

## Retrieving Quotes from Dell 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 interface. The 'Common Actions' section is highlighted, showing a list of actions under 'Create' and 'Manage'. A red arrow points to the 'Requisition' link under the 'Create' section. The 'News' section contains several links, including 'eProcurement News', 'eTravel News', and 'Facilities Services Related'. The 'To Do' section is empty. The 'Search' section has input fields for 'Title' and 'ID', and a 'Search' button. The 'My Documents' section shows a table of documents with columns for ID, Title, Date, and Status.

| ID      | Title | Date      | Status    |
|---------|-------|-----------|-----------|
| S657023 |       | 8/31/2009 | Composing |
| S657002 |       | 8/31/2009 | Composing |
| S656666 |       | 8/31/2009 | Composing |

Click on the "Dell" catalog

The screenshot displays the Ariba Spend Management interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL: [https://ar.admin.washington.edu/Buyer/Main/aw?awr=1h&awf=AribaFrame&awsn=\\_sbqlz&awst=0&awsl=0](https://ar.admin.washington.edu/Buyer/Main/aw?awr=1h&awf=AribaFrame&awsn=_sbqlz&awst=0&awsl=0). The page title is "Ariba Spend Management - Windows Internet Explorer".

The application header includes the Ariba logo and "SPEND MANAGEMENT" text. Navigation tabs include "Home", "Procurement", and "T & E". A user greeting "Welcome LIZA PLOTKIN" is visible in the top right corner.

The main content area is titled "S657060:" and shows a shopping cart with "Items: 0 Total: \$0.00 USD". Below this is a search bar with a "Catalog" dropdown, a "Search" button, and an "Options" link. A "Supplier Part #:" field is also present.

On the left side, there is a "Supplier" list with the following entries:

- A. Daigger and ... (19)
- EXCEL GLOVES AND ... (93)
- Fisher Scientific (30362)
- Intermountain ... (1)
- PRAXAIR ... (402)

Below the supplier list are sections for "Language" (English (78543)) and "Favorites" (- Recent Choices -).

The right side of the page displays a grid of catalog categories:

- 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 ... (indicated by a red arrow)
- Fisher (1)**: See items ...
- GovConnection (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 (5052)**: ANTISEPTIC SWAB WIPE at Grainger Industrial Supply, TRIANGULAR BANDAGE at Grainger Industrial Supply, Alcohol (31), Misc Chemicals (5021)
- 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, More ...
- Medical Equipment (758)**

The bottom of the browser window shows "Local intranet" and a zoom level of "100%".

Click on the **“Buy from Supplier”** button for Dell Premier to get into the Dell Premier catalog

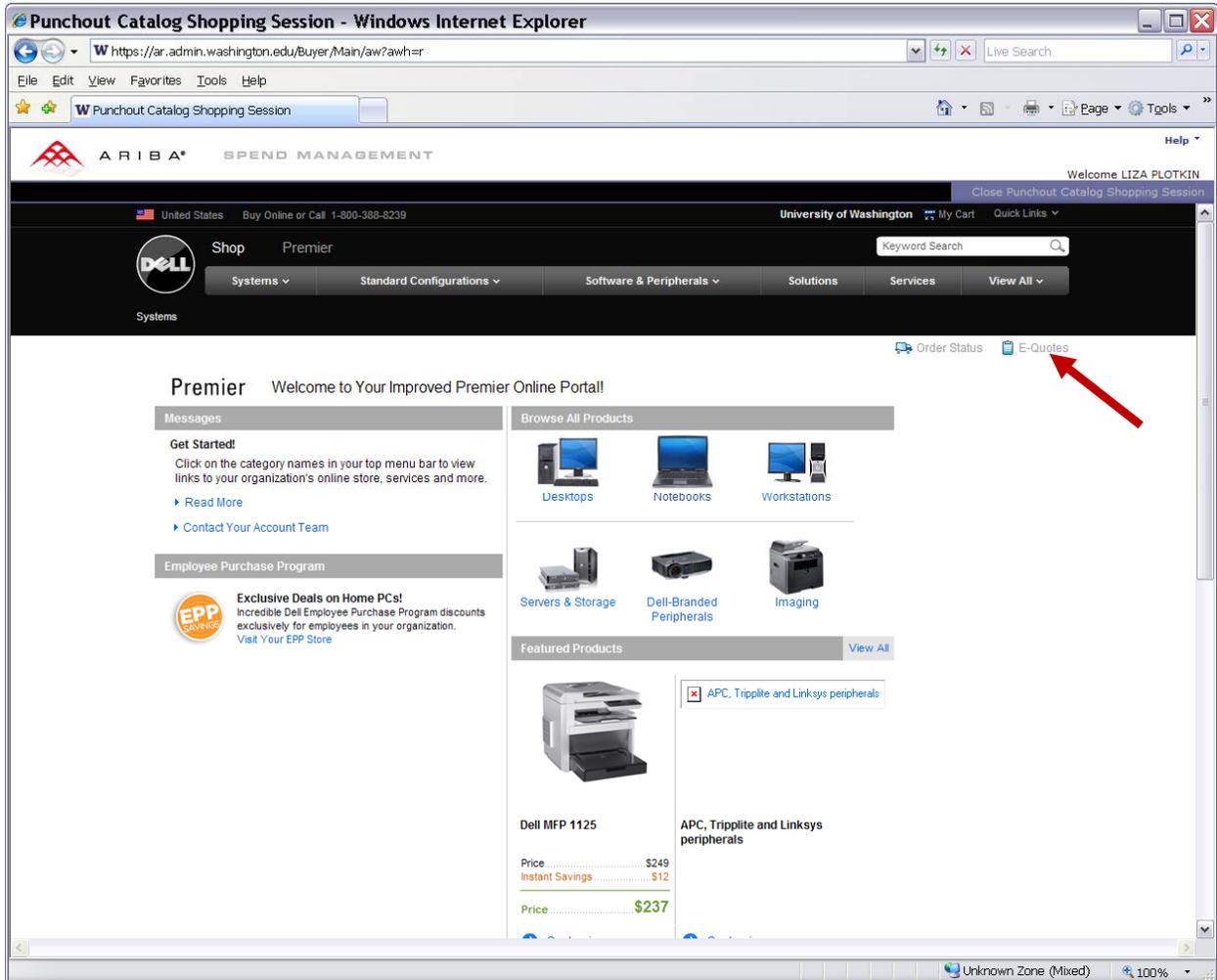
The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The page title is "Ariba Spend Management - Windows Internet Explorer". The URL is "https://ar.admin.washington.edu/Buyer/Main/aw?awr=1h&awf=AribaFrame&awsn=\_sbqkzb&awst=0&awsl=0". The browser's address bar shows "Live Search". The page header includes "ARIBA SPEND MANAGEMENT" and "Home | Help | Logout". The user is identified as "Welcome LIZA PLOTKIN".

The main content area displays search results for "S657060". The search path is "All Categories > Dell Catalogs". There are 5 items found, sorted by Relevance. The items are:

- Dell Premier**: Supplier: Dell Inc. - US - GB2B, Supplier Part #: Dell, Available in: 0 Day(s), Dell Computer - Punchout. A red arrow points to the "Buy from Supplier" button.
- Dell Genome Sciences**: Supplier: Dell Inc. - US - GB2B, Supplier Part #: genomesciences, Available in: 0 Day(s), Dell - Genome Sciences.
- Dell Nursing**: Supplier: Dell Inc. - US - GB2B, Supplier Part #: Nursing, Available in: 0 Day(s), Dell Computer Corporation - Nursing.
- Dell Electrical Engineering**: Supplier: Dell Inc. - US - GB2B, Supplier Part #: ElectricalEngr, Available in: 0 Day(s), Dell Computer - Electrical Engineering Punchout.
- Dell Sports Medicine**: Supplier: Dell Inc. - US - GB2B, Supplier Part #: orthopaedics, Available in: 0 Day(s), Dell - Department of Orthopaedics and Sports Medicine.

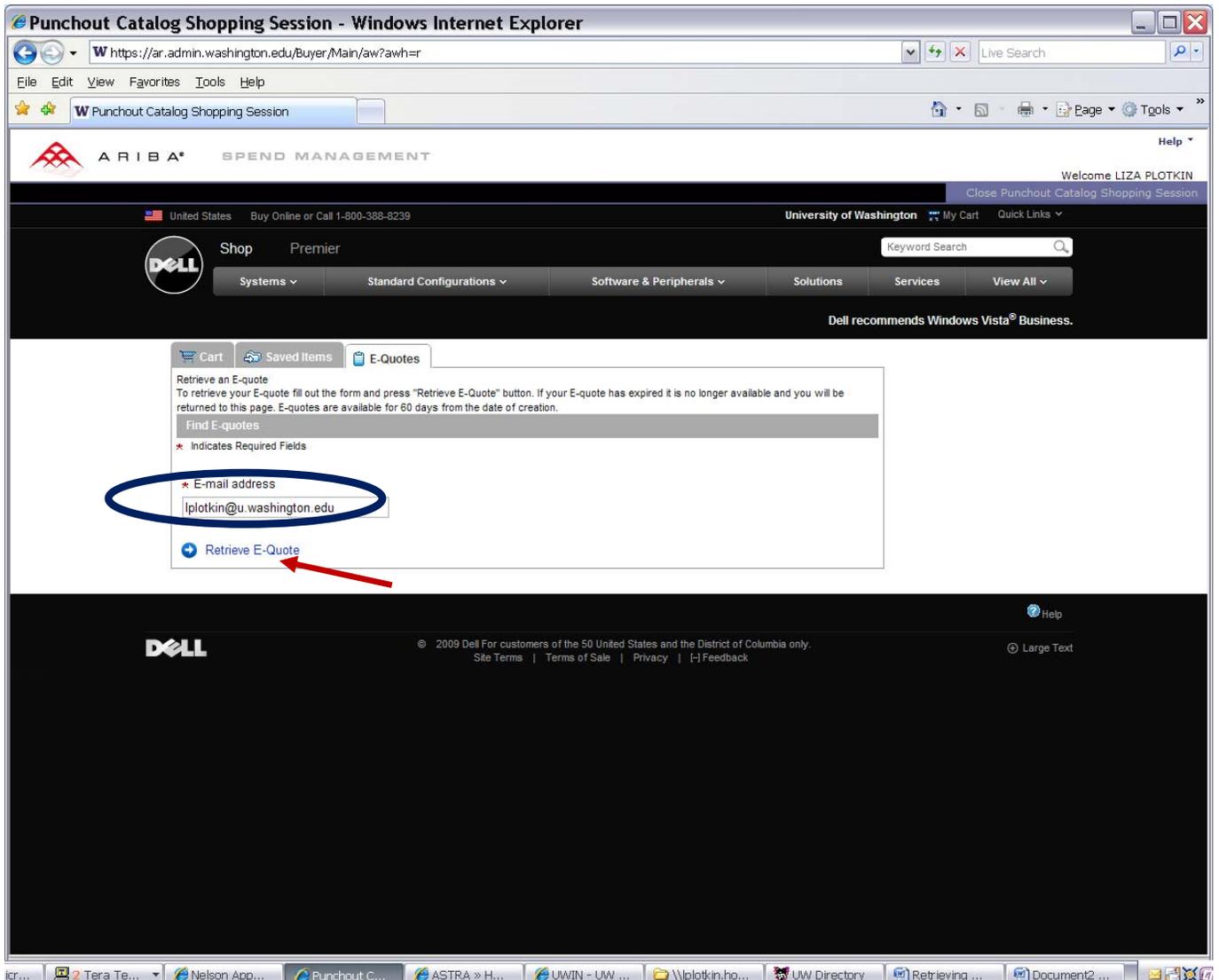
The interface includes a "Refine your results" sidebar with keywords like "punchout (2)", "corporate (1)", "premier (1)", "orthopaedics (1)", and "science (1)". It also has "Add to Cart", "Compare", and "Add to Favorites" buttons for each item. The bottom of the page shows "Done" and "Local intranet" status.

Click on the “E-Quotes” link in the upper right corner of the Dell Premier Home Page



Enter the e-mail address of the person who **created** the quote into the “E-mail address” field

Click on the “**Retrieve E-Quote**” link



Your quote will be retrieved. Click on the **“Create Order Requisition”** arrow to continue with the order

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 welcome message says "Welcome LIZA PLOTKIN". Below this is a navigation bar with "Shop Premier" and a search box. A secondary navigation bar lists categories: "Systems", "Standard Configurations", "Software & Peripherals", "Solutions", "Services", and "View All". A message states "Dell recommends Windows Vista® Business".

The main content area has tabs for "Cart", "Saved Items", and "E-quotes". Under "E-quotes", there is a "Display" section with a message: "Select your viewable column headers. Your table will be modified based upon your selection." Below this are several dropdown menus for selecting columns: "purchasing information1", "Authorized Buyer", "Created By", "Created Date", and "Sub Total". A "Filter by" dropdown is set to "Authorized Buyer" with "All" selected. An "Apply" button is to the right.

| E-quote Number | purchasing information1 | Authorized Buyer | Created By | Created Date | Sub Total  | Total          | Create Order Requisition | Delete |
|----------------|-------------------------|------------------|------------|--------------|------------|----------------|--------------------------|--------|
| 1008087196186  |                         | Liza Plotkin     |            | 7/6/2009     | \$1,484.28 | Not Calculated |                          |        |

The footer contains the Dell logo, copyright information: "© 2009 Dell For customers of the 50 United States and the District of Columbia only.", and links for "Site Terms", "Terms of Sale", "Privacy", and "Feedback". A "Large Text" link is also present.

Click on the “Create Order requisition” button if no edits are required

Punchout Catalog Shopping Session - Windows Internet Explorer

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

W Punchout Catalog Shopping Session

ARIBA® SPEND MANAGEMENT

Welcome LIZA PLOTKIN

United States Buy Online or Call 1-800-388-8239 University of Washington My Cart Quick Links

Shop Premier Keyword Search

Systems Standard Configurations Software & Peripherals Solutions Services View All

Dell recommends Windows Vista® Business.

Your Current E-quote Number  
1008087196186

E-quote Help

Cart E-Quotes

Summary View | Detail View Print Email Add Item

Saved By: Liza Plotkin Phone Number: (206) 543-9897  
lplotkin@u.washington.edu Purchasing Agent:  
Saved By: Monday, July 06, 2009 Notes/Comments:  
Expires On: Friday, September 04, 2009 Additional Comments:

| Latitude E6500 Color  | Qty                               | Unit Price        |
|---|-----------------------------------|-------------------|
| Latitude E6500<br>Intel® Core™ 2 Duo P8400 (2.26GHz, 3M L2 Cache, 1066MHz FSB), Genuine Windows Vista® Business Downgrade, XP Professional SP3 Install,E<br><a href="#">Adjust System</a> | 1<br><a href="#">Update Total</a> | \$1,484.28        |
| <b>Sub-total</b>  |                                   | <b>\$1,484.28</b> |

Coupon Entry

Enter coupon number

[Apply Coupon](#)

Note: Coupon savings are only applied to items you have added to your cart.

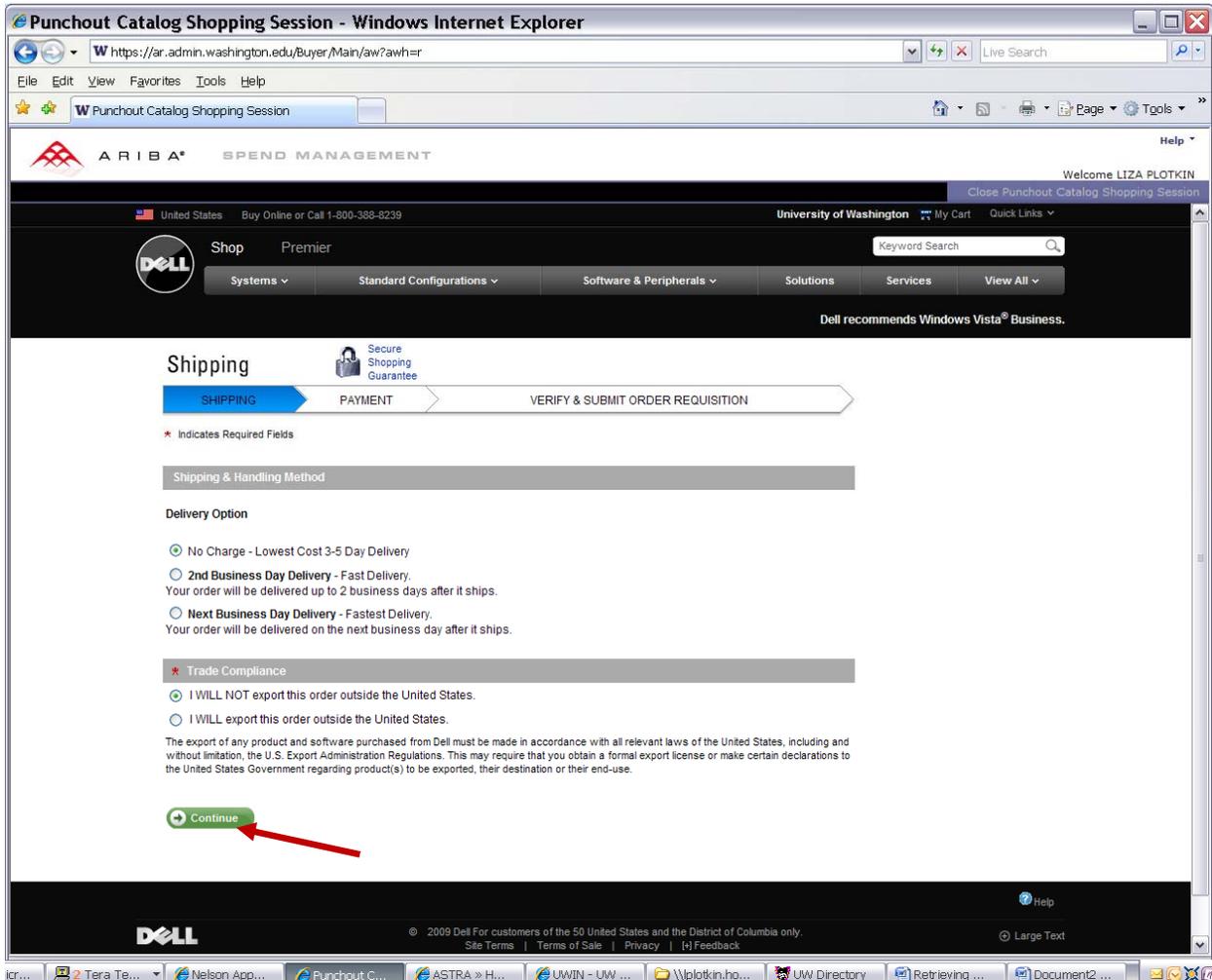
Sub-total \$1,484.28  
Tax --

[Create Order Requisition](#)

Print Email Add Item

Choose the **“Delivery”** option and the **“Trade Compliance”** option which pertain to your order

Click on **Continue**



Verify your order. Click on the “Submit Order Requisition” button to go 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 browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the Ariba logo and "SPEND MANAGEMENT". A welcome message reads "Welcome LIZA PLOTKIN" with a "Close Punchout Catalog Shopping Session" link.

|                            |   |
|----------------------------|---|
| Latitude E6500             | Intel® Core™ 2 Duo P8400 (2.26GHz, 3M L2 Cache, 1066MHz FSB)            |
| Operating Systems          | Genuine Windows Vista® Business Downgrade.XP Professional SP3 Install.E |
| Memory                     | 1.0GB, DDR2-800 SDRAM, 2 DIMMS  |
| Internal Keyboard          | Internal English Keyboard   |
| Graphics                   | NVIDIA Quadro NVS 160M  |
| Primary Storage            | 80GB Hard Drive, 5400 RPM   |
| Fingerprint Reader Options | No Fingerprint Reader   |
| LCDs                       | 15.4" UltraSharp™ Wide WXGA+ (1440x900) LED Display-Regal Red           |
| Modem                      | No Modem  |
| AC Adapter                 | 90W A/C Adapter (3-pin)   |
| Primary Optical Device     | No Optical Device   |
| Camera / Microphone        | Integrated Webcam with digital microphone                               |
| Wireless LAN (802.11)      | Dell Wireless™ 1397 802.11b/g Mini Card                                 |
| Systems Management         | No Intel vPro™ Technology's advanced management features                |
| System Documentation       | No System Documentation   |
| Primary Battery            | 6 Cell Battery  |
| Hardware Support Services  | 5 Year ProSupport for IT and 5 Year NBD Onsite Service                  |
| Installation Services      | No Onsite System Setup  |
| LCDs                       | Red Wide Screen WXGA+ LCD Panel w/ Integrated Camera and Microphone     |
| Processor Branding         | Intel Core 2 Duo Processor  |
| OS Labels                  | Vista Premium Label   |
| <b>TOTAL: \$1,484.28</b>   |   |

|           |             |
|-----------|-------------|
|           | Total Price |
| Sub-total | \$1,484.28  |
| Tax       | --          |

REMINDER: Please use the link located at the top of the page above to print your Order details before you submit your order requisition

[Submit Order Requisition](#)

On the “Summary” screen enter a “title” for the order

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

S657060: [Back to Catalog](#) [Submit](#) [Exit](#)

This is a summary of your current requisition. Review the information to be sure it is correct. You can go back to any previous step to change the information. When you are finished, click

**Summary** Approval Flow

Title:

On Behalf Of:

Delay Purchase Until:

Telephone:

Template:

Are any items equipment?  Yes  No

My Labels: [Apply Label...](#)

**Line Items (1)** [Hide Details](#)

| No. | Type | Description                                      | Account | Budget | Qty | Unit | Price          | Amount         |
|-----|------|--|---------|--------|-----|------|----------------|----------------|
| 1   |      | Latitude E6500;IntelREG CoreTM 2 Duo P8400 (2... | 054000  | 143750 | 1   | each | \$1,484.28 USD | \$1,484.28 USD |

Supplier: Dell Computer Corporation  
Contact: Dell Computer Corporation  
Commodity Code: Hardware and accessories  
Partitioned Commodity Code: Hardware and accessories  
Store/Branch #:

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#)

Total Cost: \$1,484.28 USD [Update Total](#)

**SHIPPING - ENTIRE REQUISITION**

Ship To:

Deliver To(Room/Name):

**COMMENTS - ENTIRE REQUISITION**