TO DO LIST for Entertainer/Speakers

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| Due Date | What | Department/Who | Done |
|  | Is the supplier set up and “Active” within ShopUW?   * This can be searched from the “Supplier” section within ShopUW+ |  |  |
|  | If not, Department must gather W9 and submit “Request New Supplier” within ShopUW+ (Long Form)   * Supplier will receive an invitation to register through the supplier portal |  |  |
|  | \*If supplier contract is being used then, authorized signer and supplier must review/revise/sign and add UW Rider   * If over signature threshold then Director of Procurement MUST sign |  |  |
|  | \*If UW Contract for Entertainers and Speakers is being used then, authorized signer and supplier must review/revise/sign   * If over signature threshold then Director of Procurement MUST sign * Lodging make sure that you using the “[UW System Preferred Hotels](https://www.wisconsin.edu/travel/policies/lodging/uw-system-hotel-directory/#uww)” within rate maximums or per diem * Travel and meals should be all exclusive within contract or within rate maximums or per diem |  |  |
|  | Department submits Requisition Wizard within ShopUW+ for Department approvals   * Requisition should be submitted a least one (1) month prior to performance date * All supporting document must be attached (fully executed contract and UW Rider, flyer, etc.) * If pre-payment is needed make sure this is selected on requisition and email approval from Department Manager is included in the attachments * If supplier has tax exception this must be included and must be noted in the internal notes of the requisition. |  |  |
|  | Delegated Agent review and approval |  |  |
|  | Director of Procurement review and Approval |  |  |
|  | Approved purchase requisition will be sent to supplier(s) email address provided within the requisition   * If Director of Procurement signature is needed, then PDF copy of contract will be sent to supplier with the requisition |  |  |
|  | Confirm with the supplier that invoice has been sent to [wtwap@uww.edu](mailto:wtwap@uww.edu) |  |  |
|  | Enter receiving on the requisition, ONLY enter the amount or quantity received   * Check [ShopUW+ Training Resources](https://uwservice.wisconsin.edu/administration/shopuw/#requester) for more information (Create a receipt for Goods or Services) |  |  |

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|  | NOTES: |
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