Retrieving Quotes from OpenSquare Catalog


1) Login to the Ariba system by clicking on the Ariba Login icon on the Procurement Services homepage:

2) From the Create menu, select Requisition.

3) Select OpenSquare.
4) Click “Buy from Supplier”

5) You will enter the OpenSquare catalog.

6) To find a quote, look down the page at Published Quotes. When you see your quote, click View.
7) Review the quote. If correct, click **Checkout**.

   ![Quote 3 - Test Only (N.F.O)](image)

   **Quote 3 - Test Only (N.F.O)**

<table>
<thead>
<tr>
<th>Quote Number:</th>
<th>309147</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sold To:</td>
<td>University of Washington 4333 Brooklyn Ave NE Seattle, WA, 98195-1016, US</td>
</tr>
<tr>
<td>Date Published:</td>
<td>Tue Jun 07 2022</td>
</tr>
<tr>
<td>Ship To:</td>
<td>UNIVERSITY OF WA EPROCUREMENT Building TBD Test Quote 5 Seattle, WA, 98195, US</td>
</tr>
<tr>
<td>Dealer Representatives</td>
<td>Ann de Bruijl</td>
</tr>
</tbody>
</table>

   **Notes**
   ROM #1 - 2ND FLOOR. BUDGETARY PRICING ONLY. Pricing provided is intended for budgetary purposes only. Freight and electrical are not included (if necessary) and services are estimated. Pricing subject to change based upon final layout, finishes, and installation. **A formal quote is required prior to order.**

   For questions or changes, please contact your Dealer Representatives:
   **Dealer Representative**

<table>
<thead>
<tr>
<th>Line</th>
<th>Style</th>
<th>Product</th>
<th>QTY</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R616WM36</td>
<td>Bracket-Wall attachment, Horizontal, 36W Brick Wall attachment, Horizontal, 39W BASIC 4795 PLATINUM METALLIC</td>
<td>1</td>
<td>$127.53</td>
<td>$127.53</td>
</tr>
<tr>
<td>2</td>
<td>R616WM42</td>
<td>Bracket-Wall attachment, Horizontal, 42W Brick Wall attachment, Horizontal, 42W BASIC 4795 PLATINUM METALLIC</td>
<td>1</td>
<td>$127.53</td>
<td>$127.53</td>
</tr>
</tbody>
</table>

8) You may see the following message as you are being taken back to Ariba.

   ![Message](image)

   **Your cart is being processed. Do not close your browser!**
   When finished, you will be returned to your eProcurement system to complete the PO submission process.

9) This will bring you back to Ariba where you can finish entering your order.
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 Submit.

**Summary**

**Title:**

**On Behalf Of:** Virginia Lynn Morse

**Delay Purchase Until:**

**Telephone:** +1 206 221-7846

**Template:**

**Is this item listed on the exception item list?**

[ ] Yes [ ] No

**Definition of Exclusions**

[ ] Yes [ ] No

**Funding Sources:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Funding Source Percentage</th>
<th>Funding Source Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>100</td>
<td>$16,300.07 USD</td>
</tr>
</tbody>
</table>

**Line Items:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Type</th>
<th>Description</th>
<th>Add.Info</th>
<th>Account</th>
<th>Budget/Task/Option/Project</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Bracket-Wall attachment, Horizontal</td>
<td>054000</td>
<td>680077:11</td>
<td>1</td>
<td>each</td>
<td>$127.53 USD</td>
<td>$127.53 USD</td>
<td></td>
</tr>
</tbody>
</table>

Supplier: WORKSPACE DEVELOPMENT LLC
Contact: WORKSPACE DEVELOPMENT LLC
Commodity Code: Commercial and industrial f...
Supplier Part number: BW2299
Supplier Aux ID: 2299
Is this an item? [Code for Year]: No
If an E EXEMPT ITEM - 30% OR MORE QUALIFYING RESEARCH