This tutorial will review all the steps of the checkout process and finalizing an order in Shop@UW including:

- Beginning the checkout process
- The Final Cart Review
- Reviewing the shipping information
- Sending an order
- Receiving the Purchase confirmation

When all of the desired items have been added to the cart, begin the checkout process. The shopper must be on the "Cart-Cart Requisition" page in Shop@UW to begin. To navigate to the correct page, either:

- Click on the “View My Cart” button in found the dropdown menu box from the cart icon in the upper right-hand corner of the screen;

  OR

- Click on the “Open My Active Shopping Cart” link from the Shop icon on the left navigation bar.

Once on the “Cart-Cart Requisition” page, click on the “Begin Checkout Process” button in the upper-right to start. The process contains a number of steps which must all be completed before the cart is turned into an order.
Checkout and Completing an Order

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CONTINUE CHECKOUT PROCESS

Click on the “Continue Checkout Process” button.

On the next screen, click on the “Continue Checkout Process” button.

Clicking “Continue Checkout Process” sends the shopper to the Final Cart Review and turns the cart into a “Recently Checked Out Cart.”

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FINAL CART REVIEW

Click on the “Continue to Shipping Info” button.

The Final Cart Review page allows the user a last opportunity to review the contents of the cart before the purchase order is complete.

- Click on the “Continue to Shipping Info” button.

The shopper must continue to the next screen to complete the transaction.

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SHIPPING INFORMATION

Review the shipping information. The reference number and email address fields are optional.

Select the shipping address from the dropdown. All shipping addresses must be pre-approved.

If desired, enter an optional reference number to assist in identifying transactions in WISDM or on the packing slip and mailing label.

Verify that the email address is correct. This is the individual that will receive any confirmation emails associated with the order.
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SEND ORDER BUTTON
The “Send Order” button must be clicked!

When all the information is verified, click the “Send Order” button.

The “Send Order” button on the Shipping Information web page must be clicked to complete the ordering process.

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PURCHASE CONFIRMATION AND STORE LOBBY
The shopper receives a “Purchase Confirmation” web page after the “Send Order” button has been clicked.

Use the “Store Lobby” link on the web page to start a new shopping session at the “Shop at External Suppliers” link.

The shopper will see a purchase confirmation page after the “Send Order” button has been clicked.

This page provides the Purchase Order number and a link to review the order that was just placed.

Use the “Store Lobby” link on the web page to start a new shopping session at the “Shop at External Suppliers” link.

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NEXT STEPS
Reviewing order history via the “View My Past Orders” link and the “History” menu option in the left navigation bar.

Review tutorials for important Shop@UW functions on the tutorial index web page found at https://shopuw.wisc.edu/training.

Questions about Shop@UW can be forwarded to the customer service desk at shopuw@bussvc.wisc.edu.

This concludes the tutorial on Checkout and Completing an Order.

Contact Shop@UW customer service with any questions or problems at ShopUW@bussvc.wisc.edu.