What are the Ariba Catalogs?

- Ariba Catalogs provide the most efficient way for UW campus users to purchase goods and services online with embedded compliance and Contract pricing.

- Ariba Catalog item pricing is based upon UW Master Contracts that are negotiated, established and managed by the UW Procurement Services Contracting team.

- There are two types of Ariba Catalogs:
  - Punchout – An online Catalog connected to UW Ariba. To order, users are instructed to click a “Buy from Supplier’ button to view and browse the Catalog. (The term “punchout” means users are punching out to a supplier website with UW-specific item contract pricing to place an order).
  - Hosted – The supplier’s products are loaded and maintained locally in the UW Ariba system. Users can enter keyword item descriptions or part numbers and click the “Search” button to find the products, and then click the “Add to Cart” button to select an item.

- Ordering through the Ariba Catalogs is the recommended first choice for purchasing goods at the UW.
When placing an order through the Ariba Catalogs, the Preparer initiates a requisition which becomes a purchase order (EI Order) once approved and sent to the supplier.
Buying from Contracts saves you Time and Money!

- Catalog Contracts are also the easiest way to buy. Here are some of the benefits:
  - No competitive bid requirements
  - Established pricing and discounts
  - No sole source requirements
  - They can be used at any dollar amount
  - Terms and conditions are pre-negotiated
  - Catalog Contract Sales Representatives can provide assistance with:
    - Product selection
    - Custom Quotes (Limited Suppliers Only)
    - Installation
    - Training
    - Returns
    - Warranty

- Buying from the Catalog provides the best overall value to the University and results in lower costs and savings.
When to use Catalogs?

- The Ariba Catalogs are there for your convenience, and are available to use at any time.

- Consider using a Catalog if you are presented with any of these following purchasing scenarios:
  - The purchase exceeds the current direct buy limit ($10,000)
  - A sole source justification does not apply
  - A competitive solicitation would take too long

- Before adding a new supplier to the UW supplier database, make sure to check the Ariba Catalogs first to see if the goods or services you need are available from an existing Contract supplier.
  - The administrative costs associated with adding a new supplier to the UW database can be anywhere from $400 to $600.
OMWBE Certified Diverse Supplier Catalogs

- Contracts are available that have been established with diverse, minority-owned, women-owned, veteran-owned, small and local businesses who seek the visibility and opportunity to do business with the UW community.

- Ensuring these businesses have Contracting opportunities gives the UW access to a wider array of business solutions, helps drive innovation and strengthens our local economic growth.

- The UW encourages campus to purchase from Contracts that feature OMWBE Certified Diverse Suppliers, which directly supports the University’s initiative and commitment to supporting diversity, equity and inclusion.
Demo

- Ariba Catalog Navigation (Punchout & Hosted)
- Order Tracking
- Custom Quotes
Best Practices & Takeaways

- Ordering through the catalog is the recommended first choice for purchasing goods at the UW. Here are some reasons why:
  - Best overall value to the UW
  - No dollar amount threshold
  - A competitive solicitation or sole source justification is not required

- If you can’t find what you’re looking for in the Ariba Catalog, try using the UW Contracts Search. The UW Contracts Search is a tool located on the Procurement Services website that provides visibility into Contracts that UW staff are able to leverage within their departments.

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Any Questions?