Login into the eProcurement system by clicking on Access UW eProcurement icon on the following web site:

http://f2.washington.edu/fm/ps/ecommerce/eprocurement

2) Click on **Create/Requisition** on Ariba Home Dashboard or Procurement Dashboard



3) Click on the "Open Square" catalog



4) Click on "Buy from Supplier" tab to access the Open Square catalog

A ARIBA"	SPEND MANAGEMENT	Home   Help *   Log
Home Procure	ment Travel Invoicing Payments To Individual More	Welcome LIZA PLOT
Create Search Ma	nage Recent Preferences	
Refine your results	<b>S1450</b> 333:	Ttems: 0 Total: \$0.00 USD
Favorites	Add items to your requisition. You can add items from the catal	og, from vendor catalogs, from your favorites list, or enter details for non-catalog items. When
- Recent Choices - 💌	Catalan Unive	
	Open Square V	ch Options Create Non-Catalog Iter
	Supplier Part #:	CatalogId:
	Your search path: All Categories > Open Square	
	1 items found	Sort By: Relevance   Price   Best selling   Name View: Details   Thumbnails
	🖗 Open Square	Supplier: Bank & Office Interiors
	Buy from Supplier Add to Favorites	Effective Date: Suppler Part ≉: AAA Available in: 1 Day(s)
		Open Square

5) Click on "Quotes Awaiting Approval" link

			MENT		
	- SPE	ND WANAGE	IVI E IVI I		
OPENSQUARE			J	W	<i>e</i> -Furniture Store
SHOP SEARCH		CANT FIND IT?		HELP	REPORTS
🔘 Go To Cart	SHOP				
Cart: Iplotkin					
Items: 0 Subtotal: \$0.00	SEATING				
Quotes Awaiting Approval					
CUOD FOR ALL					
SHOP FOR ALL					
SEATING		•			to the
	Q				

- 6) Click on "Add to Cart" button <u>if you see your quote</u> on the bottom of the "Quotes Awaiting Approval" screen. It might take about 30 seconds or longer to place it in the cart.
- If the quote is not located on the bottom of the "Quotes Awaiting Approval" screen:
  - > Enter your quote number in the "Quote No." field
  - Click on "Search"
  - Click on "Add to Cart" when the quote is retrieved\*

OPENSQUARE	•	I	We-Fu	urniture S	tore	
bur workspace. Your workstyle. SHOP SI	EARCH C	ANT FIND IT?		HELP	REPORTS	
• Order Status • Quotes Avaiting Approva • All Baskets • Update Profile	QUOTES AW.	AITING APPH	Quote	No. : 176296		
This site is intended for use by Steelcase, its dealers, and customers. Software by KISP @2003-2009 KISP Inc. All Rights Reserved. Legal Notice Privacy Policy	View Quote No Title 176296 training quote fo	e e Published For r liza LIZA PLOTKIN	1 - 1 of 1 + # Qty Total S 2.00 \$871.	ell 88 Add to cart	Actions Return to supplier	

\*If you can't retrieve the quote, please ask the vendor to resubmit it

8) The Shopping cart will show your **quoted** items. Click on **Checkout** to transfer quoted items into Ariba application

	- BPEN	G WANAGEMEN				Close Punchau	Welcome LIZA PLOTKIN
OPEN SQUARE			٦	<b>W</b> e	-Furniture Store		
SHOP SEA	RCH	CANT FIND IT?			HELP	REPORTS	
O Go To Cart	SHOPP	ING CART				print view 🛃	
Cart: Q176296 Product Cart Items: 2 Subtotal: \$871.88	No updates a	re available at this time f	for the qu	RETURN TO SHOP	PPING CHECKOUT		
Quotes Avaiting Approval	This cart is for <b>Products</b>	r Products Only. To shop	for Serv	ices, please use	another cart.	View Detail Description	
SHOP FOR ALL	Image	Description	Qty.	From Where	Customer price	Extended Price	
SEATING SEATING	1 [no imag [preview	e] Chair-Leap, ] Adjustable Seat, Upholstered PLASTIC :6205 BLACK UPHI STRY-3506	1	New	\$563.35	\$563.35	5.
STORAGE		SKY NOTES :					
TABLES		1151(21)					45)
ACCESSORIES	2 [no imag [previev	e] File-Lateral, ] Integral Pull, 2 Drawer, Lock, 18x30x28	1	New	\$308.53	\$308.53	
DESKS & RETURNS		BASIC 17238 FIELDSTONE LOCK 19201 POLISHED CHROME KEYS ISK RAND OPTIONS * OPTIONS * OPTIONS * OPTIONS * OPTIONS STLTOP OPTONS STLTOP USEL TOP WGHT PKG					

9) On the Ariba Summary screen enter the title of the requisition in the "Title" field. Click on Submit button to submit the order if no other edits are required

\$649012:	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, 🔽
Summary Approval Flow	
Fitle:	
Dn Behalf Of: LIZA PLOTKIN	
Delay Purchat - Until:	
Telephone: 206-543-9897	
Template:	
Are any items equipment? Ores  No	
My Labels: Apply Label	
Line Items (2)	Hide Details 🦟 🎽
No. Type Description	Account Budget Qty Unit Price Amount
Chair-Leap, Adjustable Seat, Upholstered	059900 143750 1 each \$563.35 USD \$563.35 USD
Supplier: WORKSPACE DEVELOPMENT LLC	Chair-Leap, Adjustable Seat, Upholstered
Contact: WORKSPACE DEVELOPMENT LLC Commodity Code: Miscellaneous Partificaed Commodity Code: Miscellaneous	PLASTIC :6205 BLACK UPHLSTRY:SF06 SKY
Store/Branch #:	
2 File-Lateral, Integral Pull, 2 Drawer, Lock,	059900 143750 1 each \$308.53 USD \$308.53 USD
Supplier: WORKSPACE DEVELOPMENT LLC	File-Lateral, Integral Pull, 2 Drawer,
Contact: WORKSPACE DEVELOPMENT LLC Commodity Code: Miscellaneous	BASIC :7238 FIELDSTONE
Edit Copy Delete   Add from Catalog	
	Total Cost: \$871.88 USD
	Update Total)
SHIPPING - ENTIRE REQUISITION	
Ship To: PURCHASING & ACCO	