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.