

Retrieving Quotes from CDW-G Catalog

Login into the eProcurement system at

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

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

The screenshot displays the Ariba Spend Management interface. The browser title is "Ariba Spend Management - Windows Internet Explorer". The address bar shows the URL: https://ar.admin.washington.edu/Buyer/Main/aw?awr=2n&awf=AribaFrame&awsn=_sbqz8&awst=0&awsl=0. The page header includes the Ariba logo and "SPEND MANAGEMENT" with navigation links for Home, Procurement, T & E, and User Profile. A user profile for LIZA PLOTKIN is visible in the top right.

The "Home Dashboard" features a "Common Actions" sidebar on the left. A red arrow points to the "Requisition" link under the "Create" section. Other links include "Travel Profile", "Expense Report", "Manage", "Unassigned Charges", "Core Administration", "Reports", and "More...".

The "To Do" section is a table with columns: ID, Date ↑, From, Status, Title, and Required Action. It currently shows "No items".

The "News" section contains several bullet points:

- eProcurement News** with a link to <http://www.washington.edu/admin/stores/eprocurement/>
- eTravel News** with a link to <http://www.washington.edu/admin/finsew/travel/etravel.html>
- Facilities Services Related** with a link to <https://fs-works.washington.edu>
- A notice: **If you need assistance please contact the following accounts:**
 - eProcurement: eprocure@u.washington.edu
 - eTravel: traveluw@u.washington.edu
 - FS-WORKS: fs-works@u.washington.edu
- Business Diversity Program**

The "Search" section includes a search bar with "Title:" and "ID:" fields and a "Search" button. Below it is a "Saved Searches/Labels" list:

- Archive Items (361)
- AHerring (1)
- Business Fair (3)
- DR_rubin (2)
- Deletion (1)
- Dr. April (2)
- Dr. Campbell (1)
- Dr. Johnston (1)
- Dr. Larson (1)
- Dr. Nickerson (1)
- Dr. Prestin (1)
- Dr. Ruger (1)
- Dr. Smith (2)
- Dr. Stevens (2)
- Dr. Wolf (1)
- Dr. Levenworth (1)
- Inns (1)
- Irene (1)
- Jack (1)
- Ordered (2)
- Project 12 (1)
- Rose (1)
- Towels (1)
- Tweaks 211227 (1)

Click on the "CDW-G" 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 -

S650600: **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 #:

Bank and Office (1)
See items ...

CDW Government (1)
See items ...

Clark Security (1)
See items ...

Daigger (1)
See items ...

Dell Catalogs (5)
See items ...

Fisher Scientific (1)
See items ...

Gov Connection (1)
See items ...

Grainier (1)
See items ...

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)

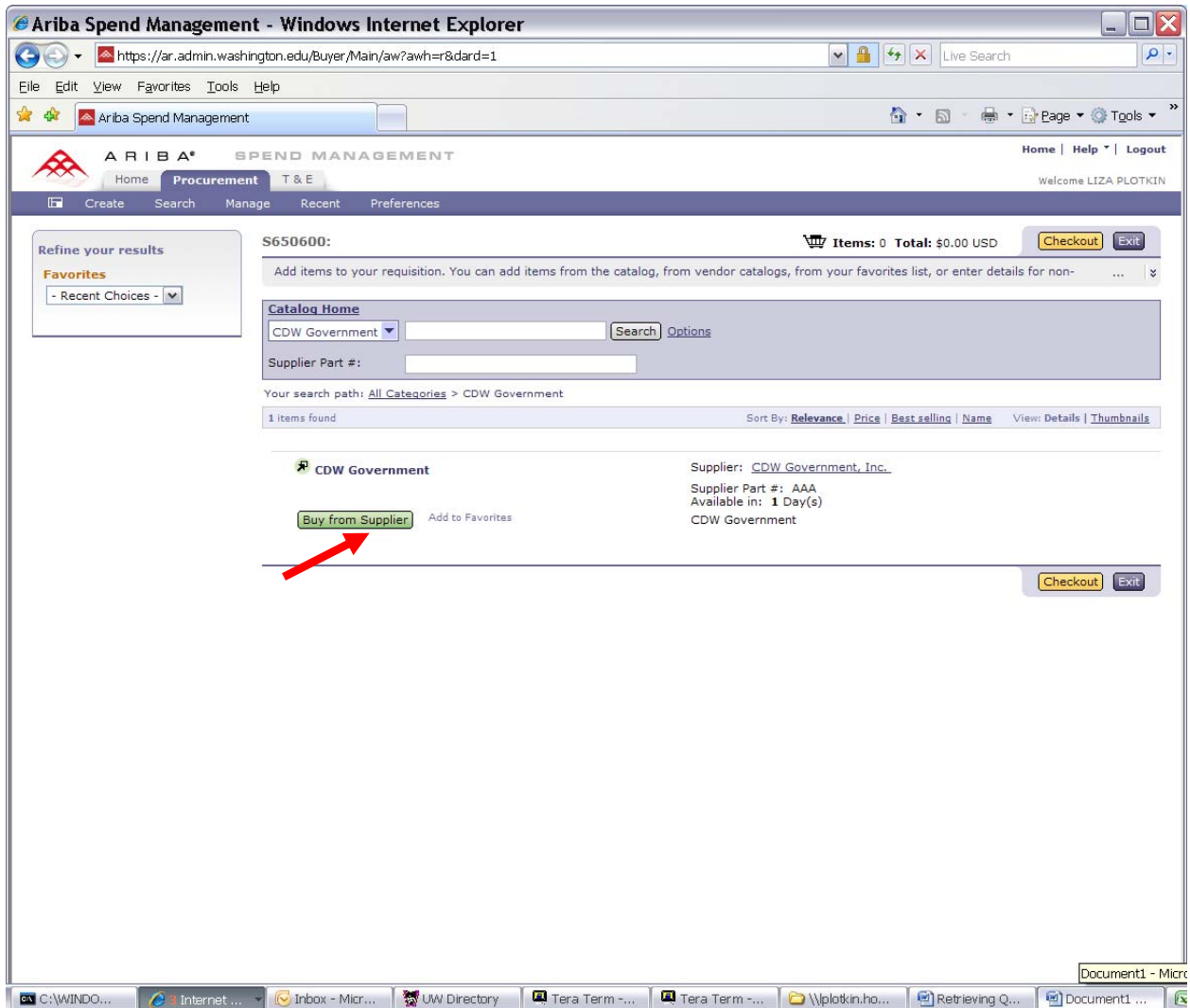
Compressed Gases (227)
Misc Compressed Gases (227)

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) CP800AVR Uninterruptible Power at Office Depot

Click on the “Buy from Supplier” button to get into the CDW-G catalog



Enter your **quote** number into the “Quote #” field

Click on “Find”

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". A navigation bar contains "Shop CDW-G" and "My Account" tabs. Below this is a search bar with the text "Hi U Of W (not you?)", a search input field containing "Quote #", and a "Find It" button. A red arrow points to the "Find It" button, which is circled in red. The page content includes a welcome message for the University of Washington, contact information for Jason Schwartz and Paul Somers, and a list of instructions for generating a quote. The bottom of the page features a section for "UW SPECIALS - SAVE ON DESKTOPS, NOTEBOOKS AND LCDS" with images of various computer products.

Click on the “Add To Cart” button on the Quotes screen

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

CDW CDW-G CDW Canada 866.339.7098 Shopping Cart 0 Items Support Log Off

Shop CDW-G My Account Print This Page

Hi U Of W (not you?) Search for... All Products Find It Browse All Categories

Order Center Quotes and Favorites Manage Your Account Tools Account Support

Quotes

Recent Quotes Quote Details Quote # Find

To forward this quote, click "Send quote to an associate." To convert this quote to an order, click "Add to Cart."

Quote Information Send quote to an associate

Quote #: BJHS785
Status: Open
Quote Date: 7/30/2009
Contact: LAURIE HUNT
Description: MS CA CORE ENT STU

Need Help?
Contact **Jason Schwartz**
Phone: (866) 339-7098
Fax: (312) 705-9168
E-Mail quote to Jason

Billed From Address
CDW Government Inc.
230 N. Milwaukee Ave
Vernon Hills, IL 60061
(800) 594-4239

Billing Address
UNIVERSITY OF WASHINGTON
ATTN: PAYABLES ADMINI
3917 UNIVERSITY WAY NE
SEATTLE, WA 98105-6613
(206) 543-4500

Shipping Address
UNIVERSITY OF WASHINGTON
PAYABLES ADMINISTRATION
3917 UNIVERSITY WAY NE
SEATTLE, WA 98105-6613

Payment Method
MasterCard

Shipping Method
Electronic Drop Ship

Product	Contract	CDW	Mfg Part #	Qty	Price	Ext. Price
MS CAMP FAC DT W/CORE LEVEL B UOW	University Of Washington	1818051	C27-00002-861976-C	1	\$40.67	\$40.67
MS CAMP FAC DT W/ENT LEVEL B UOW	University Of Washington	1818052	C27-00017-12598E-C	1	\$48.51	\$48.51
MS CAMP STU DT W/CORE UOW	University Of Washington	1818050	C27-00002-861993-U	1	\$16.50	\$16.50
					Sub-Total	\$105.68
					*US Tax:	\$10.04
					Shipping:	\$0.00
					Grand Total	\$115.72

*Tax may change if this quote is amended by your account manager.

ADD TO CART

In the Shopping Cart you can do the following changes:

1. Remove any **unwanted** part number by clicking on the minus sign
2. Adjust the **quantity** for each part number remaining

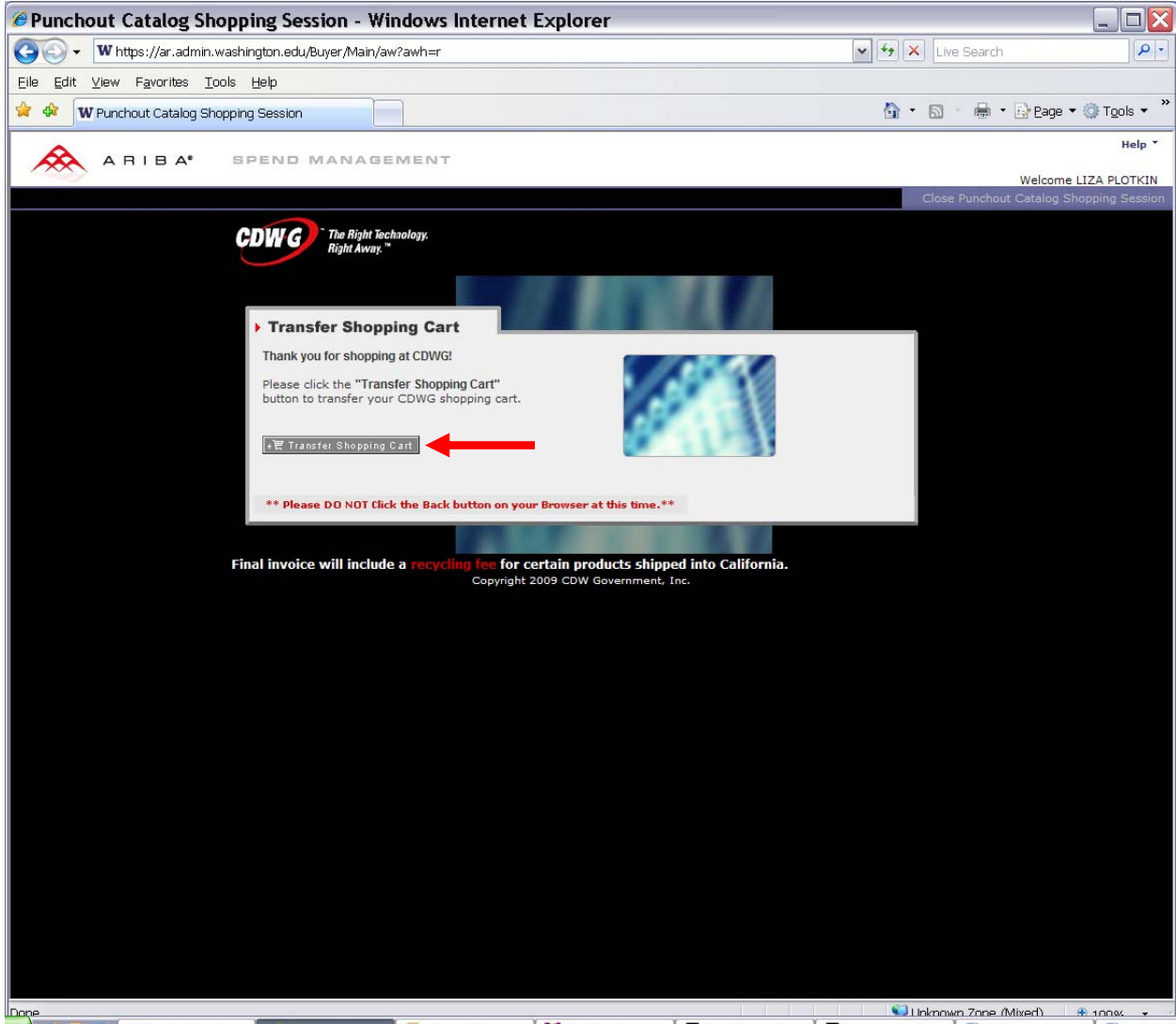
Click on the **“Use Standard Checkout”** button when ready to checkout

The screenshot displays the 'Punchout Catalog Shopping Session' in a Windows Internet Explorer browser. The page header includes the ARIBA logo and 'SPEND MANAGEMENT'. The user is logged in as LIZA PLOTKIN. The shopping cart contains three items from a quote BJHS785:

Quantity	Product	CDW*G	Availability	Price	Ext. Price
1	MS CAMP FAC DT W/CORE LEVEL B UOW Contract Name: University of Washington	1818051	In Stock	\$40.67	\$40.67
1	MS CAMP FAC DT W/ENT LEVEL B UOW Contract Name: University of Washington	1818052	In Stock	\$48.51	\$48.51
1	MS CAMP STU DT W/CORE UOW Contract Name: University of Washington	1818050	In Stock	\$16.50	\$16.50

The sub-total is \$105.68. A red arrow points to the 'Use Standard Checkout' button. A yellow circle highlights the minus signs in the quantity column.

Click on the “**Transfer Shopping Cart**” link to return to the eProcurement “**Summary**” screen



Enter the **title** for the requisition

Click on the **Submit** button to submit the order if no other edits are required on the Summary screen

The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The page title is "Ariba Spend Management - Windows Internet Explorer". The URL is "https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&dard=1". The page displays a requisition summary for requisition number S650600. The title "Microsoft Campus Agreement" is circled in blue. A red arrow points to the "Submit" button. The page includes a navigation menu with options like Home, Procurement, T & E, and a "Welcome LIZA PLOTKIN" message. The summary section contains form fields for "On Behalf Of" (LIZA PLOTKIN), "Delay Purchase Until", "Telephone" (206-543-9897), and "Are any items equipment?". Below this is a table of line items with columns for No., Type, Description, Account, Budget, Qty, Unit, Price, and Amount. The table lists three line items, all with a quantity of 1 and a unit of "each".

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		MS CAMP FAC DT W CORE LEVEL B UOW	059900	143750	1	each	\$40.67 USD	\$40.67 USD
Supplier: CDW Government Contact: CDW Government Commodity Code: Miscellaneous Partitioned Commodity Code: Miscellaneous Store/Branch #:			MS CAMP FAC DT W CORE LEVEL B UOW					
2		MS CAMP FAC DT W ENT LEVEL B UOW	059900	143750	1	each	\$48.51 USD	\$48.51 USD
Supplier: CDW Government Contact: CDW Government Commodity Code: Miscellaneous Partitioned Commodity Code: Miscellaneous Store/Branch #:			MS CAMP FAC DT W ENT LEVEL B UOW					
3		MS CAMP STU DT W CORE UOW	059900	143750	1	each	\$16.50 USD	\$16.50 USD
Supplier: CDW Government Contact: CDW Government Commodity Code: Miscellaneous Partitioned Commodity Code: Miscellaneous Store/Branch #:			MS CAMP STU DT W CORE UOW					