


# Buying from Ariba Catalogs

UW PROCUREMENT SERVICES – WEBCAST TRAINING SERIES 6/8/2021

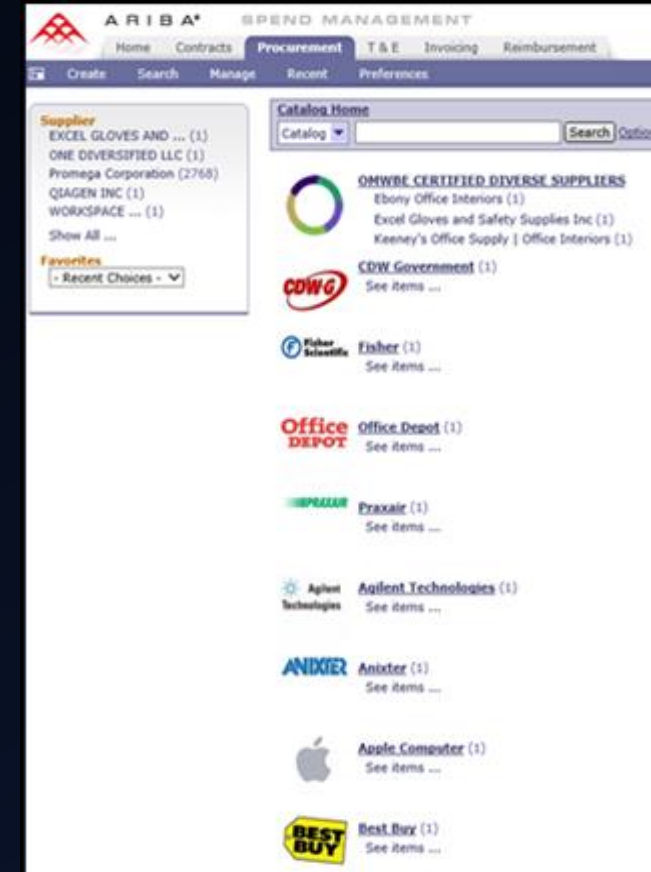
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We will  
begin  
shortly

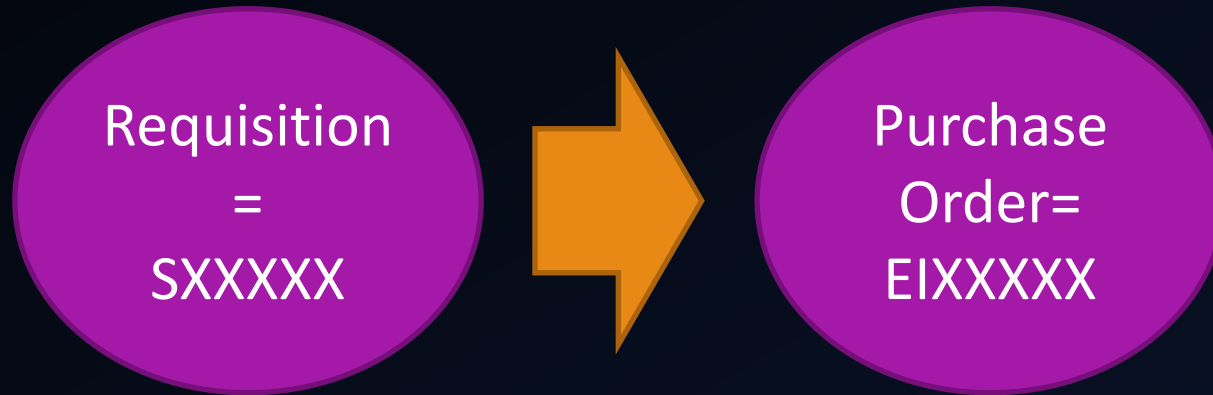
# What are the Ariba Catalogs?

- 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 users access by clicking a “Buy from Supplier’ button. “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 perform searches in Ariba for item descriptions or part numbers.
- Ordering through the Ariba Catalogs is the recommended first choice for purchasing goods at the UW.



# Ariba Catalog Ordering (EI)

- 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.
  - The EI number is what the supplier sees. They do not see the S requisition number.



**EI685475 - PP828272 - Admin**

These are the details of the request you selected. Depending on its status, you may be able to edit the request.

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**Summary** | [Approval Flow](#) | [Receipts](#) | [Invoices](#) | [History](#)

Order ID: [EI685475](#)  
Version: 1  
Title: PP828272 - Admin  
Supplier: OFFICE DEPOT INC  
Contact: OFFICE DEPOT INC  
Close Order: Open  
Telephone: +1 206 221-4973  
My Labels: [Apply Label...](#)

**Line Items (19)**

Type	No.	ReqID	Qty	Unit	Description
	1	<a href="#">S1967156</a>	1	pack	Office Depot(R) Brand Self-Stick N

# Buying from Catalogs saves you Time and Money!

➤ Catalog Contracts are also the easiest way to buy. Here are some of the benefits:

- ✓ There are 60+ catalogs to choose from!
- ✓ They can be used at any dollar amount
- ✓ No competitive bid requirements
- ✓ Established pricing and discounts
- ✓ No sole source requirements
- ✓ 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.

Why should I use catalogs?



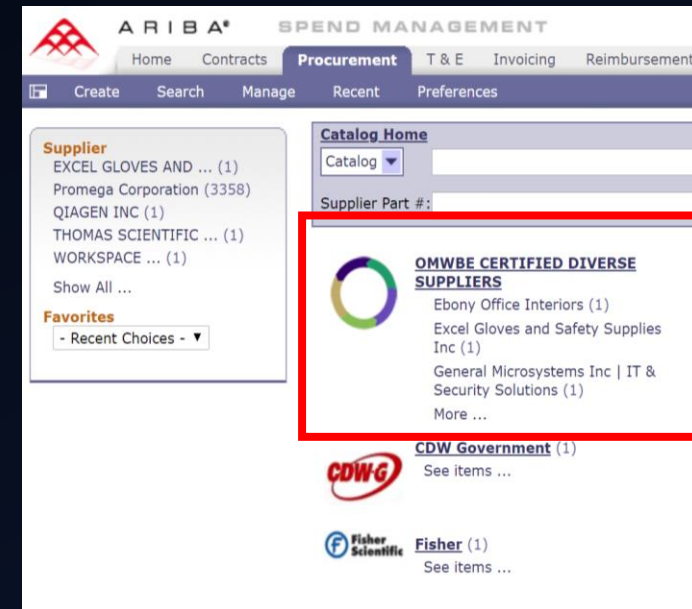
# When to use Catalogs?

- 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.
  - ✓ Vendor database review and cleanup will be done over the next two years in preparation for Financial Transformation.
  - ✓ The fastest supplier onboarding is the one you don't need. Onboarding can take on average 2-3 weeks.



# OMWBE Certified Diverse Supplier Catalogs

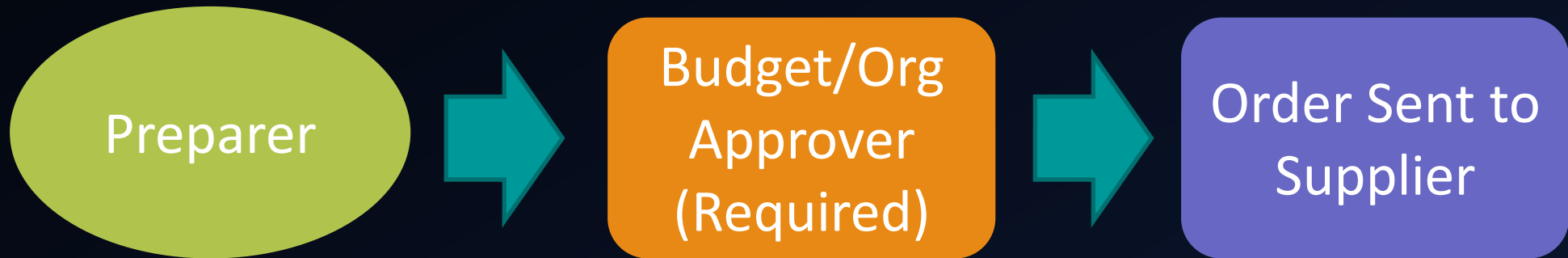
- Contracts are available that have been established with diverse, minority-owned, women-owned, veteran-owned, small and local businesses who seek the visibility and opportunity to do business with the UW community.
- Ensuring these businesses have Contracting opportunities gives the UW access to a wider 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.



# Who can order from Catalogs?

- Any employee with a UW Net ID and password can start a requisition.
- They will need an approver (set up in ASTRA) to approve the order before it is sent to the supplier.

Example Approval Flow:





# Demonstration



# 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.
- ✓ 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.



# Questions?

Remember to send to “Everyone”  
when using the chat.