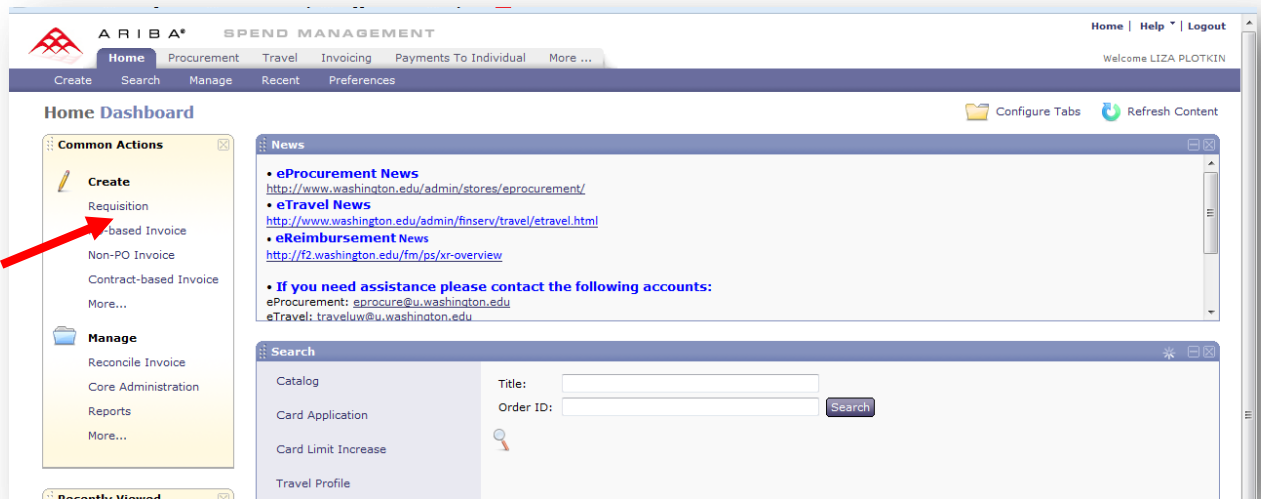


Retrieving Quotes from Open Square Catalog

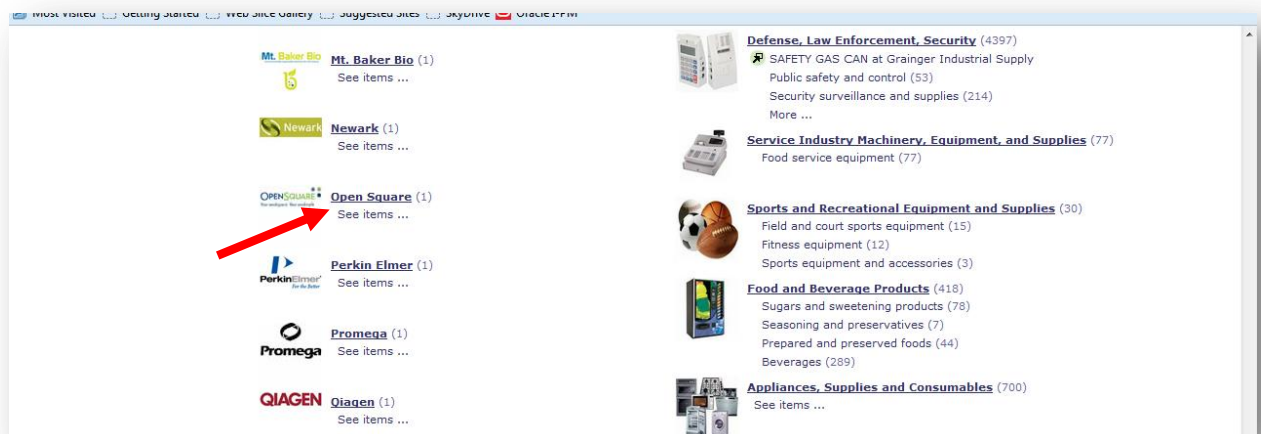
- 1) Login into the eProcurement system by clicking on **Access UW eProcurement** icon on the following web site:

<https://finance.uw.edu/ps/>

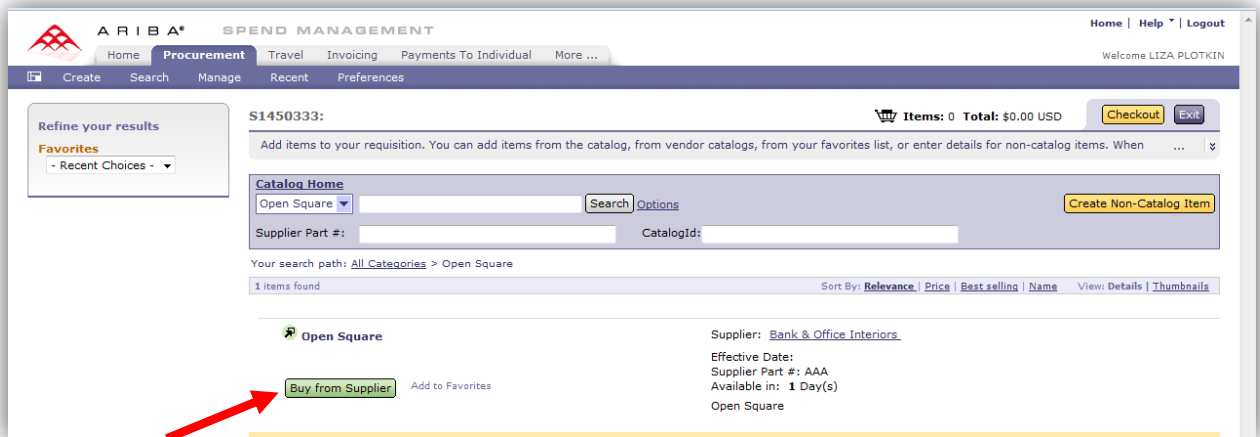
- 2) Click on **Create/Requisition** on Ariba Home Dashboard or Procurement Dashboard



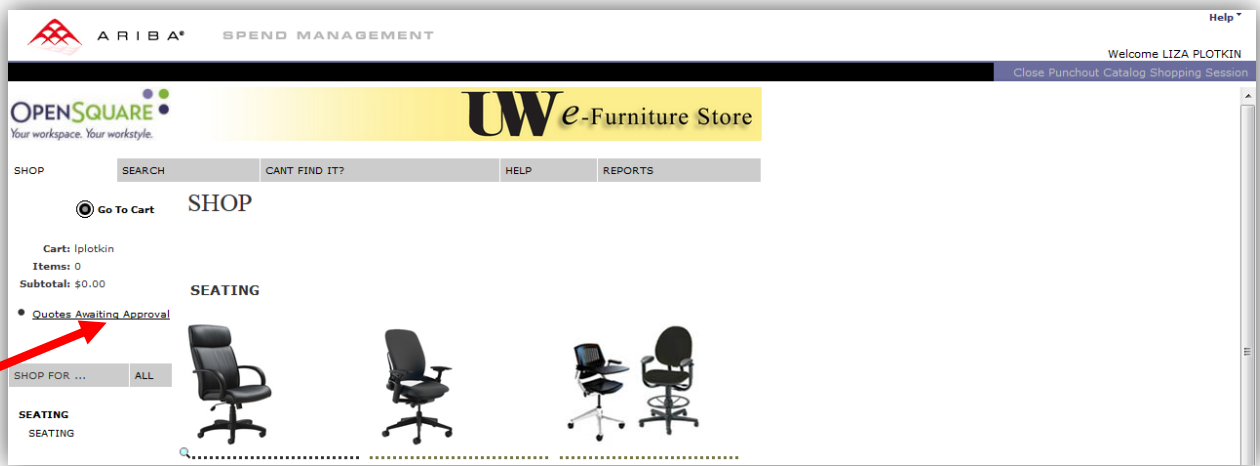
- 3) Click on the **“Open Square”** catalog



4) Click on **“Buy from Supplier”** tab to access the Open Square catalog



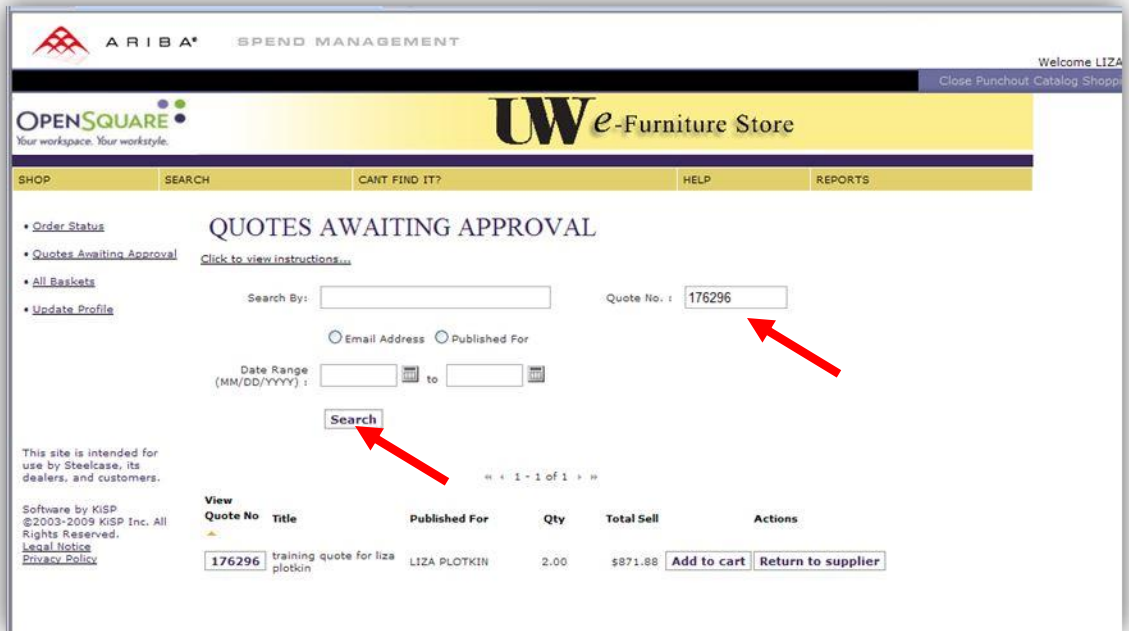
5) Click on **“Quotes Awaiting Approval”** link



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.

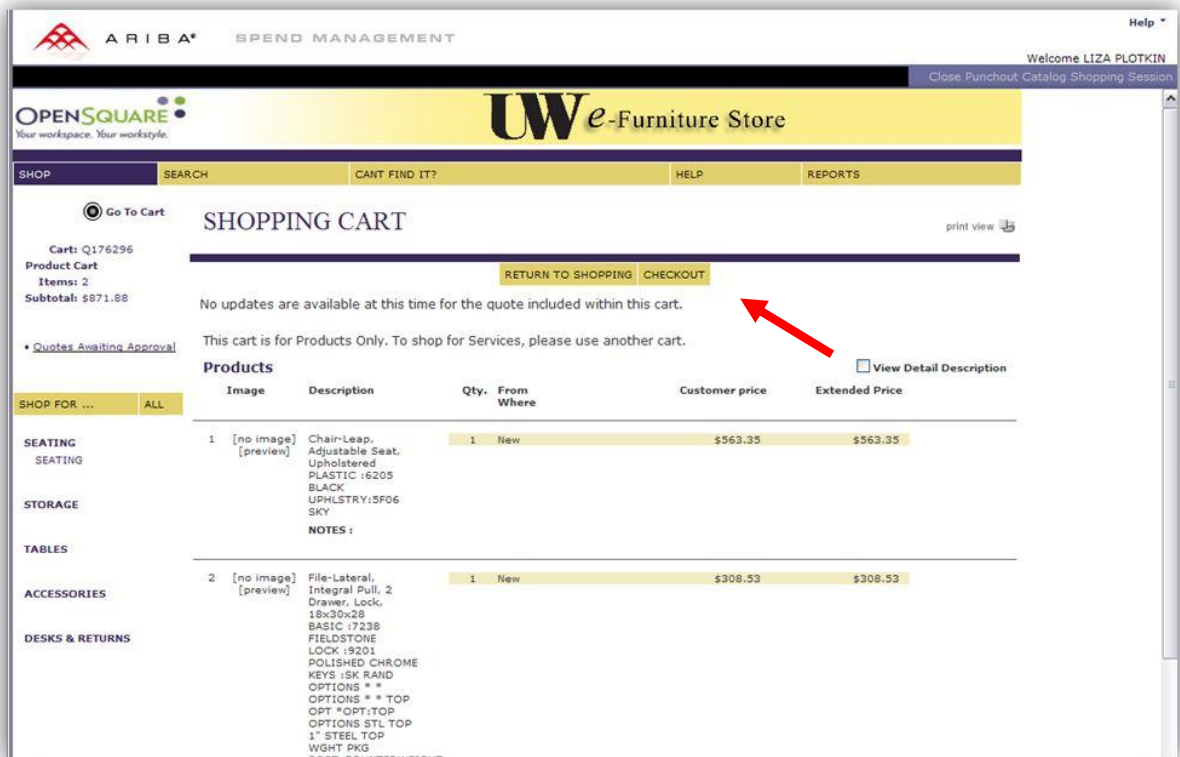
7) If the quote is not located on the bottom of the **“Quotes Awaiting Approval”** screen:

- 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**

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

S649012: 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

Title:

On Behalf Of:

Delay Purchase Until:

Telephone:

Template:

Are any items equipment? Yes No

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

Line Items (2) Hide Details

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Chair-Leap, Adjustable Seat, Upholstered...	059900	143750	1	each	\$563.35 USD	\$563.35 USD
Supplier: WORKSPACE DEVELOPMENT LLC Contact: WORKSPACE DEVELOPMENT LLC Commodity Code: Miscellaneous Partitioned Commodity Code: Miscellaneous Store/Branch #:			Chair-Leap, Adjustable Seat, Upholstered PLASTIC :6205 BLACK UPHLESTRY:SF06 SKY					
2		File-Lateral, Integral Pull, 2 Drawer, Lock...	059900	143750	1	each	\$308.53 USD	\$308.53 USD
Supplier: WORKSPACE DEVELOPMENT LLC Contact: WORKSPACE DEVELOPMENT LLC Commodity Code: Miscellaneous			File-Lateral, Integral Pull, 2 Drawer, Lock, 18x30x28 BASIC :7238 FIELDSTONE					

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#)

Total Cost: \$871.88 USD Update Total

SHIPPING - ENTIRE REQUISITION

Ship To: *

Deliver To(Room/Name): *