Review the **Remit-To Address**.

6. Select **Next**.

**Note:** **Save Progress** can be used to save the form at any point during the process.

**Direct Payment Form**

Form Number: 532868  
Purpose: Check Request  
Status: Incomplete

**Supplier**

Supplier \*  
Sun Valley Fabrication  
Supplier Search |

**Remit-To Address**

Remit-To Address \*  
Remit (Primary Remittance)  
101 Walnut Street  
Milwaukee, WI 53205  
United States

Payment Method

★ Required

Previous Save Progress Next >

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### 7. Select appropriate Payment Information.

If **Other** is selected, review the additional criteria and check the confirmation box.

ShopUW+ | All | Search (Alt+Q) | 0.00 USD | 1 |

Shop > Shopping > View Forms

Back to View Forms

### Direct Payment Form

Form Number: 532868  
Purpose: Check Request  
Status: Incomplete

Instructions  
Supplier: ✓  
Questions: ✓  
Funding String: ✓  
Additional Information - A...: ✓  
Review and Submit  
Form Approvals

### Questions - Check Request Information

Request Actions | History | ?

★ Response Is Required

#### On This Page

- Payment Information (7)
- Invoice Details (7)
- Foreign Payments: Wire Transfer (2)
- Business Purpose (1)
- Attachment (2)

#### Payment Information

What is the category of this payment? \*

- Utilities (Electric, Gas, Telecom)
- Building / Facility Lease
- Credit Card Payment / Gas Card Payment (AP Use Only)
- Fees (Membership, Registration, Royalties, Copyright, Patent/IP, Accreditation, Legal/Court)
- Government / InterAgency Payment
- Hosted Event Expenses
- Individual Eye and Physical Examinations
- Land / Right of Ways
- Payments from Insurance Funds
- Pre-Printed/Recorded Materials for Library or Other Educational Purposes (exc. IT)
- Real Estate Taxes
- Stamps / Postage
- Trust Fund/Investments
- Tuition to Other Institution
- Visa Fees
- Other / Best Judgement Purchase (not listed above)

"Other" payment was selected:

Other / Best Judgement Purchases cannot be greater than \$5,000 - you are required to use a purchase order. **When "Other" is selected and the amount is greater than \$5,000, this form will be auto-rejected.**

If competition exists, yet the anticipated total spend will be \$5,000 or LESS, a direct payment is acceptable **only** if in accordance with all other State and campus Purchasing policies and procedures including the use of mandatory contracts.

I understand that if choosing "Other" and my request is over \$5000 that my Direct Payment request will be rejected. \*

I confirm I have read and understand the above

< Previous | Save Progress | Next >



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Form

\$\$

**Invoice Details**

Payee Invoice Number (if no invoice number provided, please use: "DP+MMDDYYYY+SUPPLIER NAME" - EX: DP02232021COX) \*

**8**

Description of what is being paid for (ONLY the first 30 characters will appear in SFS / WISER) - USE ALL CAPS \*

**9**  
1981 characters remaining

Currency (if NOT USD - use wire form below to pay in foreign currency) ?

Amount \*

Invoice Date \* ? **10**

**11**  
mm/dd/yyyy

Deferred Payment Date ?

**11**  
mm/dd/yyyy

Please Identify the Commodity Code: \*

**12**

8. Enter **Payee Invoice Number**.
9. Enter **Description**.
10. Enter **Amount**.
11. Enter **Invoice Date**.
12. Select **Commodity Code**.

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13. Answer the **Wire Transfer** question.

*Note: The wire payment will continue to be initiated offline, directly with the bank. However, the request to initiate a wire payment will be included in ShopUW+. The UW System Outgoing Wire Transfer must be attached on the ShopUW+ form and can be found here: <https://www.wisconsin.edu/sfs/download/UW-System-Outgoing-Wire-Form-04.01.2021.pdf>*

14. Enter **Business Purpose**.

15. Upload **Attachments**.  
a. Select **Upload** to browse and select attachments from computer.

16. Select **Next**.

Direct Payment Form  
\$\$

**Foreign Payments: Wire Transfer**

**Wire Transfers** are used to send funds electronically to another country. Service fees generally apply to wire transfers and the service fee will be applied to the funding string included on this document.

Is a wire transfer required? \*

Yes  No

**Business Purpose**

Please provide information and justification for this payment: why, when, who and where \*

2000 characters remaining

**Attachment**

Invoice, Award Letter, Conference Registration Confirmation, Application Form \*

No File Attached

Uploaded attachment will be copied to the invoice.

Other (Emails, Arrangement Details, etc.)

No File Attached

Uploaded attachment will be copied to the invoice.

< Previous Save Progress Next >

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17. Select **Edit** to change funding, funding split or add required funding string elements.

**NOTE:** If splitting the funding by 'amount of price' the lines need to total the amount entered on the Questions page. The amount will appear below the funding lines as the document subtotal.

**Note:** In this example, the default funding setup under Accounting Codes in the user profile automatically populated in the form.

18. Select **Next**.

19. No fields need to be completed on the Additional Information – AP Use Only.

20. Select **Next**.

**Direct Payment Form**

Form Number: 533552  
Purpose: Check Request  
Status: Incomplete

**Funding String**

LINE	GL Business Unit	Speed Chart	Account	Fund	Department	Program	PC Business Unit	Project	Class
	UWTRN UW - Training	NONE_TRN	2184 Training & Development- Job Rel	106 Gen Prog Ops- SystemWide	000000_TRN GENERAL*GENERAL	2 Instruction	no value	no value	0000_TRN DEFAULT BLDG

Add alternate distribution for:

**Direct Payment Form**

Form Number: 533549  
Purpose: Check Request  
Status: Incomplete

**Additional Information - AP Use Only**

**Invoice Information**

Invoice Received Date (MMDDYYYY): no value

**Purchasing**

New Fiscal Year:

Buyer ID:

Facilities Project Number:

Capital Project Number:

DFD Project Number:

Departmental Reference Number:

Campus Building Number:

PO Start Date (MMDDYYYY):

PO End Date (MMDDYYYY):

**General Information**

PO Type: UNAS  
[Select from profile values...](#)  
[Select from all values...](#)

Previous PO Number:

Business Purpose:

Receiving Required/Positive Approval?:

**Payment Information**

Payment Handling Codes Override:   
[Select from all values...](#)

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**Direct Payment Form**

Form Number: 529963  
Purpose: Check Request  
Status: Incomplete

Section	Progress
Supplier	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Funding String	✓ Required Fields Complete
Additional Information - AP Use Only	✓ Required Fields Complete

Buttons: Previous, Add to Favorites, Submit (23)

21. Confirm all Required Fields Complete.

*NOTE: Select the **Section Name** to return to add or edit information, if needed.*

22. Optional: Select **Add to Favorites** to save this form for regular use.

23. Once finalized, select **Submit**.

24. Select **Yes** to confirm.

**Confirm**

Are you sure you want to submit this form?

Buttons: Yes, No

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The screenshot shows the 'Review and Submit' page for a Direct Payment Form. The form number is 556012, and the status is 'Approved'. A progress bar indicates 'Required Fields Complete'. A table below shows the progress for various sections:

Section	Progress
Supplier	Required Fields Complete
Questions	Required Fields Complete
Funding String	Required Fields Complete
Additional Information - AP Use Only	Required Fields Complete

25. Refresh the browser window and a hyperlink will appear for the invoice.

26. Click the invoice number hyperlink.

27. Review the workflow step to verify the request has moved to the approval step.

What is next?  
The DirectPay request is routed for approval, the approver is notified, and the payment is created.

Once approved a notification is sent to the Requester.

The screenshot shows the 'Invoice' page for invoice V0002856. It includes a warning message: 'The invoice contains one or more non-PO invoice lines. They are excluded from the matching.' The page is divided into several sections:

- General:** Invoice Type: Invoice; Pay Status: In Process; Voucher Number: V0002856; Supplier Invoice No.: DP04062021ITEC; Supplier Name: INTERNATIONAL TRAINING TECHNOLOGY EXHIBITION & CONFERENCE; Invoice Received Date: no value.
- Addresses:** Remit To: AHOYWEG 10, 3084 BA ROTTERDAM, NETHERLANDS; Bill To: no address.
- Note/Attachments:** External Note: no value; Internal Note: no value; Attachments: CONFERENCE REG (4/12/2021), WIRETRANSF ERITEC (4/12/2021).
- Tax Summary:** Tax2: 0.00, Shipping: 0.00, Handling: 0.00, Shipping Tax: 0.00, Handling Tax: 0.00, Total: 3,615.00.
- What's next?:** Submitted (4/12/2021 3:10 PM, Rolando Requester), Approval 1 (Active).