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 |  |[ ]
|  | 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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