1) Login to Ariba by clicking the icon located on the top of the Procurement Services Homepage.

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
5) Click on “Quotes Awaiting Approval” link
6) Click on “Add to Cart” button if you see your quote on the bottom of the “Quotes Awaiting Approval” screen. It might take about 30 seconds or longer to place it in the cart.
7) **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*

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

Note: If you are having trouble locating your quote, verify which email the Open Square publishes to. The email address that the UW uses and that Open Square publishes to must be the same. (e.g. user@uw.edu vs. user@u.washington.edu)
8) The Shopping cart will show your **quoted** items. Click on **Checkout** to transfer quoted items into Ariba application.
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.