

Retrieving Quotes from the B&OI Catalog

Login into the eProcurement system at

<http://www.washington.edu/admin/stores/eprocurement/>

Click on **Create/ Requisition** on the eProcurement Home page

The screenshot displays the Ariba Spend Management web application. The browser window shows the URL https://ar.admin.washington.edu/Buyer/Main/aw?awr=2n&awf=AribaFrame&awsn=_sbqkzb&awst=0&aws1=0. The application header includes the Ariba logo and navigation tabs for Home, Procurement, T & E, and User Profile. The user is logged in as LIZA PLOTKIN. The main content area features a 'Home Dashboard' with several sections: 'Common Actions' (with 'Create' and 'Requisition' highlighted by a red arrow), 'To Do' (empty), 'News' (with links for eProcurement News, eTravel News, and Facilities Services Related), and 'Search' (with fields for Title and ID). A 'Saved Searches/Labels' list is visible on the right side of the search section.

Click on the "B&OI" catalog

Supplier

- A. Daigger and ... (19)
- EXCEL GLOVES AND ... (93)
- Fisher Scientific (30357)
- Intermountain ... (1)
- PRAXAIR ... (402)
- Show All ...

Language

English (78538)

Favorites

- Recent Choices -

S649012: **Items: 0 Total: \$0.00 USD** **Checkout** **Exit**

Add items to your requisition. You can add items from the catalog, from vendor catalogs, from your favorites list, or enter details for non- ...

Catalog Home [Browse By: Categories | Suppliers](#)

Catalog [Options](#)

Supplier Part #:

B&OI **Bank and Office** (1)
See items ...

CDW-G **CDW Government** (1)
See items ...

CLARK **Clark Security** (1)
See items ...

DAIGGER **Daigger** (1)
See items ...

DELL **Dell Catalogs** (5)
See items ...

Fisher Scientific **Fisher** (1)
See items ...

Gov Connection **GovConnection** (1)
See items ...

GRAINGER **Granger** (1)
See items ...

invitrogen **Invitrogen** (1)
See items ...

Miscellaneous Supplies (1700)
Financial Services (2)
Batteries and Accessories (175)
Film and Processing Supplies (41)
More ...

Chemicals (5023)
ANTISEPTIC SWAB WIPE at Grainger Industrial Supply
TRIANGULAR BANDAGE at Grainger Industrial Supply
Misc Chemicals (5023)

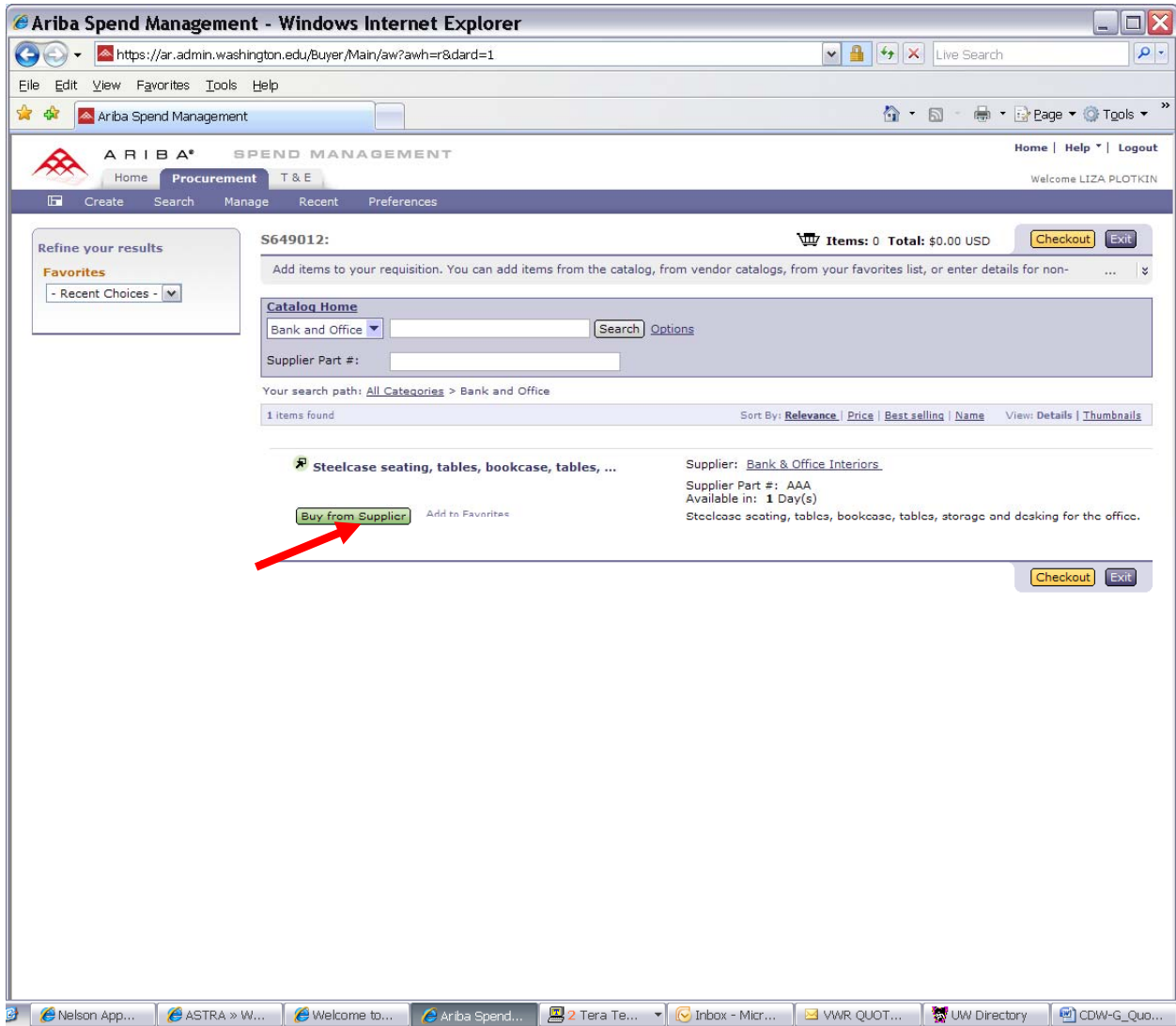
Compressed Gases (227)
Misc Compressed Gases (227)

Material Handling (229)
Blown Hand Stretch Film, 90 Gauge, 15in. x at Office Depot
Blown Hand Stretch Film, 90 Gauge, 18in. x at Office Depot
Blown Hand Stretch Film, 120 Gauge, 12in. x at Office Depot
More ...

Electronic Components (73)
SanDisk(R) Secure Digital(TM) Card For HD Video, at Office Depot
SanDisk(R) Ultra II SDHC Memory Card, 8GB at Office Depot
Kingston(R) KVR133Q/256R SDRAM Memory Upgrade For at Office Depot
More ...

Electrical Systems and Lighting (400)
APC(TM) Back-UPS XS Series Battery Backup, BX900R, at Office Depot
CyberPower(R) CP800AVR Uninterruptible Power at Office Depot
CyberPower(R) CP900AVR Uninterruptible Power at Office Depot

Click on “Buy from Supplier” to get into the B&OI catalog



Click on "Quotes Awaiting Approval"

Punchout Catalog Shopping Session - Windows Internet Explorer

W <https://ar.admin.washington.edu/Buyer/Main/aw?awh=r> Live Search

File Edit View Favorites Tools Help

W Punchout Catalog Shopping Session Page Tools

ARIBA® SPEND MANAGEMENT

Welcome LIZA PLOTKIN
Close Punchout Catalog Shopping Session

BOO Bank & Office Interiors **UW e-Furniture Store**

SHOP SEARCH CANT FIND IT? HELP REPORTS

Go To Cart **SHOP**

Cart: lplotkin
Items: 0
Subtotal: \$0.00

SEATING

[Quotes Awaiting Approval](#)

SHOP FOR ... ALL

SEATING
SEATING

STORAGE

TABLES

ACCESSORIES

DESKS & RETURNS

Executive
A selection of managerial seating offered with leather upholstery, seat height adjustability, and casters.

Task / Work
Seating that offers varying levels of adjustability to meet a range of needs. The more repetitive the task, the more critical it is to have a high-performance chair with full adjustability.

Multi-Use
Stools and tablet arm seating targeted for classrooms, labs, audio-visual centers, and multi-purpose rooms.

Guest
Find several options and price points for occasional seating for team spaces, workstations, offices, conference rooms and

Stackable
Regardless of your need, stackable solutions provide comfortable, convenient seating for everyone. Durability for high-volume

Lounge
Versatile lounge pieces suitable for reception, lounge, team or executive spaces.

This site is intended for use by Steelcase, its dealers, and customers.

W... Welcome to... Punchout Ca... 2 Tera Te... Inbox - Micr... VWR QUOT... UW Directory CDW-G_Quo... Document2 ...

Enter your quote number in the “Quote No.” field

Click on “Search”

Punchout Catalog Shopping Session - Windows Internet Explorer

W https://ar.admin.washington.edu/Buyer/Main/aw?awh=r

File Edit View Favorites Tools Help

Punchout Catalog Shopping Session

ARIBA SPEND MANAGEMENT

Welcome LIZA PLOTKIN

Close Punchout Catalog Shopping Session

Bank & Office Interiors UW e-Furniture Store

SHOP SEARCH CANT FIND IT? HELP REPORTS

Order Status

Quotes Awaiting Approval [Click to view instructions...](#)

All Baskets

Update Profile

Search By: Quote No.

Email Address Published For

Date Range (MM/DD/YYYY): to

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View	Quote No	Title	Published For	Qty	Total Sell	Actions
▲	176296	training quote for liza plotkin	LIZA PLOTKIN	2.00	\$871.88	<input type="button" value="Add to cart"/> <input type="button" value="Return to supplier"/>

Unknown Zone (Mixed) 100%

The Shopping Cart shows your quoted items

Click on **“Checkout”** if everything looks correct to return to the eProcurement **“Summary”** screen

The screenshot shows a web browser window titled "Punchout Catalog Shopping Session - Windows Internet Explorer". The address bar shows the URL "https://ar.admin.washington.edu/Buyer/Main/aw?awh=r". The page header includes the ARIBA logo and "SPEND MANAGEMENT". The main header features the "UW e-Furniture Store" logo and navigation links: SHOP, SEARCH, CANT FIND IT?, HELP, and REPORTS. The page content is titled "SHOPPING CART" and includes a "Go To Cart" link. The cart summary shows "Cart: Q176296", "Product Cart", "Items: 2", and "Subtotal: \$871.88". There are buttons for "RETURN TO SHOPPING" and "CHECKOUT", with a red arrow pointing to the "CHECKOUT" button. Below the summary, there is a message: "No updates are available at this time for the quote included within this cart." and "This cart is for Products Only. To shop for Services, please use another cart." The main section is titled "Products" and contains a table with columns: Image, Description, Qty., From Where, Customer price, and Extended Price. The table lists two items: a chair and a file cabinet.

Image	Description	Qty.	From Where	Customer price	Extended Price
1 [no image] [preview]	Chair-Leap, Adjustable Seat, Upholstered PLASTIC :6205 BLACK UPHLSTRY:5F06 SKY NOTES :	1	New	\$563.35	\$563.35
2 [no image] [preview]	File-Lateral, Integral Pull, 2 Drawer, Lock, 18x30x28 BASIC :7238 FIELDSTONE LOCK :9201 POLISHED CHROME KEYS :SK RAND OPTIONS * * OPT *OPT:TOP OPTIONS STL TOP 1" STEEL TOP WGHT PKG *OPT:COUNTER WEIGHT PKGS WEIGHT CO UNTER WEIGHT PKG NOTES :	1	New	\$308.53	\$308.53

Enter the **title** for the requisition

Click on the **“Submit”** button to submit the order if no other edits are required

The screenshot displays the Ariba Spend Management interface in Internet Explorer. The browser address bar shows the URL: <https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&dard=1>. The page title is "Ariba Spend Management - Windows Internet Explorer".

The main content area shows a requisition summary for requisition number S649012. The title is "Chair for Inna". The requisition is on behalf of LIZA PLOTKIN. The telephone number is 206-543-9897. The requisition is for equipment, and the user has selected "No" for "Are any items equipment?".

The "Line Items" section contains two items:

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Chair-Leap, Adjustable Seat, Upholstered ...	059900	143750	1	each	\$563.35 USD	\$563.35 USD
Supplier: Bank & Office Contact: Bank & Office Interiors Commodity Code: Miscellaneous Partitioned Commodity Code: Miscellaneous Store/Branch #:			Chair-Leap, Adjustable Seat, Upholstered PLASTIC :6205 BLACK UPHISTRY:5F06 SKY					
2		File-Lateral, Integral Pull, 2 Drawer, Lock, ...	059900	143750	1	each	\$308.53 USD	\$308.53 USD
Supplier: Bank & Office Contact: Bank & Office Interiors Commodity Code: Miscellaneous			File-Lateral, Integral Pull, 2 Drawer, Lock, 18x30x28 BASIC :7238 FIELDSTONE					

The total cost is \$871.88 USD. The shipping information is: Ship To: PURCHASING & ACCO; Deliver To (Room/Name): RM216/Plotkin.

A red arrow points to the "Submit" button in the top right corner of the page.