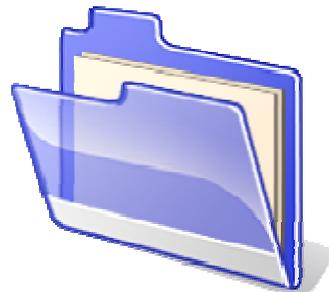




# eProcurement Training



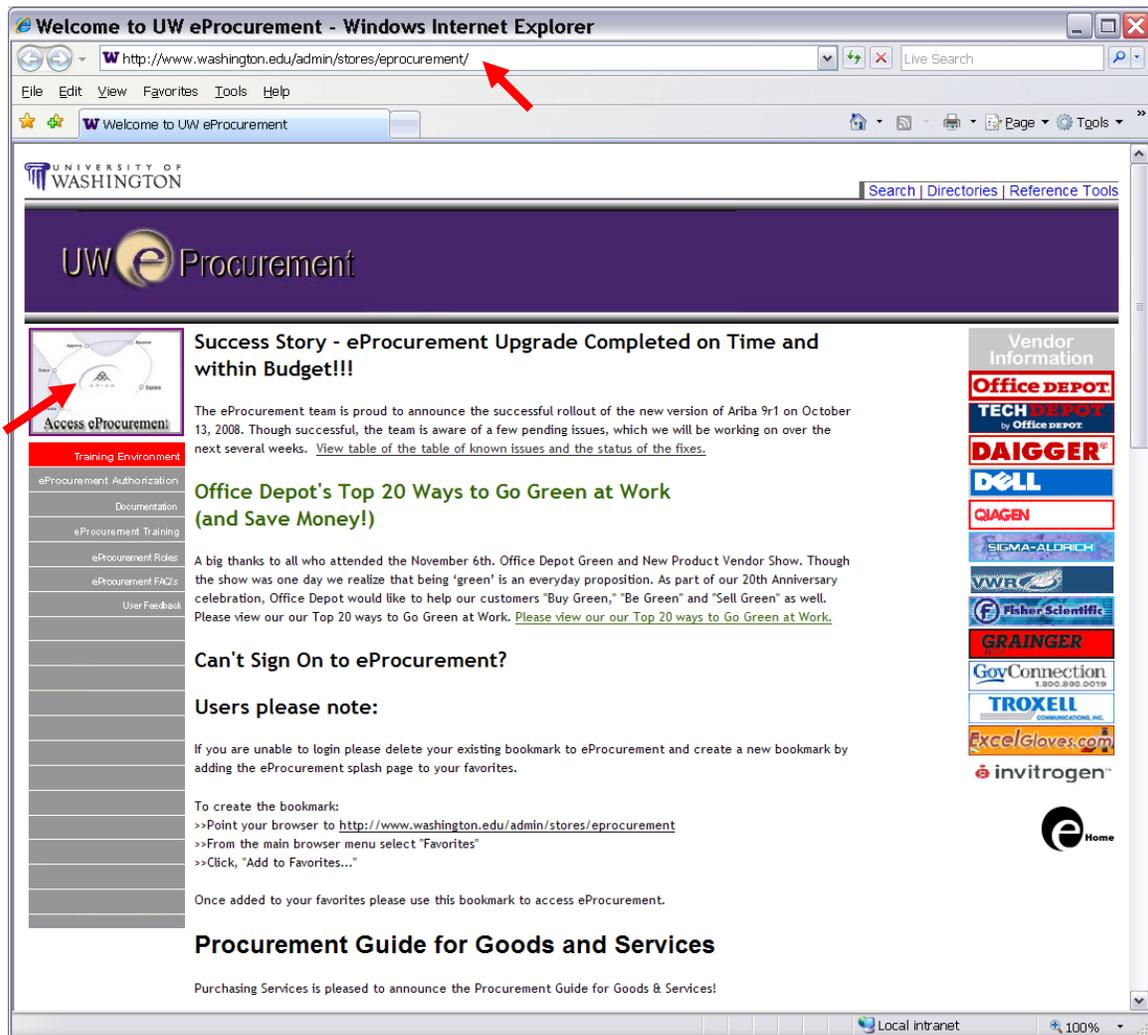
**eProcurement Help Desk 206-685-3558**

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

# UW eProcurement Website

Do the following to access the Ariba Spend Management system:

1. Login into the UW eProcurement website at [www.washington.edu/admin/stores/eprocurement](http://www.washington.edu/admin/stores/eprocurement)
2. Click on **Access eProcurement** in the upper left corner of the screen



## Guide to Creating a Requisition with Multiple Vendors

Click on **Create Requisition** under **Common Actions** on the left side to start the order.\*

The screenshot displays the Ariba Spend Management interface. The browser window title is "Ariba Spend Management - Windows Internet Explorer". The address bar shows the URL "https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&dard=1". The page header includes "ARIBA SPEND MANAGEMENT" and "Welcome LIZA PLOTKIN". The main navigation bar has "Home", "Procurement", and "UserProfileDisplayName". Below this is a secondary navigation bar with "Create", "Search", "Manage", "Recent", and "Preferences". The "Home Dashboard" is visible, featuring a "Common Actions" panel on the left with a red arrow pointing to "Create Requisition". Other panels include "News", "To Do", "Search", and "My Documents".

**Common Actions**

- Create Requisition
- Manage
- Reconcile Invoice
- Core Administration
- Reports
- More...

**Recently Viewed**

- S571333 PRIYANKA -ED KELLY
- S571539 Test...Depot 1/02/09
- S551228 Test Order 1/02/09
- S564471 Orde...rene 12/03/08
- S554923 SSE ...2/08 Grainger
- More...

**News**

- eProcurement News**  
<http://www.washington.edu/admin/stores/eprocurement/>
- Facilities Services Related**  
<https://fs-works.washington.edu>
- If you need assistance please contact the following accounts:**  
eProcurement: [eprocure@u.washington.edu](mailto:eprocure@u.washington.edu)  
FS-WORKS: [fs-works@u.washington.edu](mailto:fs-works@u.washington.edu)
- Business Diversity Program**  
The UW encourages the use of local, small businesses. If you would like to buy from a contracted local vendors please click on the following link:  
<https://www.washington.edu/admin/stores/eprocurement/smallvend/>

**To Do**

ID	Date ↑	From	Status	Title	Required Action
No items					

**Search**

Catalog:  Title:

Travel Profile:  ID:

**Requisition**

- Purchase Order
- Purchase Card Order
- Direct Order
- More...

**Saved Searches/Labels**

- Archive Items (268)
- AHerrina (1)
- Business Fair (3)
- Dr. Nickerson (1)
- Dr. Prestin (1)
- Irene (1)
- Project 12 (1)
- Watch Requests (1)

**My Documents**

ID	Title	Date ↑	Status
S571539	Test Home Depot 1/02/09	1/2/2009	Composing
S565036		12/4/2008	Composing
S564471	Order for Irene 12/03/08	12/3/2008	Composing

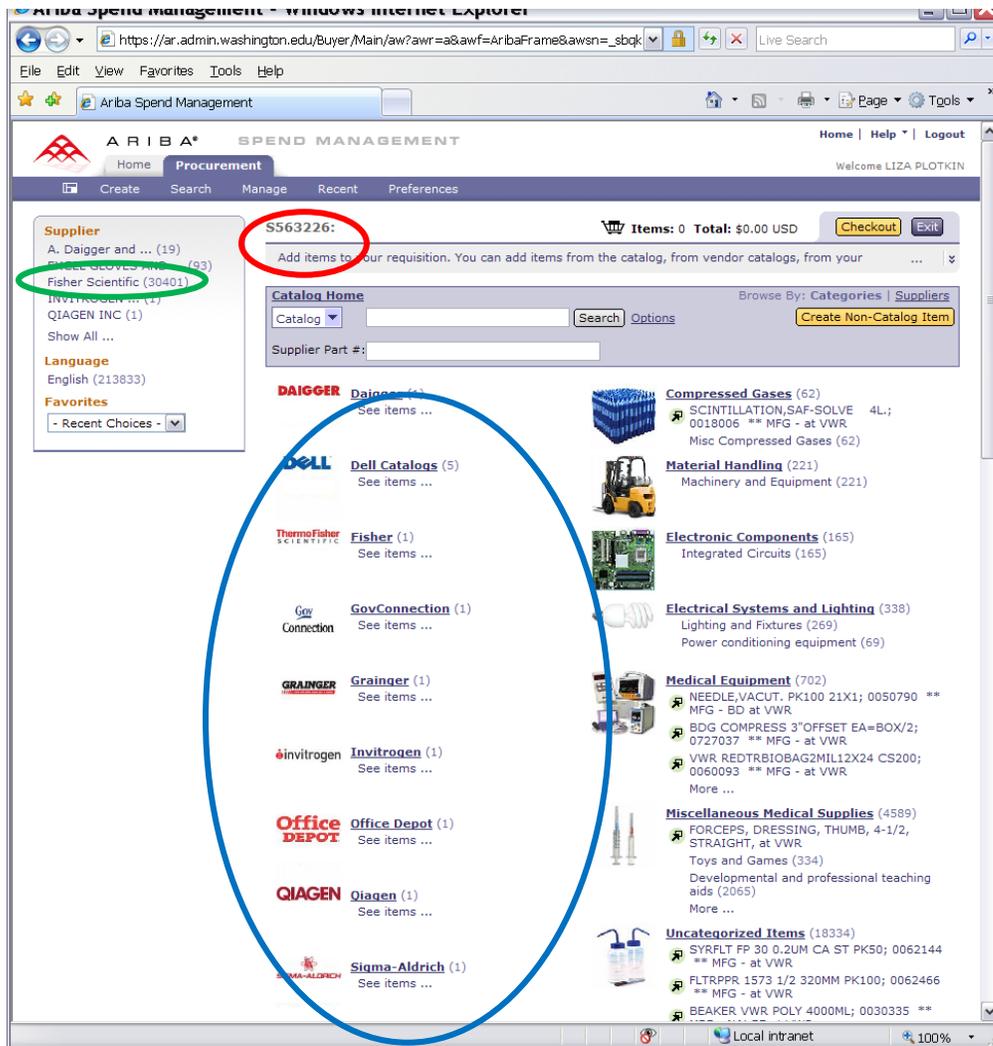
\*Budgets numbers and item numbers in this manual are used only as examples,

The system has automatically assigned a **requisition number** to the order in the upper left corner – **S563226**. When the requisition is submitted and the order goes through, the system will assign a Purchase Order number which starts with the “**EP**”. The requisition number is our internal number. When the outside vendors are contacted for the status check of the order or for return, they should be supplied with the “**EP**” number. The “**EP**” number is the only number that flows throughout the order process and should be used during the reconciliation process.

On the **Procurement** screen choose one of the following vendors:

1. Hosted catalogs – **Excel Gloves (circled in green)**
2. Punchout catalogs – **Daigger, Dell, Fisher, GovConnection, Grainger, Invitrogen, Office Depot, Quigen, Sigma-Aldrich, Tech Depot, Troxell Communications, VWR (circled in blue).**\*

To order from any **catalog** click on the link below each catalog.



*\*This list keeps expanding when new vendors are being added to the eProcurement system.*

## Ordering from a Hosted Catalogue

The first item will be ordered from **Excel Gloves**, a **Hosted** catalog.  
Click on **Excel Gloves** in the Supplier window on the left side of the screen.

The screenshot shows the Ariba Spend Management interface. The browser address bar displays the URL: [https://ar.admin.washington.edu/Buyer/Main/aw?awr=a&awf=AribaFrame&awsn=\\_sbqk](https://ar.admin.washington.edu/Buyer/Main/aw?awr=a&awf=AribaFrame&awsn=_sbqk). The page title is "Arriba Spend Management". The navigation bar includes "Home", "Procurement", and "Welcome LIZA PLOTKIN". The main content area is titled "S563226:" and shows "Items: 0 Total: \$0.00 USD". A "Checkout" button and an "Exit" button are visible. The left sidebar contains a "Supplier" list with "EXCEL GLOVES AND ... (93)" highlighted by a red arrow. The main content area displays a grid of catalog categories. The categories listed are: DAIGGER Daigger (1), DELL Dell Catalogs (5), ThermoFisher Scientific Fisher (1), Gov Connection GovConnection (1), GRAINGER Grainger (1), invitrogen Invitrogen (1), Office DEPOT Office Depot (1), QIAGEN Qiagen (1), and SIGMA-ALDRICH Sigma-Aldrich (1). On the right side, there are detailed category listings for Compressed Gases (62), Material Handling (221), Electronic Components (165), Electrical Systems and Lighting (338), Medical Equipment (702), Miscellaneous Medical Supplies (4589), and Uncategorized Items (18334).

Items from Excel Gloves catalog will be displayed on the screen.  
You can search for items either by **Keyword** or by **Item Number**.

1. Type **gloves powdered medium** in the field to the left of the Search button (type the **item number** if known ).
2. Click on **Search**

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=a&awf=ArIbaFrame&awsn=\_sbqk". The browser's address bar shows "Live Search". The page header includes the Ariba logo and "SPEND MANAGEMENT". The navigation menu includes "Home", "Procurement", "Create", "Search", "Manage", "Recent", and "Preferences". The user is logged in as "LIZA PLOTKIN".

The main content area shows a search for "S563226:". The search results are displayed in a list format. The first item is "Gloves, Vinyl, Non-Sterile Examination, Powdered, ...". The second item is "Gloves, Latex Exam, lightly powdered, textured ...". The third item is "Gloves, Safeskin Nitrile Sterile (non- latex), ...". The fourth item is "Gloves V-Flex Stretch Vinyl Powder Free Exam ( ...".

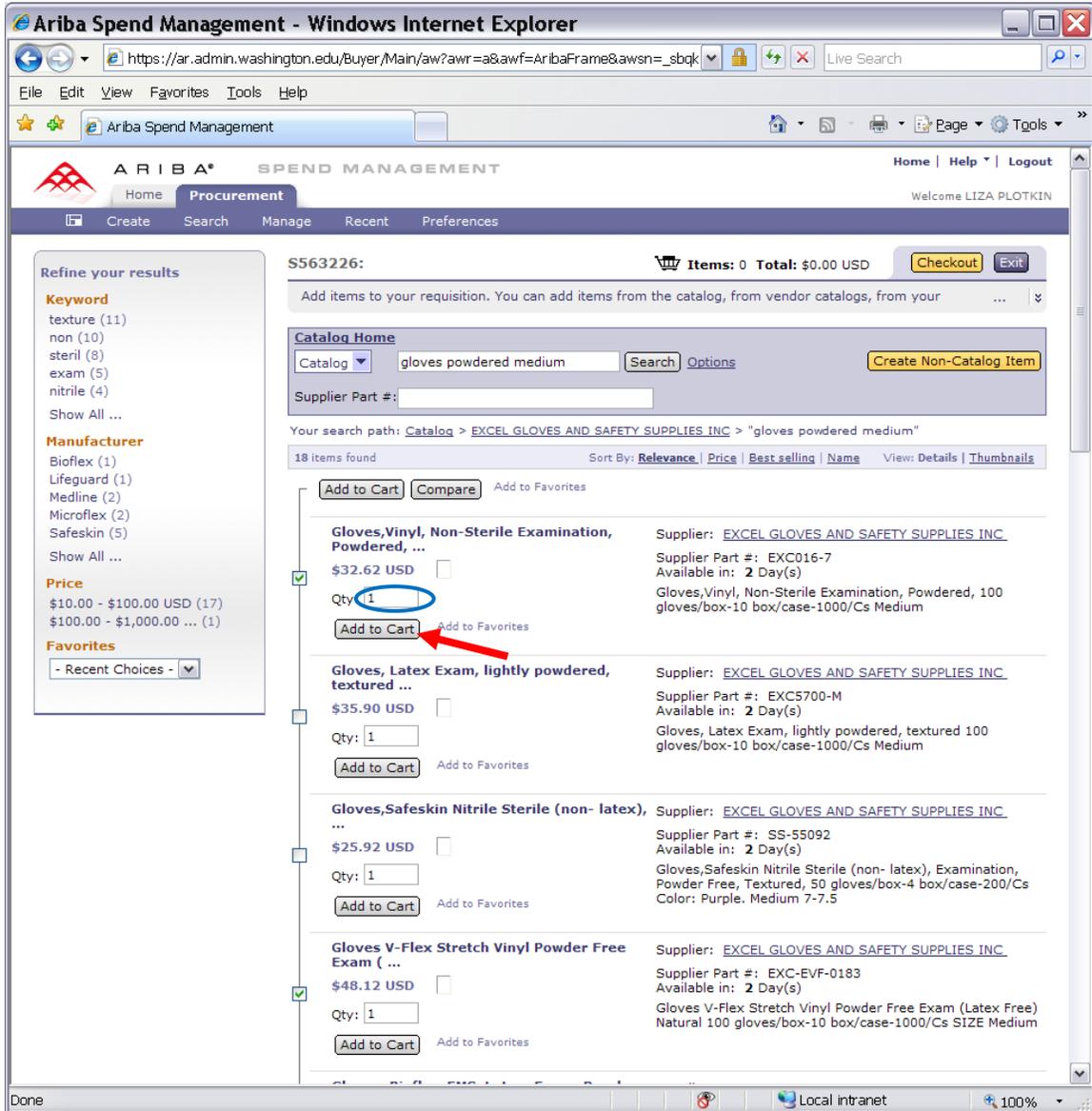
The search results are filtered by "Keyword" and "Manufacturer". The "Keyword" filter shows "texture (11)", "non (10)", "steril (8)", "exam (5)", and "nitrile (4)". The "Manufacturer" filter shows "Bioflex (1)", "Lifeguard (1)", "Medline (2)", "Microflex (2)", and "Safeskin (5)".

The search results are sorted by "Relevance". The search path is "Catalog > EXCEL GLOVES AND SAFETY SUPPLIES INC > 'gloves powdered medium'".

The search results are displayed in a list format. The first item is "Gloves, Vinyl, Non-Sterile Examination, Powdered, ...". The second item is "Gloves, Latex Exam, lightly powdered, textured ...". The third item is "Gloves, Safeskin Nitrile Sterile (non- latex), ...". The fourth item is "Gloves V-Flex Stretch Vinyl Powder Free Exam ( ...".

Item Description	Price	Supplier	Supplier Part #	Availability
Gloves, Vinyl, Non-Sterile Examination, Powdered, ...	\$32.62 USD	EXCEL GLOVES AND SAFETY SUPPLIES INC	EXC016-7	2 Day(s)
Gloves, Latex Exam, lightly powdered, textured ...	\$35.90 USD	EXCEL GLOVES AND SAFETY SUPPLIES INC	EXC5700-M	2 Day(s)
Gloves, Safeskin Nitrile Sterile (non- latex), ...	\$25.92 USD	EXCEL GLOVES AND SAFETY SUPPLIES INC	SS-55092	2 Day(s)
Gloves V-Flex Stretch Vinyl Powder Free Exam ( ...	\$48.12 USD	EXCEL GLOVES AND SAFETY SUPPLIES INC	EXC-EVF-0183	2 Day(s)

1. Find the **gloves** you need, enter **quantity**
2. Click on **Add to Cart**

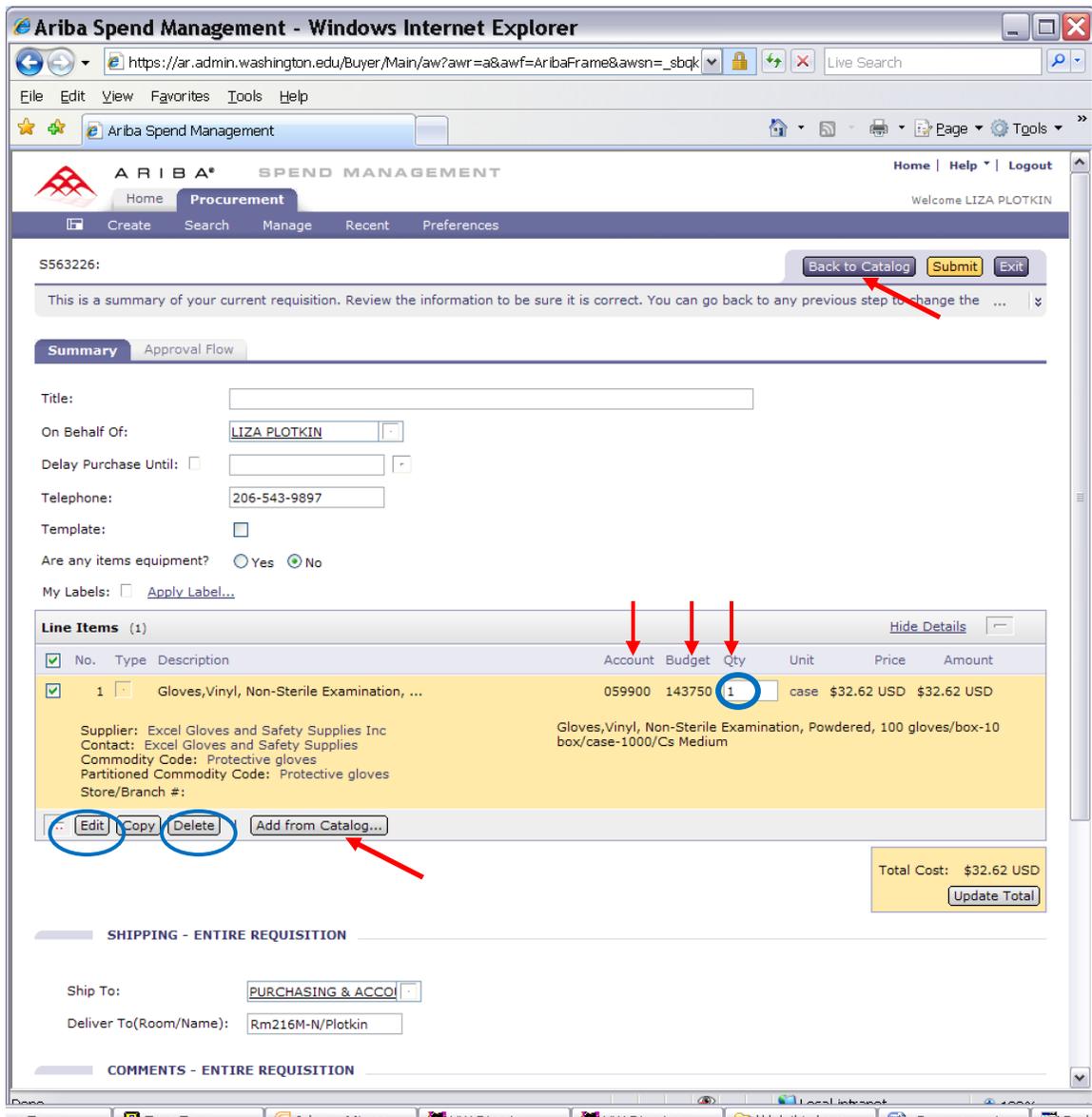


One **item** is displayed on the **Summary** screen.

On this screen you can do the following for the Hosted Catalogs items:

1. Locate and Change the **Account Code** if needed.
2. Locate and change the **budget number** if needed.
3. Change the **Quantity** of the item if **needed**. In our example Qty has been changed to **3**.
4. **Edit** your item (by changing the budget and/or account code) or **Delete** it if necessary.

To **add** another item Click on **Add Items** command or on **Back to Catalog** command.



## Ordering from Punchout Vendors

You are **back** to the Summary screen where you picked your first item.  
You can order from **multiple** vendors on the same requisition.

### Office Depot Order

The second item will be ordered from the **Office Depot** catalog.  
Click on the **Office Depot** link in the right column of the punchout vendor's list.

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=a&awf=AribaFrame&awsn=\_sbqk". The page displays a requisition summary for "S563226" with "Items: 1" and a "Total: \$32.62 USD". A "Checkout" button is visible. Below the summary is a search bar and a "Create Non-Catalog Item" button. The main content area is a grid of vendor catalogs. On the left, there is a "Supplier" list including "A. Daigger and ... (19)", "EXCEL GLOVES AND ... (93)", "Fisher Scientific (30401)", "INVITROGEN ... (1)", and "QIAGEN INC (1)". On the right, there is a "Language" section set to "English (213833)" and a "Favorites" section with "- Recent Choices -". The vendor list includes "DAIGGER Daigger (1)", "DELL Dell Catalogs (5)", "ThermoFisher Fisher (1)", "Gov Connection GovConnection (1)", "GRAINGER Grainger (1)", "Invitrogen Invitrogen (1)", "Office DEPOT Office Depot (1)", "QIAGEN Qiagen (1)", and "SIGMA-ALDRICH Sigma-Aldrich (1)". A red arrow points to the "Office Depot (1)" link. The right column of the vendor list shows various product categories such as "Compressed Gases (62)", "Material Handling (221)", "Electronic Components (165)", "Electrical Systems and Lighting (338)", "Medical Equipment (702)", "Miscellaneous Medical Supplies (4589)", and "Uncategorized Items (18334)".

Click on the **Buy from Supplier** button.

The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The browser's address bar displays the URL: [https://ar.admin.washington.edu/Buyer/Main/aw?awr=a&awf=AribaFrame&awsn=\\_sbqk](https://ar.admin.washington.edu/Buyer/Main/aw?awr=a&awf=AribaFrame&awsn=_sbqk). The page header includes the Ariba logo and the text "ARIBA\* SPEND MANAGEMENT". The navigation menu shows "Home" and "Procurement" (selected). The user is logged in as "LIZA PLOTKIN".

The main content area displays a requisition for item S563226, with a total value of \$32.62 USD. The search results show one item found from the Office Depot catalog. The item details include:

- Supplier: Office Depot
- Supplier Part #: AAA
- Available in: 1 Day(s)
- Office Depot

The "Buy from Supplier" button is highlighted with a red arrow. Other buttons visible include "Checkout" and "Exit". A yellow banner at the bottom of the search results area reads: "Can't find what you are looking for? Create a non-catalog item."

In the **Search for** field type either the **item's description** or the actual **item number** of the item you are looking for.  
Click on **Search**.



Type the quantity into the **Quantity** field  
Click on **Add to Cart** button.

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

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

File Edit View Favorites Tools Help

W Punchout Catalog Shopping Session

ARIBA® SPEND MANAGEMENT

Welcome LIZA PLOTKIN

Close Punchout Catalog Shopping Session

**OFFICE DEPOT**  
Business Solutions Division

Home Bulletin Board

Welcome . SUPER USER ACCOUNT of  
UNIV OF WASHINGTON

Office Supplies Furniture Technology

Search for binder 3" ring SEARCH

Shopping Cart  
0 Item(s) in Cart  
Subtotal: \$0.00  
[View Cart](#) | [Check Out](#)

**Narrow Your Results**

Category  
[AV Supplies & Equipment](#)  
[Basic Supplies](#)  
[Binders & Accessories](#)  
[Calendars & Planners](#)  
[Executive Gifts](#)  
[Filing & Storage](#)  
[Memory, Storage & Media](#)  
[Office Depot Brand Products](#)  
[Office Machines](#)  
[School Supplies](#)

**Featured Stores**  
[FranklinCovey](#)  
[Private Brand](#)  
[School Supplies](#)  
[Security Solutions](#)  
[Your Greener Office](#)

**Brand Name**  
[Aurora](#)

Search text: binder+3"+ring [remove](#)

**196 results were found for "binder 3" ring".**

Narrow your results by using the menu on the left.

Were you looking for [Binders](#), [Sheet Protectors](#), [Tabs & Dividers](#), [Binder Clips](#) ?

**Basic Sort Enabled**  
To access Advanced Sorting options such as Sort by Price or Best Value, please use search options at left to reduce items found to fewer than 60 products.

Sort by: Relevance GO 1 2 3 4 5 6 7 8 9 10 next >>

Item #	List Price	Our Price	Units	Availability	Compare
486368	\$18.44	\$7.75	each	402	<input type="checkbox"/>
 <a href="#">Office Depot® Brand Recycled D-Ring View Binder, 3" Ring, White</a> <b>BEST VALUE</b>  					
Quantity	5	<a href="#">Add To Cart</a>	<a href="#">Add To List</a>		
729640	\$14.84	\$6.37	each	295	<input type="checkbox"/>
 <a href="#">Wilson Jones® Standard Round Ring View Binder, 3" Ring, White</a> <b>BEST VALUE</b>  <a href="#">Compare &amp; Save!</a>					
Quantity		<a href="#">Add To Cart</a>	<a href="#">Add To List</a>		
514436	\$8.55	\$3.59	each	173	<input type="checkbox"/>
 <a href="#">Aurora Round Ring Recycled Organization Binder, 3" Ring, White</a>					

Unknown Zone (Mixed) 100%

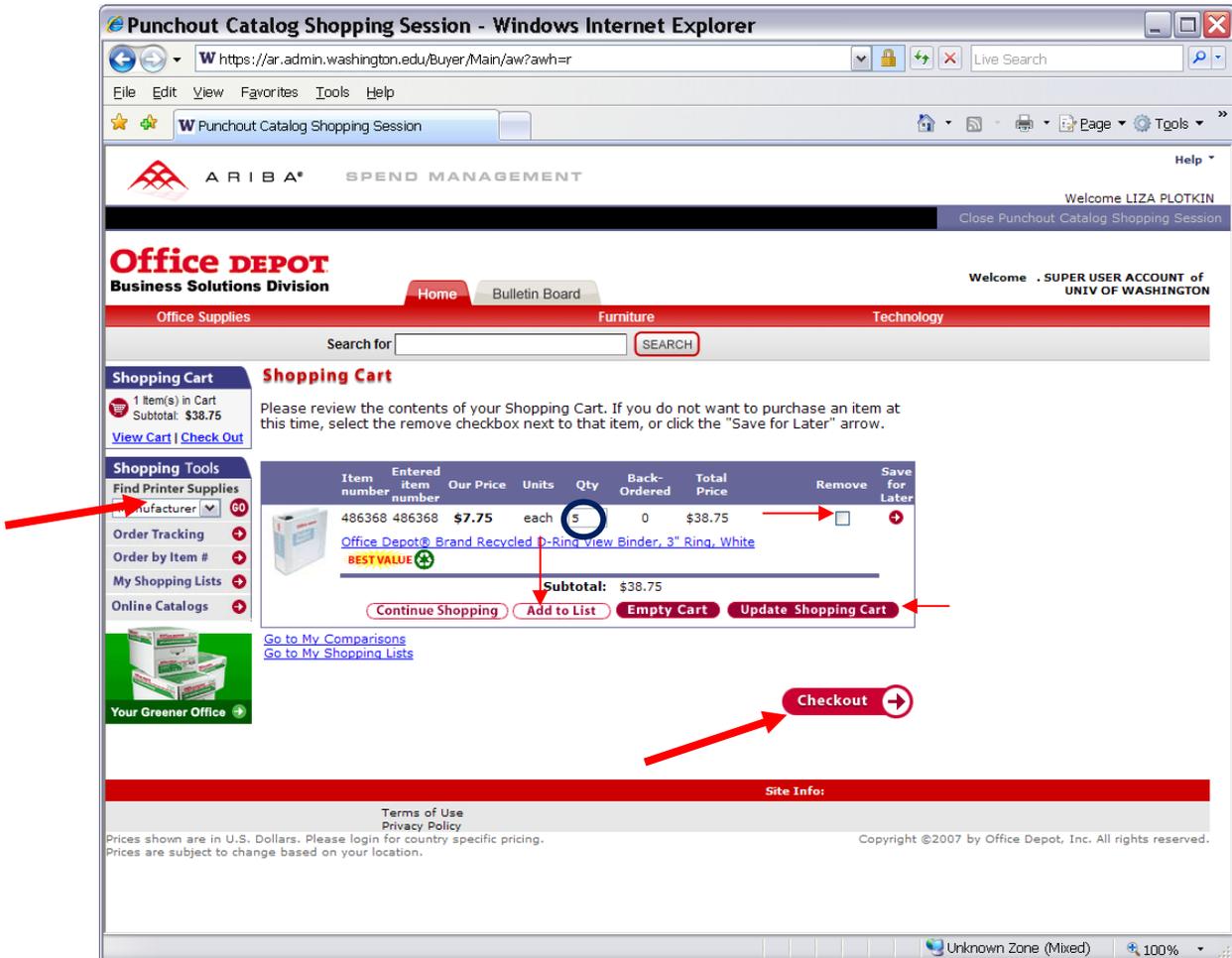
One item has been **added** to the **Shopping Cart**.

You can do several things in the Shopping Cart if needed:

1. **Change** the **Quantity** of the item by overwriting the **Qty** field, then click on **Update Shopping Cart**
2. **Remove** the item from the cart by checking the **Remove** box, then click on **Update Shopping Cart**
3. **Add** the item to the **List** of your favorite items\*

If another item is needed, type either the **description** or the **item number** in the **Search** field again, click on **Search**.

If done with ordering from Office Depot, click on **Checkout**.



\*This is the link to the instructions for creating Shopping Lists in Office Depot catalog:  
[www.washington.edu/admin/stores/eprocurement/documentation/documentation.html](http://www.washington.edu/admin/stores/eprocurement/documentation/documentation.html)

Click on **Continue**.

The screenshot shows a Windows Internet Explorer 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 content features the Ariba logo and "SPEND MANAGEMENT" text. A welcome message for "LIZA PLOTKIN" is visible. The main content area displays the "Office DEPOT Business Solutions Division" logo. Below the logo is a table with the following data:

Item number	Our Price	Units	Qty	Back-Ordered	Total Price
486368	\$7.75	each	5	0	\$38.75
Office Depot® Brand Recycled D-Ring View Binder, 3" Ring, White					
BEST VALUE					
Subtotal:					\$38.75

Below the table, a red button labeled "Continue" is highlighted with a red arrow pointing to it from the right.

You **now** have **two** items in the on the **Summary** screen: one from a Hosted catalog and one from the Office Depot.

You can't overwrite the Quantity but you can delete the Office Depot item from the **Summary** screen.

To delete the item **check** the **Box** to the left of it, click on the **Delete** button below.

You can change the quantity of the item by updating the Office Depot Shopping Cart in the Office Depot catalog. Click on the **Add from Catalog** button and get into the Office Depot catalog. Then click on **View Cart** in the upper left corner of the catalog and update the quantity of the item if needed

## Dell Order

The **third** item will be ordered from **Dell**.

Click on **Back To Catalog** or **Add from Catalog** button to go to the **Add Items** 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 S563226. The summary includes fields for Title, On Behalf Of (LIZA PLOTKIN), Delay Purchase Until, Telephone (206-543-9897), and Template. Below the summary is a table of line items with two items:

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Gloves,Vinyl, Non-Sterile Examination, ...	059900	143750	1	case	\$32.62 USD	\$32.62 USD
2		Office Depot(R) Brand Recycled D-Ring View ...	056400	143750	5	each	\$7.75 USD	\$38.75 USD

Below the table, there are buttons for "Edit", "Copy", "Delete", and "Add from Catalog...". A red arrow points to the "Delete" button. Another red arrow points to the checkbox next to the Office Depot item. A third red arrow points to the "Back to Catalog" button at the top right of the summary section. The total cost is shown as \$71.37 USD.

Click on **Dell Catalogs**

**Ariba Spend Management - Windows Internet Explorer**

https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&dard=1#

File Edit View Favorites Tools Help

Ariba Spend Management

ARIBA SPEND MANAGEMENT Home | Help | Logout

Welcome LIZA PLOTKIN

Create Search Manage Recent Preferences

**Supplier**

- A. Daigger and ... (19)
- EXCEL GLOVES AND ... (93)
- Fisher Scientific (30401)
- INVITROGEN ... (1)
- QIAGEN INC (1)
- Show All ...

**Language**

English (213833)

**Favorites**

- Recent Choices -

**S563226:** **Items: 2 Total: \$71.37 USD** **Checkout** **Exit**

Add items to your requisition. You can add items from the catalog, from vendor catalogs, from your favorites list, or ...

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

Catalog  **Search** [Options](#) **Create Non-Catalog Item**

Supplier Part #:

**DAIGGER** [Daigger \(1\)](#)  
See items ...

**DELL** [Dell Catalogs \(5\)](#)  
items ...

**ThermoFisher** [Fisher \(1\)](#)  
See items ...

**Gov** [GovConnection \(1\)](#)  
Connection See items ...

**GRAINGER** [Grainger \(1\)](#)  
See items ...

**Invitrogen** [Invitrogen \(1\)](#)  
See items ...

**Office** [Office Depot \(1\)](#)  
DEPOT See items ...

**Compressed Gases (62)**  
SCINTILLATION, SAF-SOLVE 4L.; 0018006 \*\* MFG - at VWR  
Misc Compressed Gases (62)

**Material Handling (221)**  
Machinery and Equipment (221)

**Electronic Components (165)**  
Integrated Circuits (165)

**Electrical Systems and Lighting (338)**  
Lighting and Fixtures (269)  
Power conditioning equipment (69)

**Medical Equipment (702)**  
NEEDLE, VACUT. PK100 21X1; 0050790 \*\* MFG - BD at VWR  
BDG COMPRESS 3"OFFSET EA=BOX/2; 0727037 \*\* MFG - at VWR  
VWR REDTRBIOBAG2ML12X24 CS200; 0060093 \*\* MFG - at VWR  
More ...

**Miscellaneous Medical Supplies (4589)**  
FORCEPS, DRESSING, THUMB, 4-1/2, STRAIGHT, at VWR  
Miscellaneous Medical Supplies (4589)

Local intranet 100%

Choose the **right** Dell catalog for your department and click on **Buy from Supplier** button

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". 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".

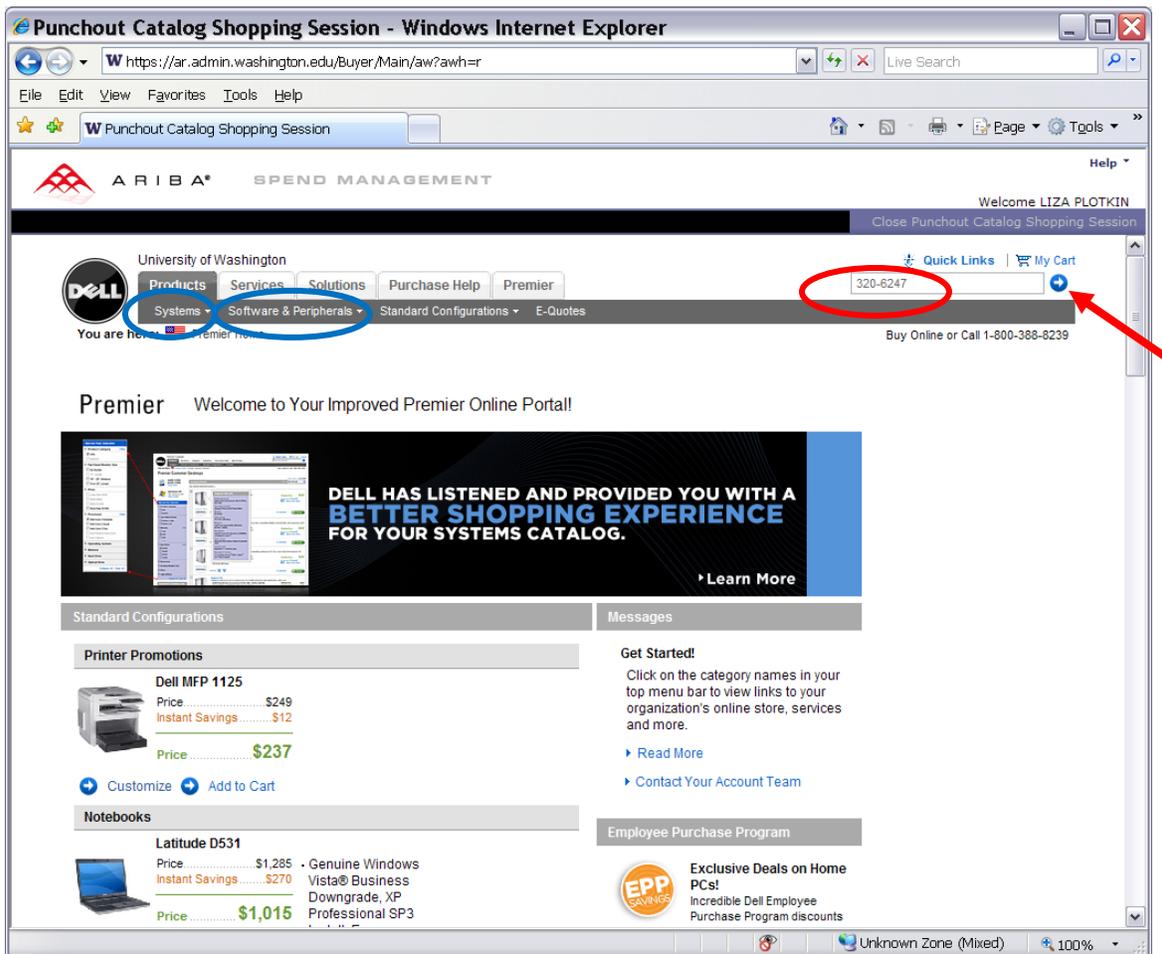
The main content area displays search results for "S563226:". The results show 5 items found, sorted by Relevance. The items are:

- 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.

The interface includes a "Refine your results" sidebar with keyword filters (punchout (2), corporate (1), premier (1), orthopaedics (1), science (1)) and a "Favorites" section. The main content area has buttons for "Add to Cart", "Compare", "Add to Favorites", and "Buy from Supplier". The "Buy from Supplier" button for the "Dell Premier" catalog is highlighted with a red arrow.

You can click on **Systems** to search for desktops or laptops or on **Software & Peripherals** tab to look for printers, software, networking devices, etc.

If you are looking for a **specific Dell part** number, enter it in the field at the upper right corner of the screen. You can also search **by keywords** in the same field. **Click** on the **arrow** to the right to activate the search.



Click on **Add to Cart** if this is a correct item,

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 for "LIZA PLOTKIN" is visible, along with a "Close Punchout Catalog Shopping Session" link. The University of Washington logo is present, along with navigation tabs for "Products", "Services", "Solutions", "Purchase Help", and "Premier". A search bar contains the text "320-6247". Below the search bar, the text "You are here: Premier Home > Search: '320-6247'" is displayed. The main content area is titled "Search Results for '320-6247'" and shows "Showing 1 Results". The result is for a Dell Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision WorkStation T7400. The price is listed as \$2,024.99, with an instant savings of \$675.00 from the original price of \$2,699.99. A red arrow points to the "Add to Cart" button. The page also includes a "Provide Search Feedback" section with a form and "Yes/No" buttons.

Check the **box** for any of the **Related Products** if needed  
Click on **Proceed to Cart & Checkout**

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 for "LIZA PLOTKIN" is visible. The main content area features a Dell logo and navigation tabs for "Products", "Services", "Solutions", "Purchase Help", and "Premier". A message states "Dell Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision WorkStation T7400 has been added to your cart." Below this is a "Proceed to Cart & Checkout" button. A "Related Products" section contains a table with the following data:

Add to Cart	Product description	Price	Usually Ships
<input type="checkbox"/>	Dell 2-Button USB Optical Mouse for Select Dell Systems	Price ..... \$17.99 Instant Savings ..... \$4.86 Price ..... <b>\$13.13</b>	Within 24 Hours
<input type="checkbox"/>	Dell 1.44 MB Half-Height Floppy Drive for Dell Precision WorkStation T3400/ T5400/ T7400 - Black	Price ..... \$14.99 Instant Savings ..... \$4.05 Price ..... <b>\$10.94</b>	5-7 Days
<input checked="" type="checkbox"/>	Belkin Inc BELKIN 7-in-1 Retractable Cable Travel Pack to help connect to other peripherals	Price ..... \$27.99 Instant Savings ..... \$3.36 Price ..... <b>\$24.63</b>	Within 24 Hours

Below the table is another "Proceed to Cart & Checkout" button. Two red arrows are present: one pointing to the checked checkbox for the Belkin product, and another pointing to the "Proceed to Cart & Checkout" button at the bottom of the product list.

Change the **Quantity** of cables to “2”, then click on **Update Total**.  
Click on **Remove item** if the item needs to be removed.  
Click on **Create Order Requisition** button to proceed with order.

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

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

ARIBA® SPEND MANAGEMENT

Welcome LIZA PLOTKIN

Close Punchout Catalog Shopping Session

Systems Software & Peripherals Standard Configurations E-Quotes

Dell recommends Windows Vista® Business.

You are here: Premier Home Buy Online or Call 1-800-388-8239

### My Cart

Take Our Cart/Checkout Survey

Cart Saved Items E-Quotes

Summary View | Detail View

Print Cart Continue Shopping Save as E-quote Create Order Requisition

Item	Qty	Unit Price
BELKIN 7-in-1 Retractable Cable Travel Pack to help connect to other peripherals	2	\$24.63
Sub-total		\$24.63

Item	Qty	Unit Price
Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision Work Station T7400	1	\$2,024.99
Sub-total		\$2,024.99

Coupon Entry

Enter coupon number

Apply Coupon

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

Sub-total \$2,049.62

Print Cart Continue Shopping Save as E-quote Create Order Requisition

Choose all the needed **Shipping** Options.

Use **I DO Not Have tax exempt** status even if you **DO have** a tax exempt item. Tax exempt items are handled **within eProcurement**, not in the vendor's punchout site.

Click on **Continue**.

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

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

File Edit View Favorites Tools Help

W Punchout Catalog Shopping Session

ARIBA® SPEND MANAGEMENT

Welcome LIZA PLOTKIN

Close Punchout Catalog Shopping Session

Buy Online or Call 1-800-368-6255

### Shipping

Secure Shopping Guarantee | Take Our Cart/Checkout Survey

SHIPPING | PAYMENT | VERIFY & SUBMIT ORDER REQUISITION

\* Indicates Required Fields

Shipping & Handling Method

**Shipping Method**  
Shipping and handling timeframes listed below do not include the time required to build and test products.

- No Charge - Lowest Cost 3-5 Day Delivery
- 2nd-Day Delivery
- Next-Day Delivery

**Tax Exempt Status**

- I DO NOT have tax exempt status. Treat order as taxable.
- I DO have tax exempt status. Treat order as tax-exempt.

Tax-exempt status requires a tax certificate to be on file with Dell; if not on file, the order will be treated as taxable.

**Trade Compliance**

- I WILL NOT export this order outside the United States.
- I WILL export this order outside the United States.

The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

Unknown Zone (Mixed) 100%

Verify all the items.  
Click on **Submit Order Requisition** if everything looks right.

**Punchout Catalog Shopping Session - windows internet explorer**

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

File Edit View Favorites Tools Help

W Punchout Catalog Shopping Session

ARIBA® SPEND MANAGEMENT

Welcome LIZA PLOTKIN

Close Punchout Catalog Shopping Session

SHIPPING PAYMENT **VERIFY & SUBMIT ORDER REQUISITION**

Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select "Submit Order Requisition" (bottom right) to submit.

Print for your records

[View/Print Cart](#)

**Shipping & Handling Information**

**Shipping & Handling Method**  
No Charge - Lowest Cost 3-5 Day Delivery  
[Edit](#)

**Contact Information**

**Order Requisition Date and Time:**  
December 26, 2008  
5:22 PM CST

**Billing Information**

**Payment Method**  
Credit Terms

**Contract Code**  
74472

**Tax Status**  
Taxable

**Order Summary** Detailed View

Description	Qty	Unit Price	Total
<b>BELKIN 7-in-1 Retractable Cable Travel Pack to help connect to other peripherals</b>	2	\$24.63	
Manufacturer Part# F3X1724 Dell Part# A0597641			
			<b>TOTAL: \$49.26</b>
<b>Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision WorkStation T7400</b>	1	\$2,024.99	
Manufacturer Part# WK498 Dell Part# 320-6247			
			<b>TOTAL: \$2,024.99</b>
			<b>Total Price</b>
			<b>Sub-total \$2,074.25</b>

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](#)

## Summary Screen

All the ordered items are now on the **Summary** screen.

You can do the following things on the **Summary** screen:

1. Click on the **Approval Flow** button to Check who is the Approver for your requisition (when you are not set up as a PreApproved Preparer or when you are using the limit which is higher than the one you are preapproved for)
2. Enter the **Title** for the requisition (**mandatory**)
3. Use the **Delay Purchase Until** feature only when you need to submit the order at a future date
4. Assign one or more **labels** to your orders in order to find them easily (optional)\*
5. Choose the **budget** which is **different** than your Default budget either for the whole requisition or on a line by line basis. It's also possible to use **Split** budgets
6. Change the **Account code** if needed
7. Change **information** for the line which contains **equipment** if you have one. **M&E** exemption should be handled here when **editing** the equipment line.
8. Change the **Ship To** and **Deliver To** lines if different from your default in Preferences.

The screenshot displays the Ariba Spend Management Summary screen. The title is "Order for Dr. Lee". The "On Behalf Of" field is "LIZA PLOTKIN". The "Delay Purchase Until" field is empty. The "Telephone" field is "206-543-9897". The "Template" field is unchecked. The "Are any items equipment?" field is set to "No". The "My Labels" field is "Apply Label...".

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Gloves,Vinyl, Non-Sterile Examination, ...	059900	143750	1	case	\$32.62 USD	\$32.62 USD
Supplier: Excel Gloves and Safety Supplies Inc Contact: Excel Gloves and Safety Supplies Commodity Code: Protective gloves Partitioned Commodity Code: Protective gloves Store/Branch #:			Gloves,Vinyl, Non-Sterile Examination, Powdered, 100 gloves/box-10 box/case-1000/Cs Medium					
2		Office Depot(R) Brand Recycled D-Ring View...	056400	143750	5	each	\$7.75 USD	\$38.75 USD
Supplier: Office Depot Contact: Office Depot Commodity Code: Binders			Office Depot(R) Brand Recycled D-Ring View Binder, 3 Ring, White					

Total Cost: \$2,145.62 USD

SHIPING - ENTIRE REQUISITION

Ship To: \* PURCHASING & ACCO

Deliver To(Room/Name): \* Rm216M-N/Plotkin

\*Click on Document Labels for label instruction on the following web site:

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

If **no changes** are necessary, just click on the **Submit** button in the upper right corner or in the bottom right corner of the screen.

S563226: Order for Dr. Lee

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

Summary Approval Flow

Title: \* Order for Dr. Lee

On Behalf Of: LIZA PLOTKIN

Delay Purchase Until:

Telephone: 206-543-9897

Template:

Are any items equipment?  Yes  No

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

Line Items (4)

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Gloves,Vinyl, Non-Sterile Examination, ...	059900	143750	1	case	\$32.62 USD	\$32.62 USD
Supplier: Excel Gloves and Safety Supplies Inc Contact: Excel Gloves and Safety Supplies Commodity Code: Protective gloves Partitioned Commodity Code: Protective gloves Store/Branch #:			Gloves,Vinyl, Non-Sterile Examination, Powdered, 100 gloves/box-10 box/case-1000/Cs Medium					
2		Office Depot(R) Brand Recycled D-Ring View ...	056400	143750	5	each	\$7.75 USD	\$38.75 USD
Supplier: Office Depot Contact: Office Depot Commodity Code: Binders Partitioned Commodity Code: Binders Store/Branch #:			Office Depot(R) Brand Recycled D-Ring View Binder, 3 Ring, White					
3		BELKIN 7-in-1 Retractable Cable Travel Pack ...	054000	143750	2	each	\$24.63 USD	\$49.26 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories Partitioned Commodity Code: Hardware and accessories Store/Branch #:			BELKIN 7-in-1 Retractable Cable Travel Pack to help connect to other peripherals					
4		Quadro FX 5600 1.5 GB PCIe Graphics Card for ...	054000	143750	1	each	\$2,024.99 USD	\$2,024.99 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories Partitioned Commodity Code: Hardware and accessories Store/Branch #:			Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision WorkStation T7400					

## To Edit all the items (mass change):

Check the **Box** to the left of **No.** above the first item.

All the items will be **check marked**.

Click on **Edit** below the very last item.

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 ...

**Summary** | Approval Flow

Title: \* Order for Dr. Lee

On Behalf Of: LIZA PLOTKIN

Delay Purchase Until: [ ]

Telephone: 206-543-9897

Template: [ ]

Are any items equipment?  Yes  No

My Labels: [ ] Apply Label...

**Line Items (4)** | Hide Details

<input checked="" type="checkbox"/>	No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1	[ ]	Gloves,Vinyl, Non-Sterile Examination, ...	059900	143750	1	case	\$32.62 USD	\$32.62 USD
Supplier: Excel Gloves and Safety Supplies Inc Contact: Excel Gloves and Safety Supplies Commodity Code: Protective gloves Partitioned Commodity Code: Protective gloves Store/Branch #:				Gloves,Vinyl, Non-Sterile Examination, Powdered, 100 gloves/box-10 box/case-1000/Cs Medium					
<input checked="" type="checkbox"/>	2	[ ]	Office Depot(R) Brand Recycled D-Ring View ...	056400	143750	5	each	\$7.75 USD	\$38.75 USD
Supplier: Office Depot Contact: Office Depot Commodity Code: Binders Partitioned Commodity Code: Binders Store/Branch #:				Office Depot(R) Brand Recycled D-Ring View Binder, 3 Ring, White					
<input checked="" type="checkbox"/>	3	[ ]	BELKIN 7-in-1 Retractable Cable Travel Pack ...	054000	143750	2	each	\$24.63 USD	\$49.26 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories Partitioned Commodity Code: Hardware and accessories Store/Branch #:				BELKIN 7-in-1 Retractable Cable Travel Pack to help connect to other peripherals					
<input checked="" type="checkbox"/>	4	[ ]	Quadro FX 5600 1.5 GB PCIe Graphics Card for ...	054000	143750	1	each	\$2,024.99 USD	\$2,024.99 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories Partitioned Commodity Code: Hardware and accessories Store/Branch #:				Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision WorkStation T7400					

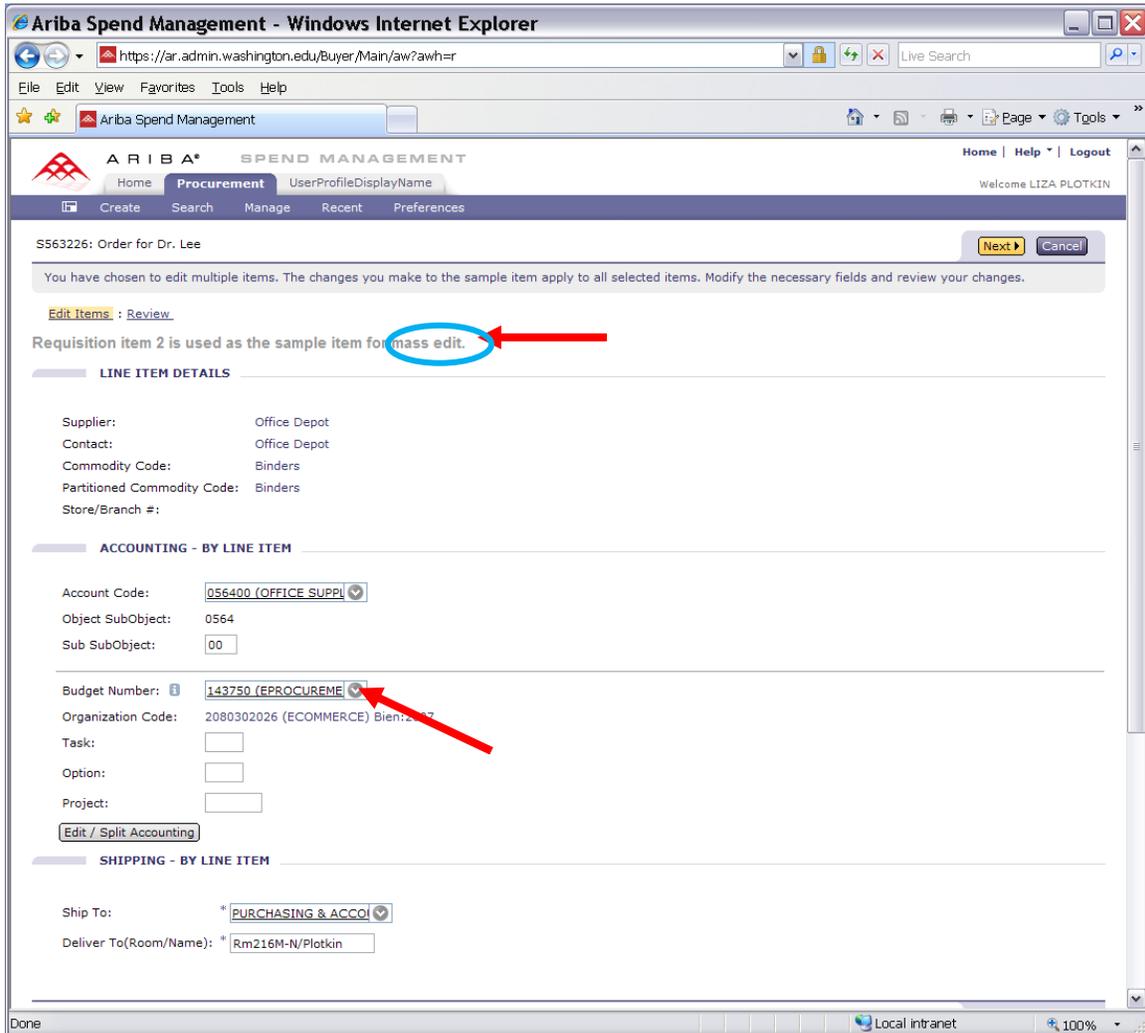
[ Edit ] [ Copy ] [ Delete ] | [ Add from Catalog... ]

## To Change Budget for the whole requisition:

Make sure you see the line with the word “**mass edit**” in it on the Edit Items screen.

Scroll down until you see the **Budget Number** line.

Click on the **Down Arrow**.



Ariba Spend Management - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Ariba Spend Management

ARIBA\* SPEND MANAGEMENT

Home | Help | Logout

Welcome LIZA PLOTKIN

Create Search Manage Recent Preferences

SS63226: Order for Dr. Lee Next Cancel

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Items](#) : [Review](#)

Requisition item 2 is used as the sample item for **mass edit**.

**LINE ITEM DETAILS**

Supplier: Office Depot  
Contact: Office Depot  
Commodity Code: Binders  
Partitioned Commodity Code: Binders  
Store/Branch #:

**ACCOUNTING - BY LINE ITEM**

Account Code: 056400 (OFFICE SUPPL)  
Object SubObject: 0564  
Sub SubObject: 00

Budget Number: 143750 (PROCUREMENT)  
Organization Code: 2080302026 (ECOMMERCE) Bien: 2007  
Task:   
Option:   
Project:

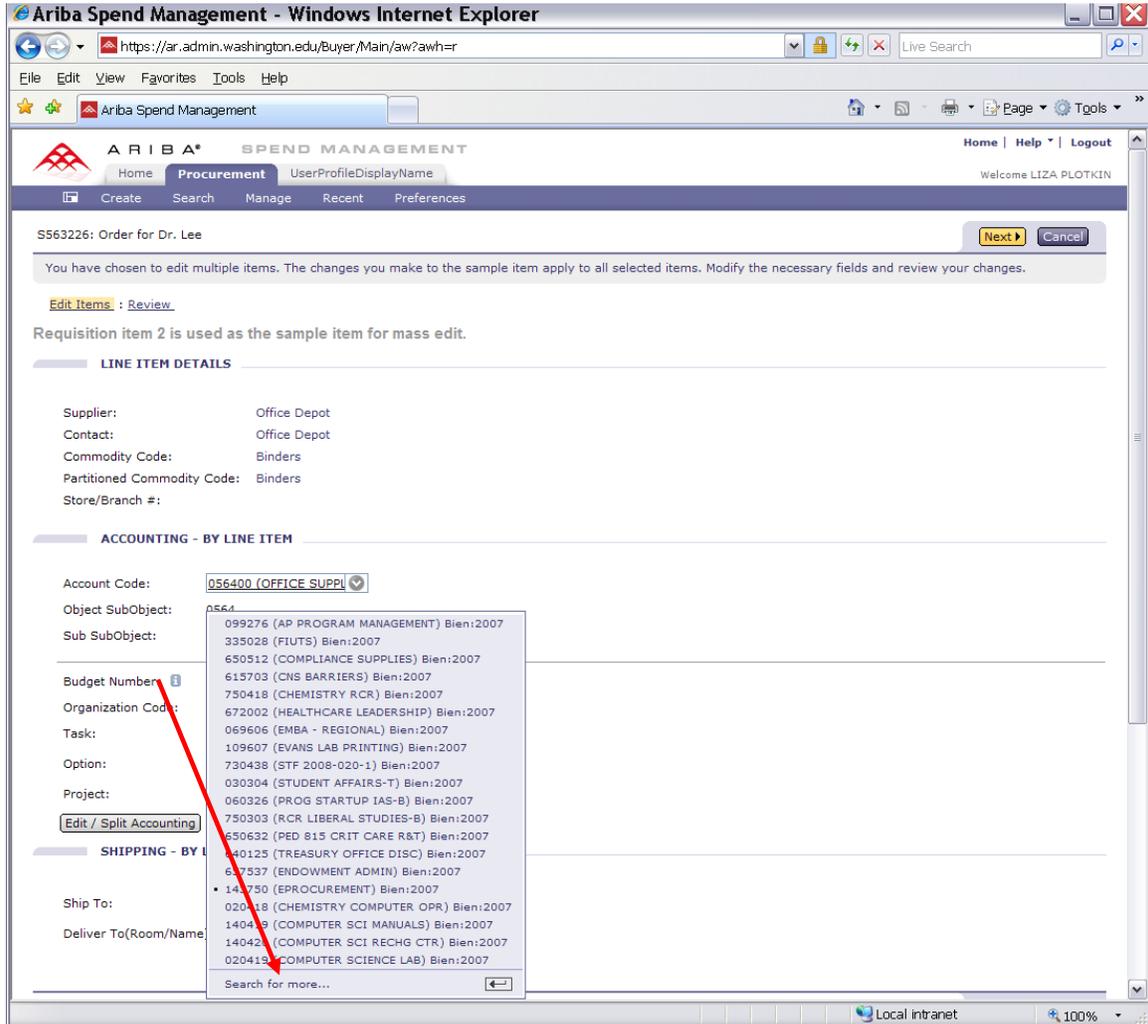
[Edit / Split Accounting](#)

**SHIPPING - BY LINE ITEM**

Ship To: \*PURCHASING & ACCO  
Deliver To(Room/Name): \*Rm216M-N/Plotkin

Done Local intranet 100%

Click on **Search for more...** if you don't see the budget on the Pull Down list.



Type the budget number with **No Dash**.  
Click on **Search**.

The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The main window title is "Ariba Spend Management - Windows Internet Explorer". The address bar shows the URL: "https://ar.admin.washington.edu/Buyer/Main/aw?awr=t&awf=AribaFrame&awsn=\_sbqkzb&awst=0&awsI=0". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Ariba Spend Management" as the active page. The main content area displays the "SPEND MANAGEMENT" header with "Home", "Procurement", "Create", and "Search" options. A "Welcome LIZA PLOTKIN" message is visible in the top right. The central dialog box is titled "Choose Value for Budget Number" and contains an alert: "Alert: Found more than 500 items. Only the first 500 items are displayed." Below the alert, the "Field: Budget#" is set to "253450" and the "Search" button is highlighted with a red arrow. The dialog box also features a table with columns: "Budget#", "Name", "Org Code", "Stat", "Eff. Date", and "Biennium". The table lists various budget items, each with a "Select" button. The table content is as follows:

Budget#	Name	Org Code	Stat	Eff. Date	Biennium
(no value)					
010211	DEVELOPMENT OPERATIONS	2520005000	1	20010701	2007
010300	ADMIN. SERVICES-B	5200020000	1	19890701	2007
010302	INSTITUTIONAL RSCH-T	6100001000	1	20050701	2007
010303	SAFETY & SECURITY SVC-T	6100002010	1	19990701	2007
010304	ALUMNI RELATIONS-B	5100001000	1	20030701	2007
010305	ADMIN SERVICES-T	6200020000	1	19890701	2007
010306	MAILING SERVICES - T	6100002010	1	19990701	2007
010307	DEVELOPMENT OFFICE-B	5100001000	1	20030701	2007
010308	SPEC ASST, CHANCELLR-T	6100001000	1	20060701	2007
010309	UWB FUNCTN ASSIGNMNT-B	5100001000	1	20060701	2007
010311	FACILITIES SUPPORT-B	5200020000	1	19920501	2007
010312	FACILITIES SUPPORT-T	6100002010	1	19920501	2007
010313	CENTRAL EQUIPMENT - T	6040001000	1	20020701	2007
010314	INSTITUTIONAL MEMBRSH	6100001000	1	20060701	2007

Click on **Select** to choose the budget.

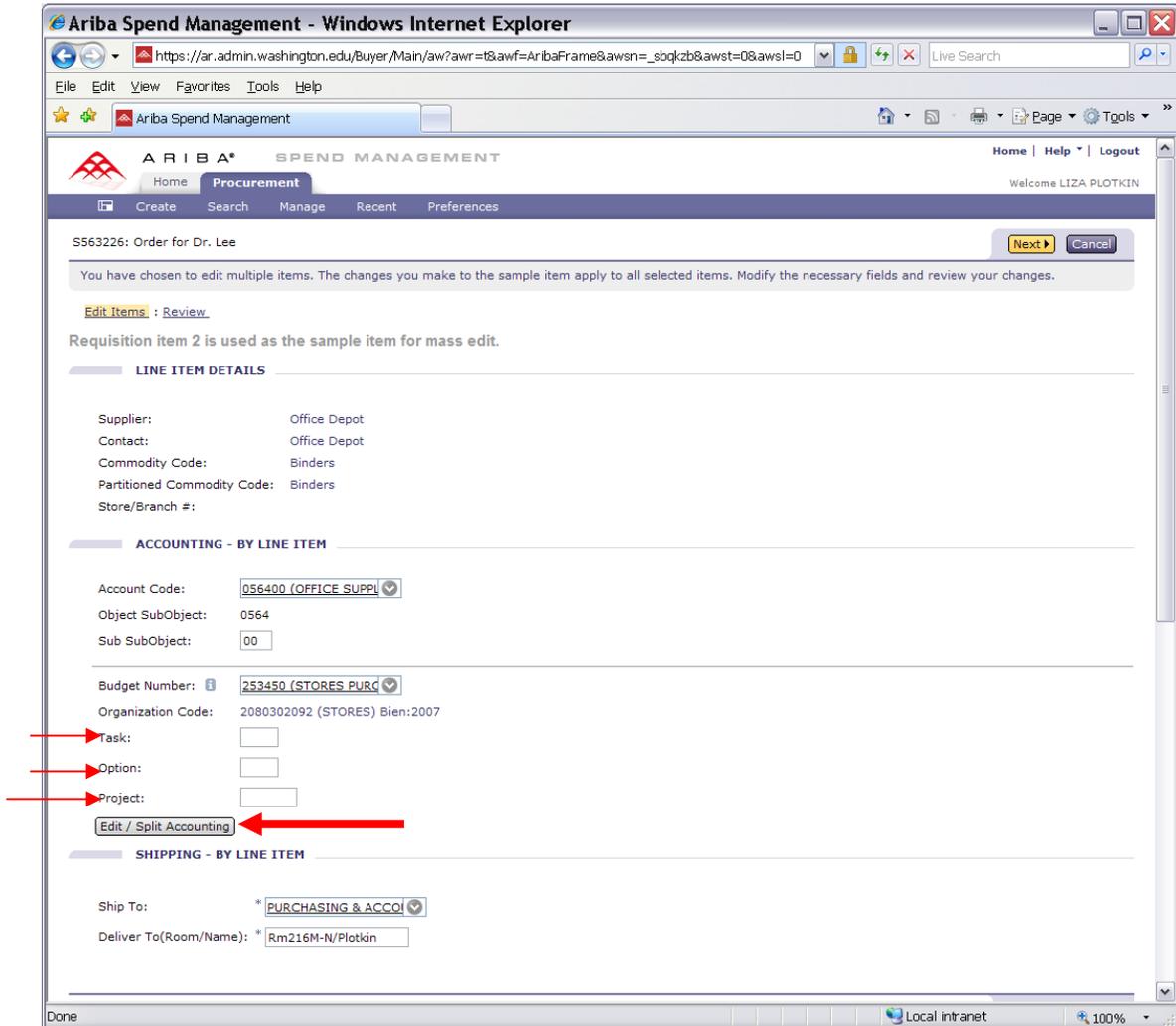
The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The main page displays details for requisition item S563226, including 'LINE ITEM DETAILS' and 'ACCOUNTING - BY LINE ITEM'. A modal dialog box titled 'Choose Value for Budget Number' is open, showing a search field with 'Budget#' and '253450'. Below the search field is a table with columns: Budget#, Name, Org Code, Status, Eff. Date, and Biennium. The table contains two rows: '(no value)' and '253450 STORES PURCHASES'. A red arrow points to the 'Select' button next to the '253450 STORES PURCHASES' row. The dialog also includes 'Next', 'Cancel', and 'Done' buttons.

Budget#	Name	Org Code	Status	Eff. Date	Biennium
(no value)					
253450	STORES PURCHASES	2080302092	1	19820101	2007

Newly selected budget number will show up on the Edit **Items** screen.  
On this screen you can add the **Task**, **Option**, and **Project** codes if needed.

### To split budgets:

Click on **Split Accounting**



Click on **Search for more...** if you don't see the budget you need on the Pull Down list.

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 address bar shows the URL: [https://ar.admin.washington.edu/Buyer/Main/aw?awr=t&awf=AribaFrame&awsn=\\_sbqkzb&awst=0&awsI=0](https://ar.admin.washington.edu/Buyer/Main/aw?awr=t&awf=AribaFrame&awsn=_sbqkzb&awst=0&awsI=0). The page content includes a form for "S563226: Order for Dr. Lee" with a description: "Office Depot(R) Brand Recycled D-Ring View Binder, 3 Ring, White". The "Split By" is set to "Percentage". There are two rows in a table for accounting information. The first row has a budget number of "253450 (STORES PURC)" and a split amount of "100%". The second row has a budget number of "253450 (STORES PURC)" and a split amount of "0%". A dropdown menu is open for the second row, showing a list of budget codes and descriptions, such as "335028 (FIUTS) Bien:2007", "650512 (COMPLIANCE SUPPLIES) Bien:2007", and "253450 (STORES PURCHASES) Bien:2007". At the bottom of the dropdown menu, there is a "Search for more..." option. A red arrow points to this option. The taskbar at the bottom shows several open applications, including Internet Explorer, Microsoft Office, and UW Directory.

No.	Accounting Information	Split Amount	Action
1	Budget Number: 253450 (STORES PURC) Organization Code: 2080302092 (STORES) Bien:2007 Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	100%	Delete
2	Budget Number: 253450 (STORES PURC) Organization Code: 335028 (FIUTS) Bien:2007 Task: 650512 (COMPLIANCE SUPPLIES) Bien:2007 Option: 615703 (CNS BARRIERS) Bien:2007 Project: 750418 (CHEMISTRY RCR) Bien:2007	0%	Delete

Unallocated: 0%  
Total: 100%

Search for more...

Type the **budget number** you split this order with.  
Click on **Search**.  
Click on **Select**.

SS63226: Order for Dr. Lee

Enter the appropriate accounting information for this order.

Description: Office Depot(R) Bra...  
Split By: Percentage

**Choose Value for Budget Number**

Field: Budget# | 149625 | Search

Budget#	Name	Org Code	Status	Eff. Date	Biennium	Action
(no value)						Select
149625	STORES TRNG & RES CTR	2080302092	1	20040701	2007	Select

Done

Budget Number: 253450 (STORES PURC) 0% Delete

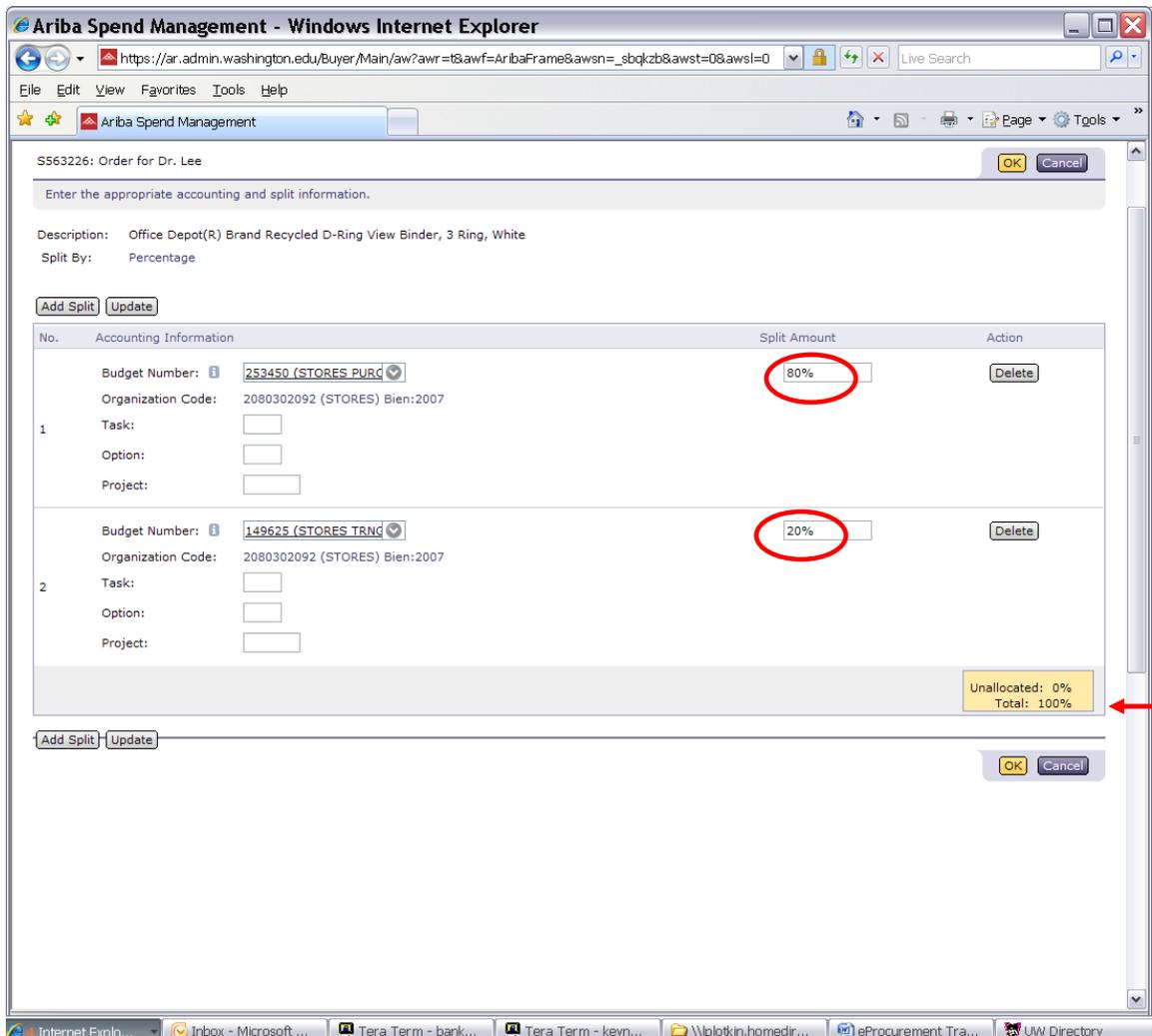
Organization Code: 2080302092 (STORES) Bien:2007

Task:   
Option:   
Project:

Unallocated: 0%  
Total: 100%

Click on **Add Split** again if another split budget should be added, otherwise **Add the Split Percentage** amount for each line. It should be a **round number** totaling to **100%** for all the line items (example 80% & 20% or 60% & 40% - **no decimal points allowed**). Click on **OK** which will take you back to the **Edit** screen.

**Note:** In **Mass Edit** split can be done **only** by **Percentage**. In **Line-by-Line Edit** split can be done by **Amount** and by **Quantity** in addition to split by **Percentage**.



You should see the changes made.

Click on **Next**.

S563226: Order for Dr. Lee

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Next](#) [Cancel](#)

[Edit Items](#) : [Review](#)

Requisition item 2 is used as the sample item for mass edit.

**LINE ITEM DETAILS**

Supplier: Office Depot  
Contact: Office Depot  
Commodity Code: Binders  
Partitioned Commodity Code: Binders  
Store/Branch #:

**ACCOUNTING - BY LINE ITEM**

Account Code: 056400 (OFFICE SUPPL)  
Object SubObject: 0564  
Sub SubObject: 00

No.	Accounting Information	Split Amount
1	Budget Number: 253450 (STORES PURCHASES) Bien:2007 Organization Code: 2080302092 (STORES) Bien:2007 Task: Option: Project:	80%
	Budget Number: 149625 (STORES TRNG & RES CTR) Bien:2007	20%

[Edit / Split Accounting](#)

**SHIPPING - BY LINE ITEM**

Ship To: \*PURCHASING & ACCOI  
Deliver To(Room/Name): \*Rm216M-N/Plotkin

This screen shows the **Old Value** and **New Value**.

Click on **Done** if everything looks right.

The screenshot displays 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=t&awf=AribaFrame&awsn=\_sbqkzb&awst=0&awsl=0". The browser's address bar shows "Live Search". The page content includes a navigation menu with "Home", "Procurement", "Create", "Search", "Manage", "Recent", and "Preferences". The main content area shows "S563226: Order for Dr. Lee" with "Prev", "Done", and "Cancel" buttons. Below this, a message states "These are the fields you have modified. Confirm or cancel the changes." and "Edit Items : Review". A note indicates "Requisition item 2 is used as the sample item for mass edit." The "Old Value" and "New Value" columns are compared. The "Old Value" column shows "Deliver To: Rm216M-N/Plotkin", "Budget: 143750", and "Accounting" information including "Account Code: 056400 (OFFICE SUPPLY/PAPER) Bien:2007", "Object SubObject: 0564", "Sub SubObject: 00", "Budget Number: 143750 (EPROCUREMENT) Bien:2007", and "Organization Code: 2080302026 (ECOMMERCE) Bien:2007". The "New Value" column shows "Deliver To: Rm216M-N/Plotkin", "Budget: multiple", and "Accounting" information including "Account Code: 056400 (OFFICE SUPPLY/PAPER) Bien:2007", "Object SubObject: 0564", "Sub SubObject: 00", "Budget Number: 253450 (STORES PURCHASES) Bien:2007", and "Organization Code: 2080302092 (STORES) Bien:2007". A table at the bottom right shows "Accounting Information" with "Split Amount" for two items: "1" with "80%" and "2" with "20%". The "Done" button is highlighted with a red arrow, and a red arrow points to the "Accounting Information" table.

No.	Accounting Information	Split Amount
1	Budget Number: 253450 (STORES PURCHASES) Bien:2007 Organization Code: 2080302092 (STORES) Bien:2007 Task: Option: Project:	80%
2	Budget Number: 149625 (STORES TRNG & RES CTR) Bien:2007 Organization Code: 2080302092 (STORES) Bien:2007 Task: Option: Project:	20%

## Ordering Equipment:

Click on the **Box** to the left of the line which contains equipment.

Click on **Edit** below the last line.

**Note: You have to individually change each line with equipment; mass edit is not allowed in equipment setup.**

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=t&awf=AribaFrame&awsn=\_sbqkzb&awst=0&awsl=0". The browser's address bar shows "Live Search". The page has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a search bar and a "Tools" dropdown. The main content area is titled "Summary" and "Approval Flow". It contains a form with the following fields: "Title" (text box with "\* Order for Dr. Lee"), "On Behalf Of" (dropdown menu with "LIZA PLOTKIN"), "Delay Purchase Until" (calendar icon), "Telephone" (text box with "206-543-9897"), "Template" (checkbox), "Are any items equipment?" (radio buttons for "Yes" and "No", with "No" selected), and "My Labels" (text box with "Apply Label..."). Below the form is a table titled "Line Items (4)" with a "Hide Details" button. The table has columns: "No.", "Type", "Description", "Account", "Budget", "Qty", "Unit", "Price", and "Amount". The table contains four rows. The fourth row is highlighted in yellow and has a checkmark in the "No." column. Below the table are buttons: "Edit", "Copy", "Delete", and "Add from Catalog...". A red arrow points to the "Edit" button. The taskbar at the bottom shows several open applications: "Internet Explorer", "Inbox - Microsoft...", "Tera Term - bank...", "Tera Term - keyn...", "Wplotkin.homedir...", "eProcurement Tra...", and "UW Directory".

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Gloves,Vinyl, Non-Sterile Examination, ...	059900	multiple	1	case	\$32.62 USD	\$32.62 USD
2		Office Depot(R) Brand Recycled D-Ring View ...	056400	multiple	5	each	\$7.75 USD	\$38.75 USD
3		BELKIN 7-in-1 Retractable Cable Travel Pack ...	054000	multiple	2	each	\$24.63 USD	\$49.26 USD
4		Quadro FX 5600 1.5 GB PCIe Graphics Card for ...	054000	multiple	1	each	\$2,024.99 USD	\$2,024.99 USD

**Answer questions regarding equipment:**

Is item named in grant? (Check for Yes) – Yes (in our case)

Is similar equipment available for use? (Check for Yes) – No (in our case)

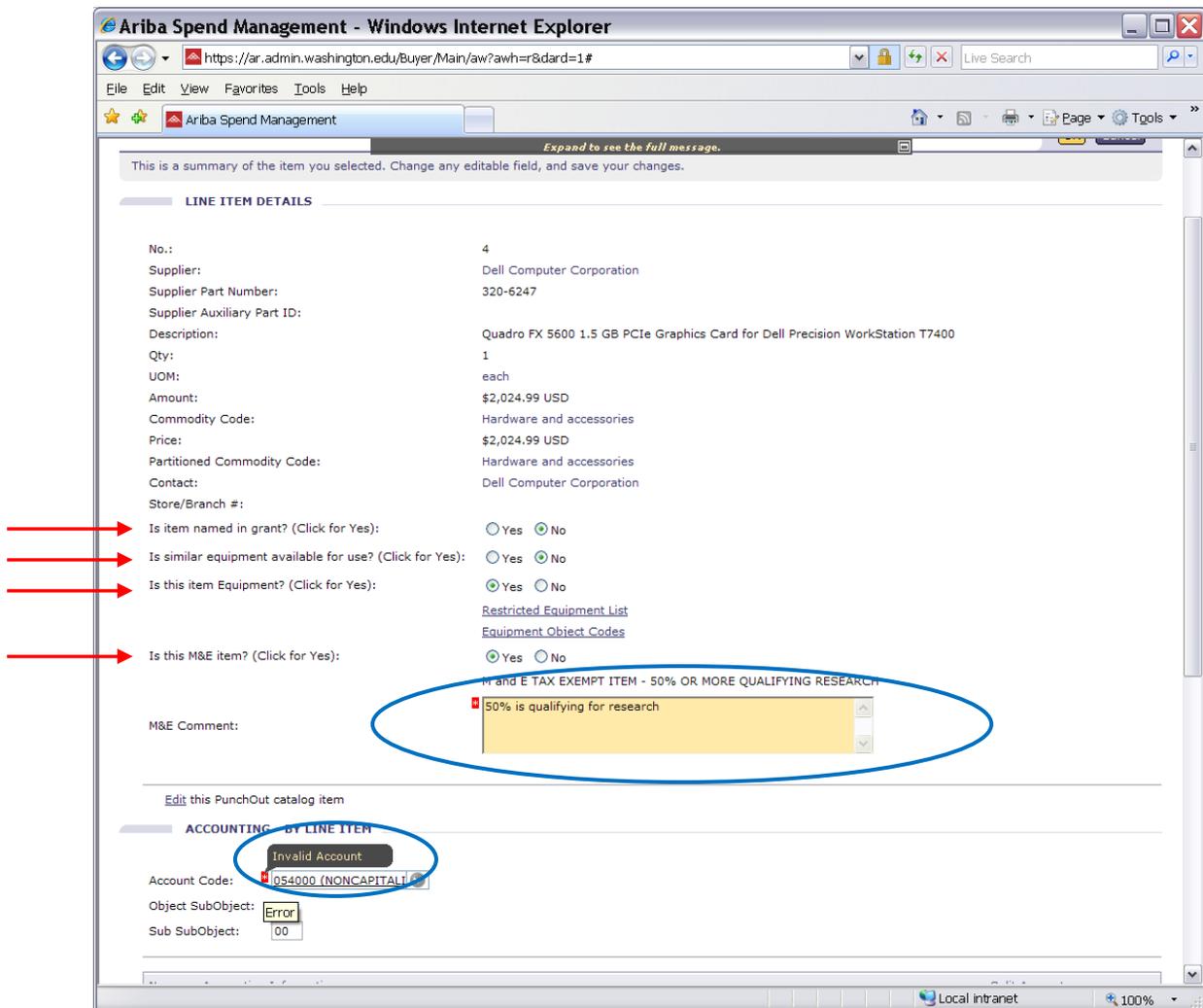
Is this item equipment? – **Yes** has to be marked.

Is this M&E item? (Check for Yes) – Yes (in our case).

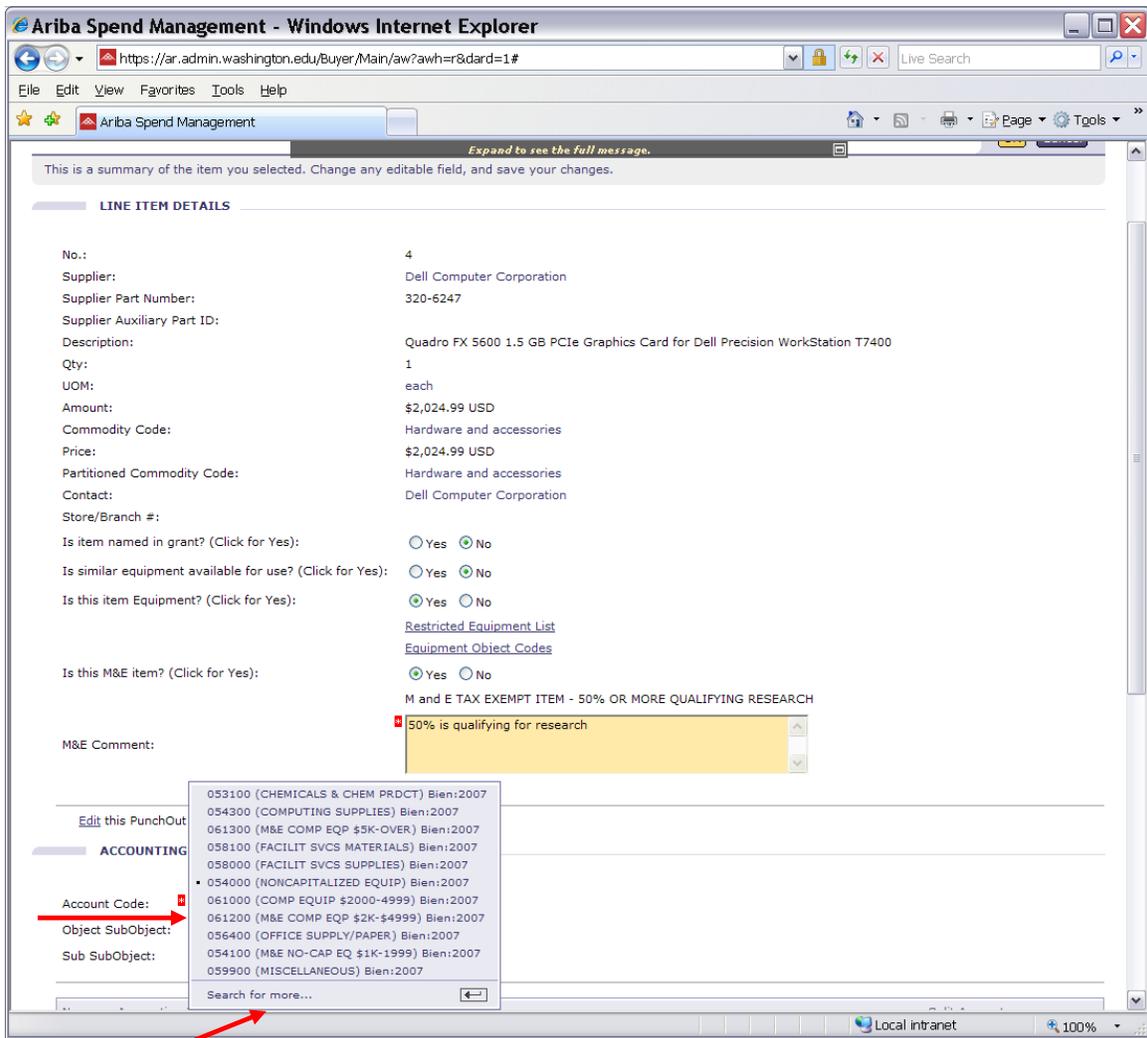
M&E Comment: **Always enter the comment.**

On the Account Code Line you will see the code which the system has chosen automatically before the above changes were made. You will see the error message **“Invalid Account”**.

Click on **the Down Arrow** in the Account Code field to choose the correct Account Code.



Select the right Account Code from the Drop Down list if it's there.  
Click on **Search for more...** if the right Account Code is not on the Drop Down list.

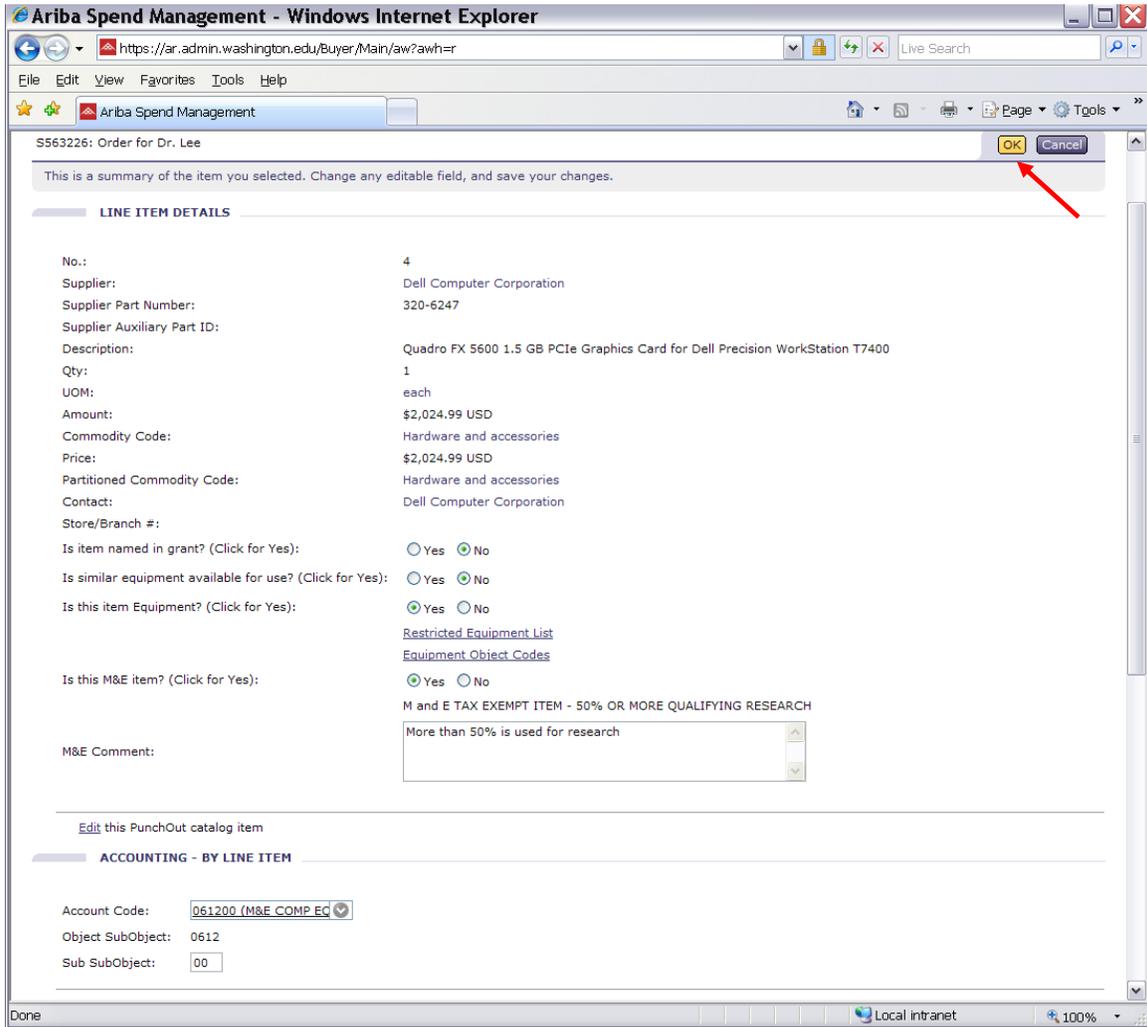


Select the right Account Code for the M&E computer equipment between \$2,000 and \$4,999.

The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The main page is titled "Ariba Spend Management" and displays a form for editing a PunchOut catalog item. The "ACCOUNTING - BY LINE ITEM" section is active, showing the current account code as 054000 (NONCAPITALIZED EQUIP). A modal dialog box titled "Choose Value for Account Code" is open, displaying a list of account codes. The "M&E COMP EQP \$2K-\$4999" entry is highlighted with a red circle. The dialog also includes a search field and a "Split Amount" section showing 80% and 20%.

Account Code	Description	Biennium Year	Action
051000	SENSITIVE ITEMS INV'L	2007	Select
054000	NONCAPITALIZED EQUIP	2007	Select
054100	M&E NO-CAP EQ \$1K-1999	2007	Select
054300	COMPUTING SUPPLIES	2007	Select
054500	COMPUTER SOFTWARE	2007	Select
059900	MISCELLANEOUS	2007	Select
061000	COMP EQUIP \$2000-4999	2007	Select
061100	COMP EQUIP \$5000& OVER	2007	Select
061200	M&E COMP EQP \$2K-\$4999	2007	Select
061300	M&E COMP EQP \$5K-OVER	2007	Select
061400	CLUSTER \$2000 - \$4999	2007	Select
061500	CLUSTER \$5000 OR MORE	2007	Select
061600	M&E CLUSTER \$2000-4999	2007	Select
061700	M&E CLUSTER OVER \$5000	2007	Select
069000	OTH EQUIP \$2,000-4,999	2007	Select
069100	OTH EQUIP \$5000 & OVER	2007	Select

Click on **OK** if everything looks right.



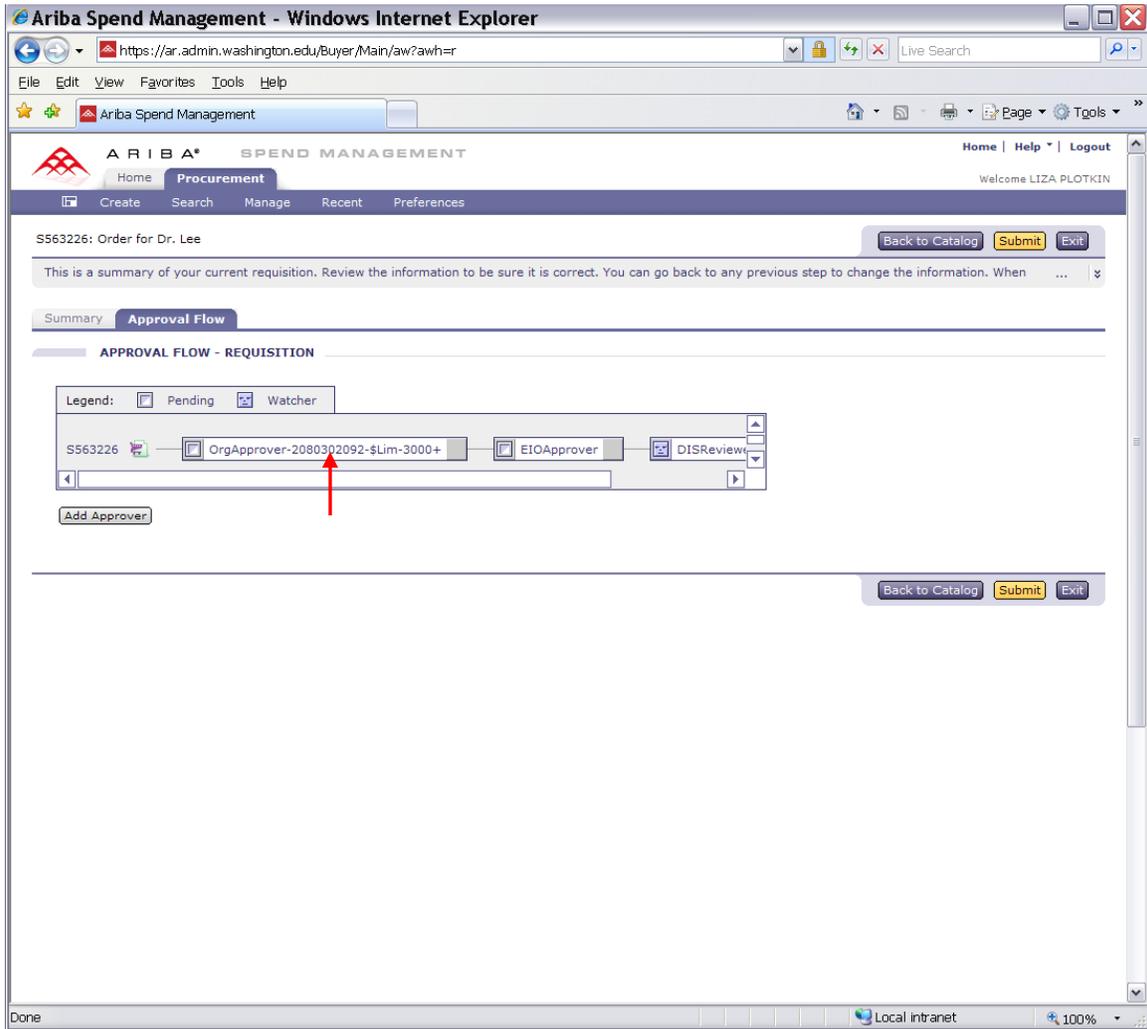
## Checking Approval Flow:

Click on the **Approval Flow** tab to see who is the Approver for the requisition.

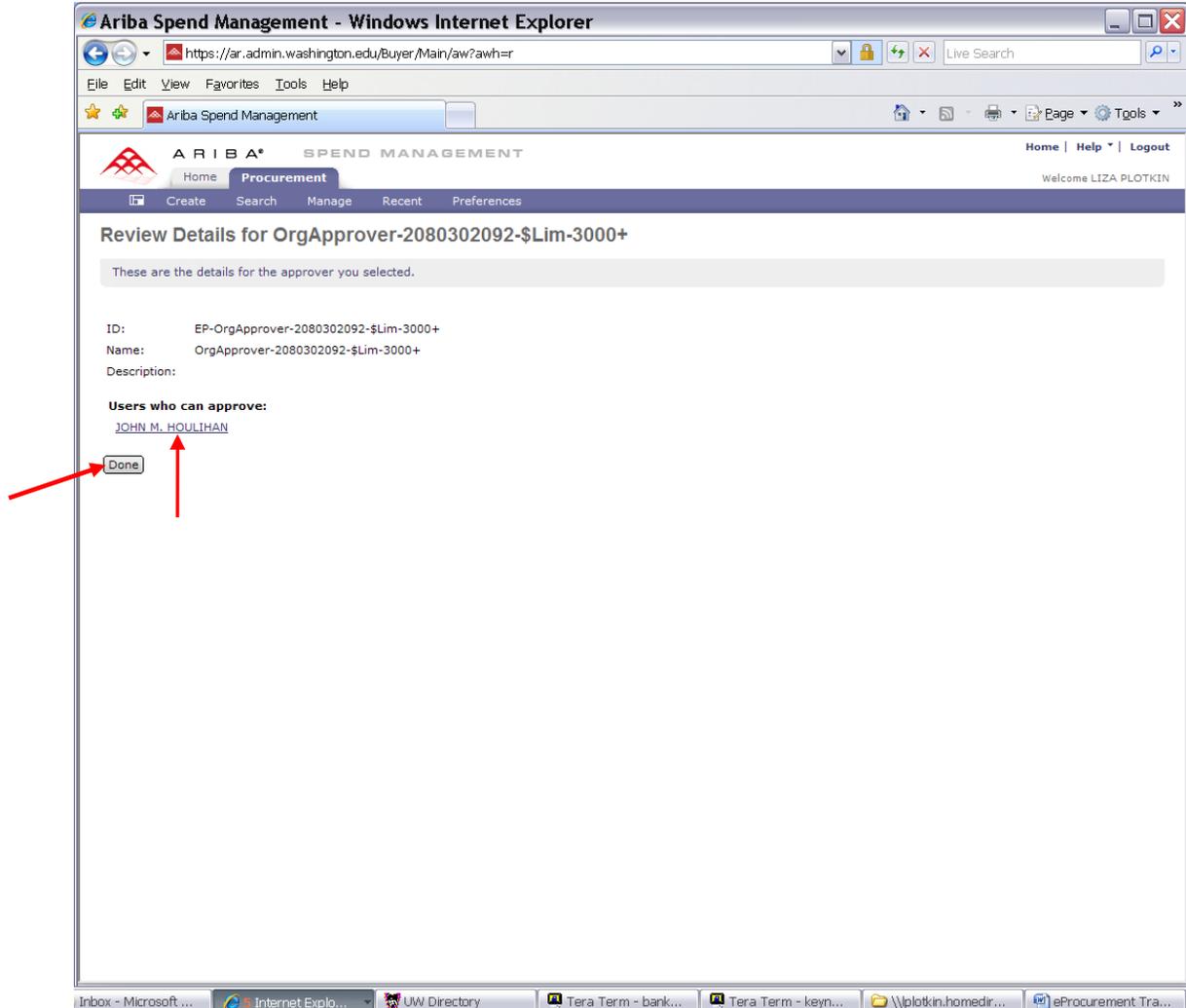
The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The page title is "S563226: Order for Dr. Lee". The browser address bar shows the URL "https://ar.admin.washington.edu/Buyer/Main/awh?". The page has a navigation bar with "Summary" and "Approval Flow" tabs. A red arrow points to the "Approval Flow" tab. Below the tabs, there are several form fields: "Title" (Order for Dr. Lee), "On Behalf Of" (LIZA PLOTKIN), "Delay Purchase Until", "Telephone" (206-543-9897), and "Are any items equipment?" (No). Below the form fields is a "Line Items" table with 4 items. The table has columns for No., Type, Description, Account, Budget, Qty, Unit, Price, and Amount. The items are: 1. Gloves, Vinyl, Non-Sterile Examination, ...; 2. Office Depot(R) Brand Recycled D-Ring View ...; 3. BELKIN 7-in-1 Retractable Cable Travel Pack ...; 4. Quadro FX 5600 1.5 GB PCIe Graphics Card for ...

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Gloves, Vinyl, Non-Sterile Examination, ...	059900	multiple	1	case	\$32.62 USD	\$32.62 USD
Supplier: Excel Gloves and Safety Supplies Inc Contact: Excel Gloves and Safety Supplies Commodity Code: Protective gloves Partitioned Commodity Code: Protective gloves Store/Branch #:			Gloves, Vinyl, Non-Sterile Examination, Powdered, 100 gloves/box-10 box/case-1000/Cs Medium					
2		Office Depot(R) Brand Recycled D-Ring View ...	056400	multiple	5	each	\$7.75 USD	\$38.75 USD
Supplier: Office Depot Contact: Office Depot Commodity Code: Binders Partitioned Commodity Code: Binders Store/Branch #:			Office Depot(R) Brand Recycled D-Ring View Binder, 3 Ring, White					
3		BELKIN 7-in-1 Retractable Cable Travel Pack ...	054000	multiple	2	each	\$24.63 USD	\$49.26 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories Partitioned Commodity Code: Hardware and accessories Store/Branch #:			BELKIN 7-in-1 Retractable Cable Travel Pack to help connect to other peripherals					
4		Quadro FX 5600 1.5 GB PCIe Graphics Card for ...	061200	multiple	1	each	\$2,024.99 USD	\$2,024.99 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories			Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision WorkStation T7400					

Click on the link for the OrgApprover.



Click on the **Approver Name** under **Users Who Can Approve** to find the e-mail address of the Approver if needed or click on **Done**.



Click on the **Summary** tab to return to the summary of the **Checkout** screen.

The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The browser's address bar displays the URL <https://ar.admin.washington.edu/Buyer/Main/aw?awh=>. The application header includes the Ariba logo, the text "ARIBA SPEND MANAGEMENT", and navigation links for "Home", "Procurement", "Create", "Search", "Manage", "Recent", and "Preferences". A user greeting "Welcome LIZA PLOTKIN" is visible in the top right corner.

The main content area displays the requisition details for "S563226: Order for Dr. Lee". Below this, a message states: "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 ...".

Two tabs are visible: "Summary" and "Approval Flow". A red arrow points to the "Summary" tab, which is currently selected. Below the tabs, the section is titled "APPROVAL FLOW - REQUISITION".

The "Approval Flow" section includes a legend with "Pending" and "Watcher" options. The flow diagram shows the following steps: "S563226" (with a document icon) → "OrgApprover-2080302092-\$Lim-3000+" (with a document icon) → "EIOApprover" (with a document icon) → "DISReview" (with a document icon). Below the flow diagram is an "Add Approver" button.

At the bottom of the main content area, there are three buttons: "Back to Catalog", "Submit", and "Exit".

The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

If everything looks right and you are ready to send your order to vendors, click on **Submit** to submit your requisition.

The screenshot shows the Ariba Spend Management interface in a Windows Internet Explorer browser. The page title is "Ariba Spend Management - Windows Internet Explorer" and the URL is "https://ar.admin.washington.edu/Buyer/Main/aw?awh=r". The user is logged in as "LIZA PLOTKIN". The page displays a requisition summary for "S563226: Order for Dr. Lee". A red arrow points to the "Submit" button in the top right corner. Below the summary, there are tabs for "Summary" and "Approval Flow". The "Summary" tab is active, showing the following details:

- Title: \* Order for Dr. Lee
- On Behalf Of: LIZA PLOTKIN
- Delay Purchase Until: [Empty field]
- Telephone: 206-543-9897
- Template:
- Are any items equipment?  Yes  No
- My Labels: [Apply Label...](#)

Below the summary, there is a table of "Line Items (4)". The table has columns for No., Type, Description, Account, Budget, Qty, Unit, Price, and Amount. The items are:

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1	[Icon]	Gloves,Vinyl, Non-Sterile Examination, ...	059900	multiple	1	case	\$32.62 USD	\$32.62 USD
Supplier: Excel Gloves and Safety Supplies Inc Contact: Excel Gloves and Safety Supplies Commodity Code: Protective gloves Partitioned Commodity Code: Protective gloves Store/Branch #:			Gloves,Vinyl, Non-Sterile Examination, Powdered, 100 gloves/box-10 box/case-1000/Cs Medium					
2	[Icon]	Office Depot(R) Brand Recycled D-Ring View ...	056400	multiple	5	each	\$7.75 USD	\$38.75 USD
Supplier: Office Depot Contact: Office Depot Commodity Code: Binders Partitioned Commodity Code: Binders Store/Branch #:			Office Depot(R) Brand Recycled D-Ring View Binder, 3 Ring, White					
3	[Icon]	BELKIN 7-in-1 Retractable Cable Travel Pack ...	054000	multiple	2	each	\$24.63 USD	\$49.26 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories Partitioned Commodity Code: Hardware and accessories Store/Branch #:			BELKIN 7-in-1 Retractable Cable Travel Pack to help connect to other peripherals					
4	[Icon]	Quadro FX 5600 1.5 GB PCIe Graphics Card for ...	054000	multiple	1	each	\$2,024.99 USD	\$2,024.99 USD
Supplier: Dell Computer Corporation Contact: Dell Computer Corporation Commodity Code: Hardware and accessories Partitioned Commodity Code: Hardware and accessories Store/Branch #:			Quadro FX 5600 1.5 GB PCIe Graphics Card for Dell Precision WorkStation T7400					