How to Retrieve Quotes from the Workpointe Catalog

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

![Login icons for Ariba, ProcCard Connect, and Travel Connect](image)

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

![Ariba Home Dashboard with Create Requisition highlighted](image)

3. Click on the **Workpointe** catalog.

![Workpointe catalog selection](image)
4. Click on the “Buy from Supplier” tab to access the Workpointe catalog.

5. Click on Quotes.
6. Click on the **Quote** listed directly under the **Quote Name**.

7. Click **View Detail Description**.
8. Review the Quote Details.

9. Scroll to the bottom of the Quotes Detail page, and enter **Comments** if needed.

   Click **Accept**.
10. Clicking Accept returns you to the Ariba **Requisition** created in Step 2. Review the line item information to verify that it matches the Quote, confirm the Total Cost Amount, verify shipping information, add Comments if needed, and upload any necessary Attachments.
11. Enter a **Title** for the Requisition and be sure to answer the **Yes/No** questions regarding the exception item list and patient health information. After reviewing the entire Requisition for accuracy, click **Submit** to send to the Supplier.

11) Enter a **Title**

11) Click **Submit** to send the Requisition to the Supplier.

11) Answer the **Yes/No** questions
The steps outlined on the prior pages represent the best practices for retrieving Quotes from Workpointe. It is highly recommended that you first view the details of the Quote before accepting it, as illustrated on the previous pages.

Alternatively, you have the ability to accept the Quote from the list of Quotes available. If you do this, you will need to respond to two additional dialog boxes:

1. The first dialog box will ask you to confirm that you wish to accept the Quote
2. The second dialog box will ask if you want to enter a comment

The dialog boxes will look slightly different depending on the browser used.

Below is an example of a list of Quotes visible on the Workpointe Punchout website. Let’s accept one of the Quotes from this list by clicking on the check box under the Quote Name column.

After clicking the check box, click Accept:
Internet Explorer

After clicking **Accept**, the following dialog box appears if the **Internet Explorer** browser is used:

After clicking **OK** to accept the selected Quote, the dialog box asking if you would like to add a **comment** appears:
If you click OK to add a comment, a Comments screen appears. Enter your information and click Accept:
Chrome and Firefox

After clicking Accept, the following dialog box appears when using Chrome and Firefox:
After clicking OK to accept the selected Quote, a dialog box asking if you would like to add a comment appears:

An embedded page at snaptracker.kisp.com says:

Would you like to add a comment?

[Button options: OK, Cancel]

Dialog box for adding Comments question appears

If you click OK to add a comment, a Comments box appears. Enter your information and click Accept.

Enter Comments here

After entering Comments, click Accept
Regardless of which browser you use, once you click Accept, you will return to the Ariba Requisition as pictured below:

Ariba Requisition

End of Guide