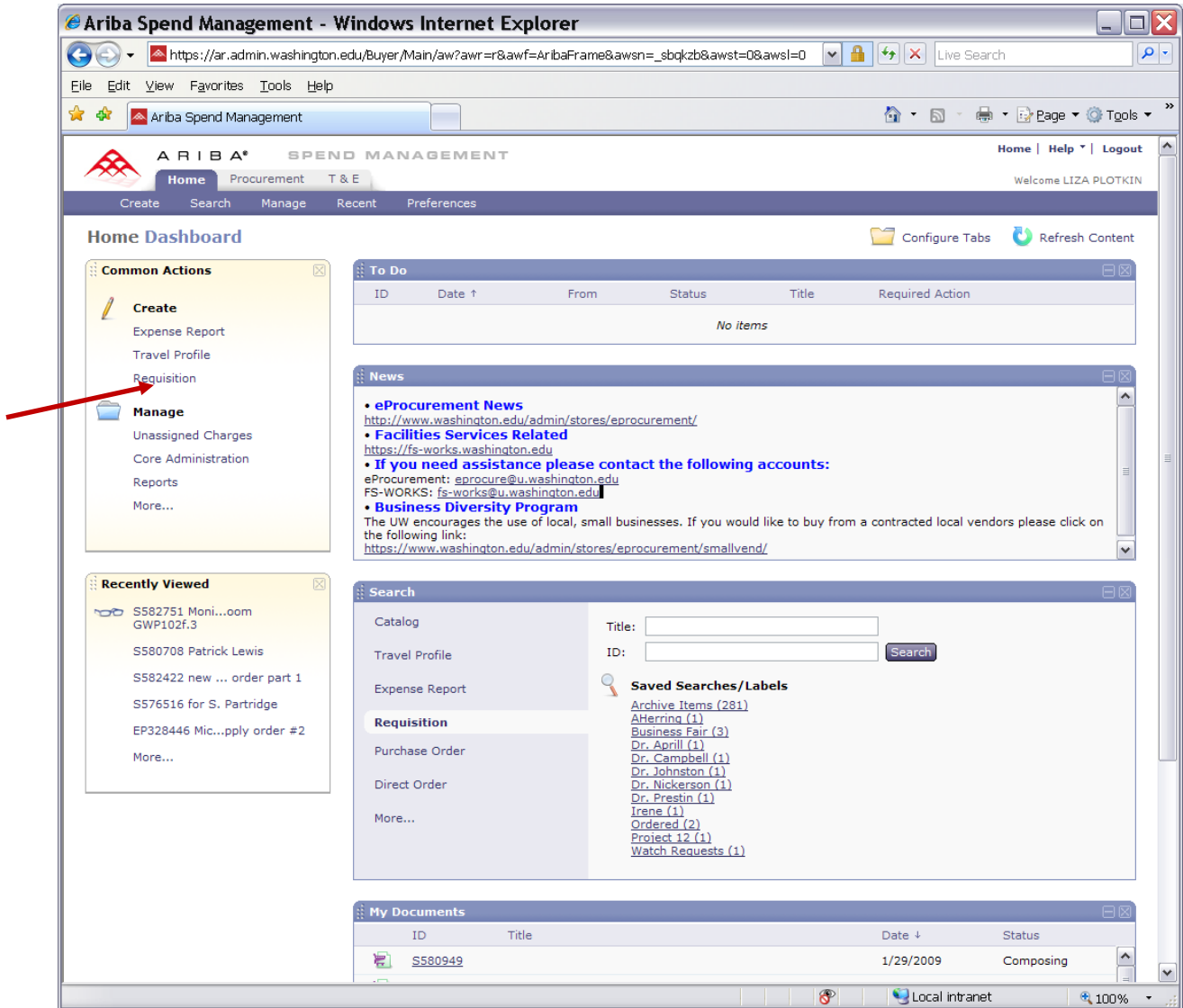


# Retrieving Quotes from the VWR Catalog

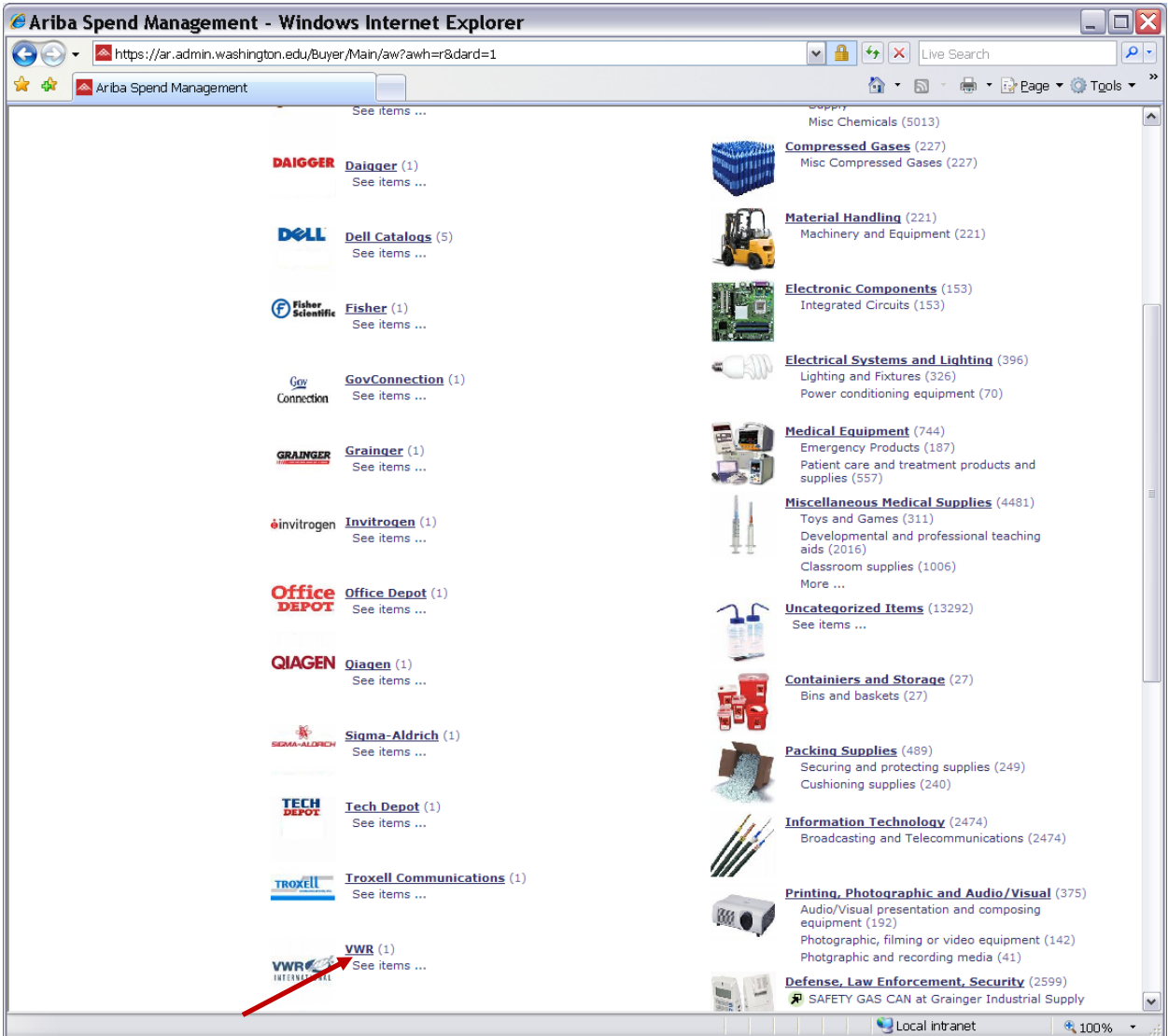
Login into the eProcurement system at

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

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



Click on the **VWR** catalog



Click on the “Buy from Supplier” button to get into the VWR catalog

The screenshot shows the Ariba Spend Management interface in Internet Explorer. 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=r&awf=AribaFrame&awsn=\\_sbqkzb&awst=0&awsl=0](https://ar.admin.washington.edu/Buyer/Main/aw?awr=r&awf=AribaFrame&awsn=_sbqkzb&awst=0&awsl=0). The page header includes the Ariba logo and "SPEND MANAGEMENT". The navigation bar has tabs for "Home", "Procurement", and "T & E". The main content area shows a requisition for "S582902" with "Items: 0" and "Total: \$0.00 USD". A search for "Fisher" has been performed, resulting in one item from "Fisher Scientific". The item details include "Supplier: Fisher Scientific", "Supplier Part #: AAA", and "Available in: 1 Day(s)". A red arrow points to the "Buy from Supplier" button. The interface also includes a "Catalog Home" section with a search bar and a "Create Non-Catalog Item" button. The status bar at the bottom shows "Done", "Local intranet", and "100%".

To find your quote click on “My Quotes” in the upper left corner of the VWR Home page

The screenshot shows the VWR website interface in a Windows Internet Explorer browser window. The browser title is "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 for "LIZA PLOTKIN" is displayed. The VWR logo and contact information (1.800.932.5000) are visible. A search bar is present with a "GO" button. The main navigation menu includes "Home", "Products", "Services", "Request a Catalog", "About Us", "Investors", and "Contact Us". On the left side, there is a "MY ACCOUNT TOOLS" section with links for "Spill Kits", "Shopping Lists", and "Invoicing". Below this is a "Quotes" section with a red arrow pointing to the "My Quotes" link. Further down is an "ORDER ENTRY" section with a table for "VWR #", "Unit", and "Quantity". The main content area features a "Welcome To VWR" message, a large "2009 STIMULUS" banner with the tagline "Research • Reinvest • Refocus", and a section for "Featured Promotions" listing "VWR Galaxy 16DH Microcentrifuge" and "Eppendorf Microcentrifuges". At the bottom, there is a "Start shopping using one of the methods below:" section with links for "Search", "Browse our online product catalog", "Order Entry", and "Shopping Lists". The footer contains a copyright notice for 2009 VWR International, LLC.

Type the **Quote** number and the **Access** code supplied by the VWR rep. Click on **Go**.

The screenshot displays the VWR Punchout Catalog Shopping Session interface. The browser window title is "Punchout Catalog Shopping Session - Windows Internet Explorer". The address bar shows the URL: <https://ar.admin.washington.edu/Buyer/Main/aw?awh=>. The page header includes the Ariba logo and "SPEND MANAGEMENT". The user is logged in as LIZA PLOTKIN. The main navigation bar includes "VWR", "VWR.COM 1.800.932.5000", and "UNIVERSITY OF WASHINGTON". The page content features a "My Quotes" section with the following text: "To view and convert your active quotes, please enter a quote number and access code below." Below this text are two input fields: "Quote Number" containing "3318597" and "Access Code" containing "7LNG0WD". A red circle highlights the "GO" button, and red arrows point to the input fields. The footer contains navigation links: "Home", "Order Entry", "Products", "Services", "About Us", "Site Map", "Help", "Contact Us", "Privacy Policy", "Terms & Conditions", "Investors", and "Fraud Warning". The copyright notice is "Copyright © 2009 VWR International, LLC. All Rights Reserved".

Price quote details will be retrieved.

Enter qty in the "Quantity" field if different than 1.

You can **uncheck** the **unwanted** items in case of multiple quote lines.

Click on the "Add to Basket" button.

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 VWR logo and "UNIVERSITY OF WASHINGTON". The user is logged in as "LIZA PLOTKIN". The main content area is titled "My Quotes" and contains the following information:

To add all items to the shopping basket, click "Add to Basket." Otherwise, uncheck the specific product (s) you do not wish to order at this time. Then click "Add to Basket".

To return to the previous page and retrieve a different quote, click cancel.

Quote Number: 3318597  
Your Customer Quote Number: TEST  
Expiration Date: 8/09/2009  
Comment:

Add	Line Number	Description	VWR Catalog Number	Unit	Quantity	Price	Extended Price
<input checked="" type="checkbox"/>	1	VWR TUBE TEST PR 16X150MM PK72	89000-484	PK	1	\$38.32	\$38.32

External Message: Hello Liza, Sarah Barna's contact info is: sarah\_barna@vwr.com 206-399-2250 I hope that the process is straight forward for you and other end users. Thanks! Rose rose\_long@vwr.com 206-713-4320

Buttons: UNCHECK ALL, CHECK ALL, ADD TO BASKET, CANCEL

A red arrow points to the "ADD TO BASKET" button.

Click on the “Checkout” button in the VWR shopping basket to return to the eProcurement Summary screen.

**Punchout Catalog Shopping Session - Windows Internet Explorer**

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

Punchout Catalog Shopping Session

ARIBA® SPEND MANAGEMENT

Welcome LIZA PLOTKIN

Close Punchout Catalog Shopping Session

VWR VWR.com 1.800.932.5000 UNIVERSITY OF WASHINGTON

VWR# Any # Order Status Shopping Basket

Order Entry

Items: 1 Total: \$38.32  
logged in : lplotkin@u.washington.edu

SEARCH for [ ] within All of VWR.com GO Advanced Search MSDS Certificate of Analysis

Home Products Services Request a Catalog About Us Investors Contact Us

MY ACCOUNT TOOLS

- Shopping Lists
- Invoicing

Quotes

- My Quotes

### Shopping Basket

User:  
Shipping Account Number: 2919383

Quote Number: 3318597  
Your Customer Quote Number: TEST  
Comment:

Quote Products

Line Number	Description	VWR Catalog Number	Unit	Quantity	Price	Available	Extended Price
1	VWR TUBE TEST PR 16X150MM PK72	89000-484	PK	1	\$38.32	In Stock SAN FRANCISCO	\$38.32

External Message: Hello Liza, Sarah Barna's contact info is: sarah\_barna@vwr.com 206-399-2250 I hope that the process is straight forward for you and other end users. Thanks! Rose rose\_long@vwr.com 206-713-4320

Internal Comments: [Edit](#)

[UPDATE BASKET](#) [CLEAR BASKET](#) [CHECKOUT](#)

Home Order Entry Products Services About Us [Fraud Warning!](#)  
[Site Map](#) [Help](#) [Contact Us](#) [Privacy Policy](#) [Terms & Conditions](#) [Investors](#)

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Taskbar: Explo... Tera Term - ban... Tera Term - key... eProcurement Tr... \\plotkin.homed... \\plotkin.homed... UW Directory Retrieving Quotes...

Make all the necessary **edits** if **needed** on the **Summary** screen.

Click on the **“Submit”** button to submit the order.

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 S639782. The requisition title is "VWR Tube 7/14/09". The requisition is on behalf of "LIZA PLOTKIN". The requisition details include:

- Title: \* VWR Tube 7/14/09
- On Behalf Of: LIZA PLOTKIN
- Delay Purchase Until: [Calendar icon]
- Telephone: 206-543-9897
- Template:
- Are any items equipment?  Yes  No
- My Labels:

The "Line Items" section shows one item:

No.	Type	Description	Account	Budget	Qty	Unit	Price
1		#6Q0085132#VWR TUBE TEST PR 16X150MM PK72	059900	143750	1	pack	\$38.32 USD \$38

Additional details for the line item include:

- Supplier: VWR
- Contact: VWR
- Commodity Code: Laboratory and Measuring an...
- Partitioned Commodity Code: Laboratory and Measuring and Observing and Testing Equipment
- Store/Branch #:

The total cost is displayed as \$38.32 USD. The page also includes sections for "SHIPPING - ENTIRE REQUISITION" and "COMMENTS - ENTIRE REQUISITION". The "Ship To" field is set to "PURCHASING & ACCO" and the "Deliver To (Room/Name)" is "RM216/Plotkin".

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