

UW-Madison Integrative Biology Purchasing Policy

Purchasing assistance is available from purchasing@ibio.wisc.edu

You can purchase supplies & equipment several ways:

1. Storeroom existing stock
2. ShopUW+
3. Eligible Vendor

Storeroom

iBio maintains a variety of office, instructional, and lab supplies in the Storeroom, located within Noland Hall

To request supplies from the Storeroom:

1. Check the [Storeroom list](#) to see if needed item(s) are in stock before ordering from ShopUW+
2. Fill out a request [here](#) for each Storeroom item you'd like including item name, number, quantity, desired funding, and business justification
3. You will receive an automatic confirmation upon request
4. iBio staff will process the request and email you with delivery information

ShopUW+

ShopUW+ allows UW-Madison employees to order from selected contracted vendors along with the Materials Distribution Services (MDS) warehouse, all on one website.

Ordering

[Login using your Net ID](#) and place an order following instructions found on the iBio Internal Resources page titled "Integrative Biology ShopUW+ guide."

Once an order is placed, you will be emailed order confirmation directly from the vendor.

For additional ShopUW+ resources:

- [Visit UW's Shopper Resources Page](#)
- Complete [Sections 1-14 of the ShopUW+ Shopper Skills Training](#)
- Contact iBio Admin staff with any questions and additional training guides

Non-ShopUW+ purchases

For items not found on ShopUW+, follow these guidelines:

Order costs less than \$5,000

1. Verify vendor is not on the non-compliant vendor list with UW-Madison; visit [here](#)
2. Make note of item name, number, quantity, and vendor

3. Fill out a request [here](#), following the Non-ShopUW+ path for each item requested including item name, number, quantity, vendor, desired funding, and business justification in the request
4. You will receive an automatic confirmation after submitting your request
5. iBio staff will email you when the order is placed and with delivery information

Order costs between \$5,000-49,999

1. Vendor and item being purchased are already on contract with the university – [search vendors currently on contract](#)
2. Simplified bid in which you collect three comparative quotes and choose the lowest responsible quote for purchase
 - a. Follow simplified bid guidelines [here](#)
3. Proper justification to waive the need for a simplified bid – Non-competitive purchase request form (please note- for purchases over \$25,000, a governor’s waiver is required, usually taking 4-6 weeks to process)
 - a. [Form](#)
 - b. [Guidelines](#)

Order costs more than \$50,000

Contact iBio staff or purchasing@ibio.wisc.edu.