

We have eliminated unnecessary steps when purchasing equipment through eProcurement. Beginning Monday, July 5th it will no longer be necessary to click a box to designate equipment. All you need to do is make sure you have the proper equipment object codes assigned to the items and they will be properly routed to the EIO team. If purchasing M&E tax exempt items you will need to check the box, add a comment, and then choose the proper object code. The following screenshots give you a visual of the fields that will no longer be available starting Monday, July 5th.

The screenshot shows the Ariba Spend Management interface in Internet Explorer. The page title is "Ariba Spend Management - Windows Internet Explorer". The URL is "https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&awssk=eVC1&dard=1". The page displays a requisition summary for requisition number S778908. The "Summary" tab is selected, showing fields for Title, On Behalf Of (LAURIE A HUNT), Delay Purchase Until, Telephone (206-685-3566), and Template. A red box highlights the "Are any items equipment?" field, which has radio buttons for "Yes" and "No", with "No" selected. Below this is a "Line Items" table with one item: HP Compaq 6000 Pro Core 2 Duo E7500 2.93 GHz ... with a price of \$579.60 USD. The status bar at the bottom shows "Local intranet" and "100%".

No.	Type	Description	Account	Budget	Qty	Unit	Price
1		HP Compaq 6000 Pro Core 2 Duo E7500 2.93 GHz ...	054000	143750	1	each	\$579.60 USD

The area in the box is no longer necessary and will not appear on the requisition header.

Ariba Spend Management - Windows Internet Explorer

https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&awssk=eVC1&dard=1

File Edit View Favorites Tools Help

Ariba Spend Management

No.: 1

Supplier: CDW Government

Supplier Part Number: 2051243

Supplier Auxiliary Part ID:

Description: HP Compaq 6000 Pro Core 2 Duo E7500 2 93 GHz with ATI Radeon HD 4550 Bundle

Qty: 1

UOM: each

Amount: \$579.60 USD

Commodity Code: Information Technology Broa...

Price: \$579.60 USD

Partitioned Commodity Code: Information Technology Broadcasting and Telecommunications

Contact: CDW Government

Store/Branch #:

Is item named in grant? (Click for Yes): Yes No

Is similar equipment available for use? (Click for Yes): Yes No

Is this item Equipment? (Click for Yes): Yes No

[Restricted Equipment List](#)

[Equipment Object Codes](#)

Is this M&E item? (Click for Yes): Yes No

M and E TAX EXEMPT ITEM - 50% OR MORE QUALIFYING RESEARCH

[Edit this PunchOut catalog item](#)

ACCOUNTING - BY LINE ITEM

Done Local intranet 100%

The area in the box is no longer needed and will not appear when editing a line. You can, in fact, change the object codes without marking an item as equipment.