

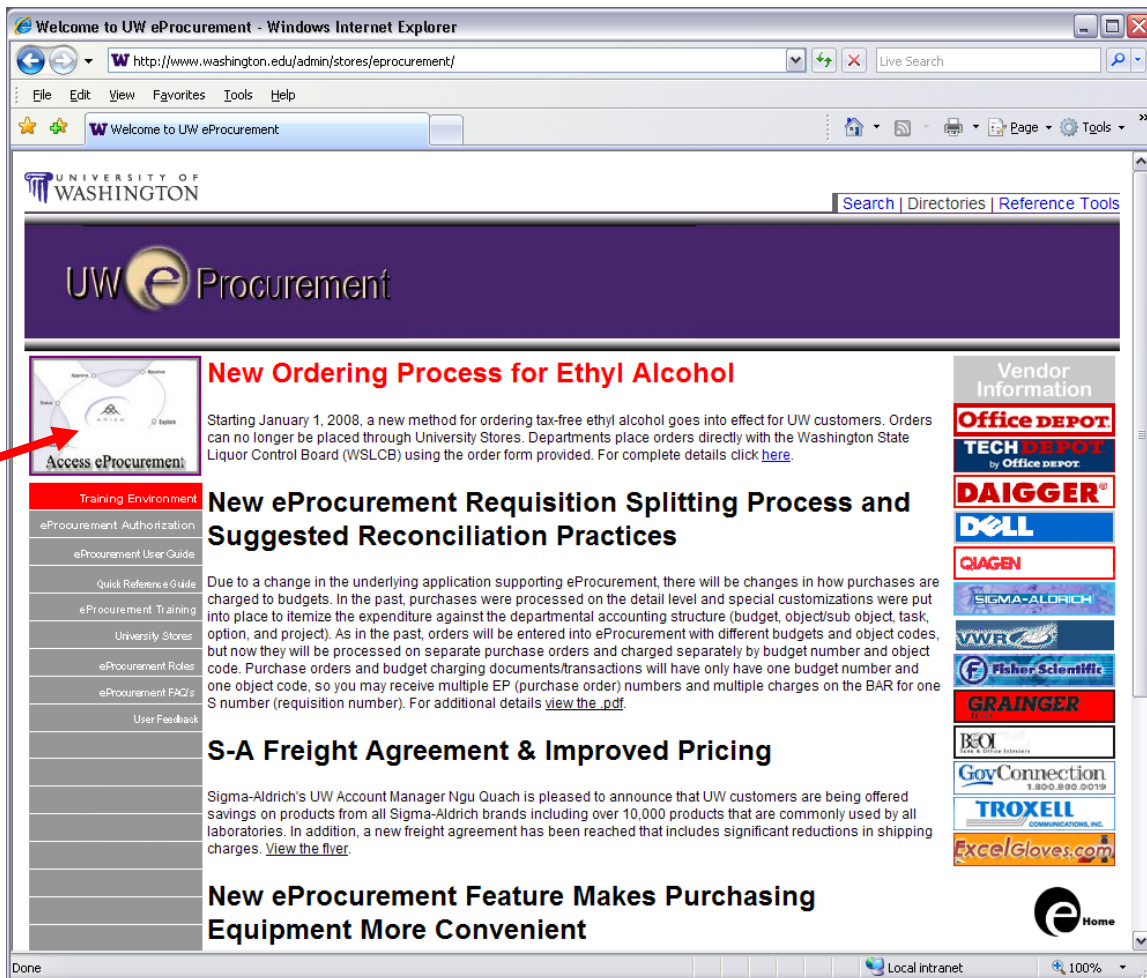
# eProcurement Quick Reference Guide

Welcome to the eProcurement quick guide to get users on the fast track to efficient eProcurement training.

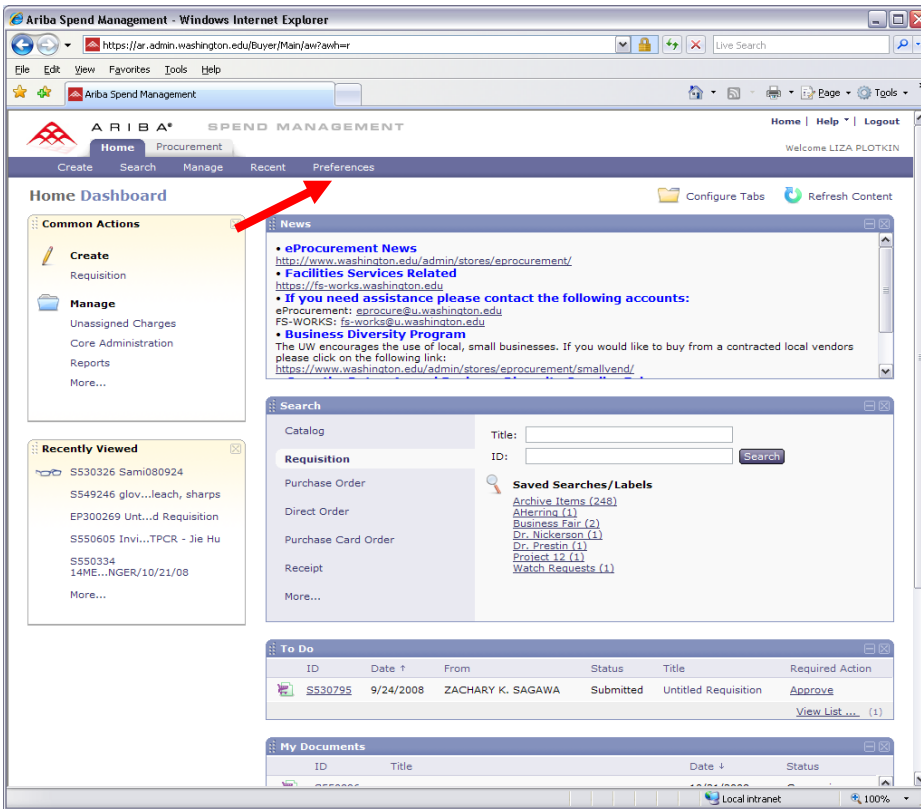
Begin by typing the address below in your browser's address bar, press **Enter**:

<http://www.washington.edu/admin/stores/eprocurement/>

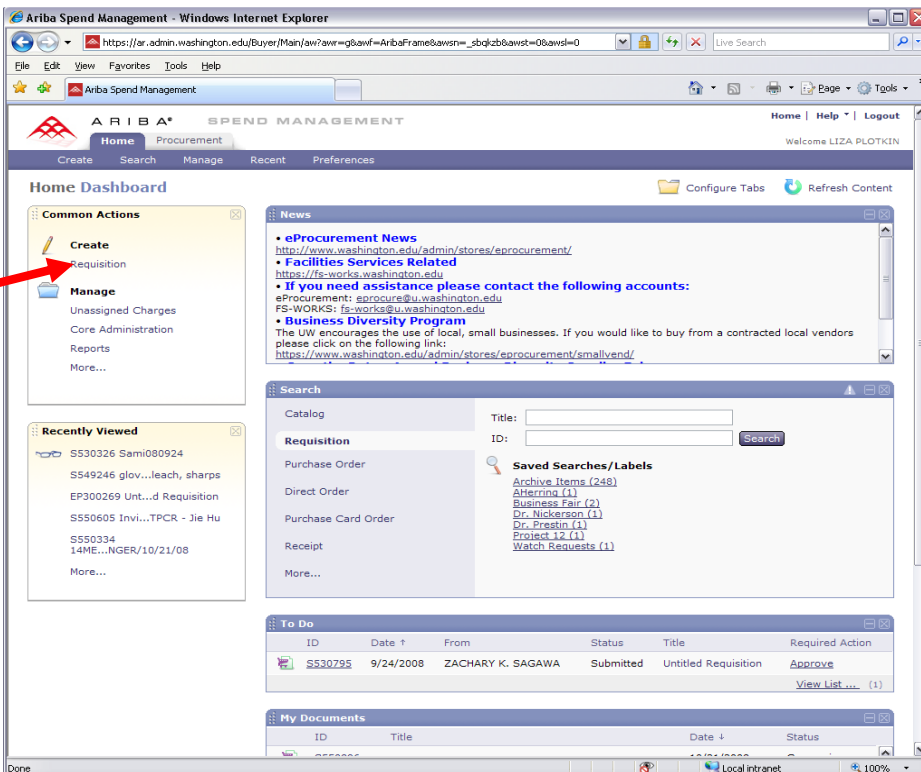
Click on **Access eProcurement** image in the left margin of the eProcurement web site.



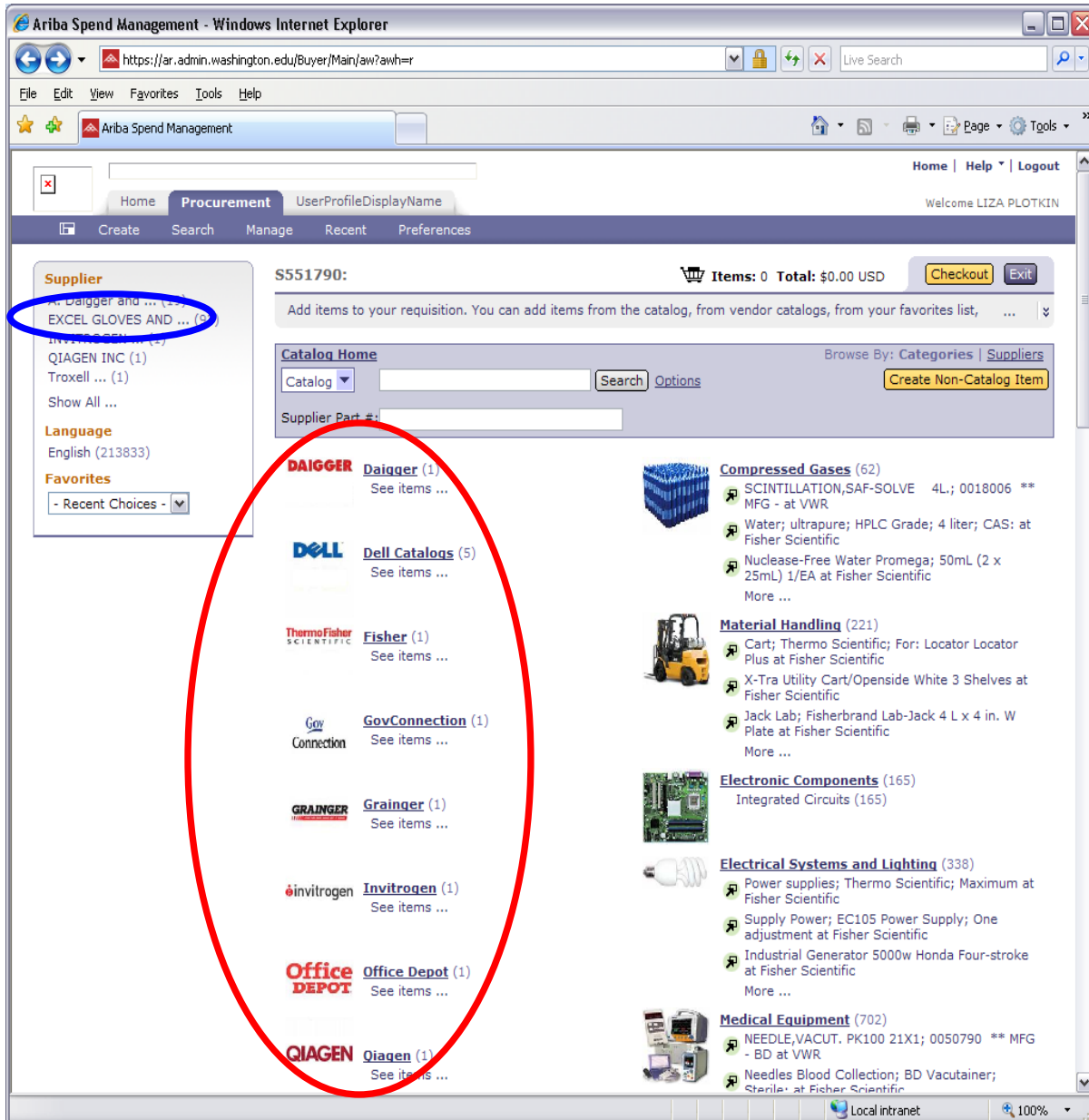
Prior to any ordering activity Ariba **requires** the user to create a **personal profile** consisting of **address and budget** information by clicking **Preferences** on the blue toolbar. **Find** detailed instructions on **Profile** setup in the **Preferences section** of the eProcurement documentation.



Click on **Requisition** to begin the ordering process.

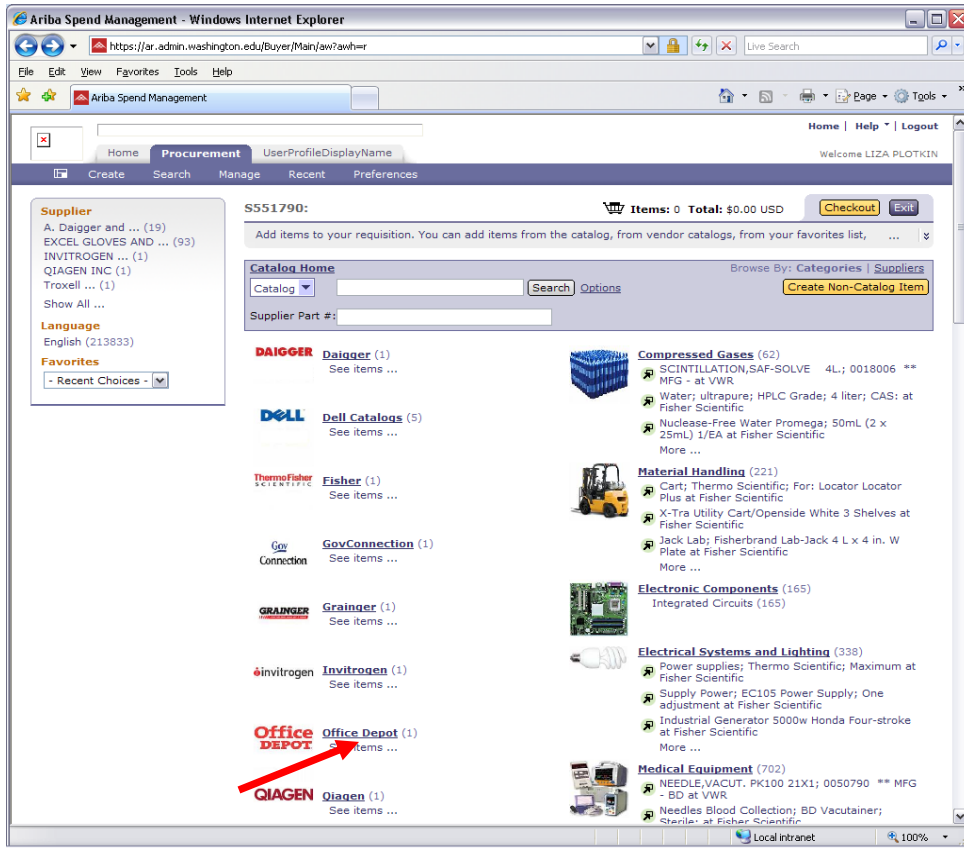


To order from the outside vendor choose any of the available **Punchout Vendors** in the left column (circled in red).  
To order from a **hosted catalog Excel Gloves** click on Excel Gloves in the **Supplier** window on the left side of the screen (circled in blue).

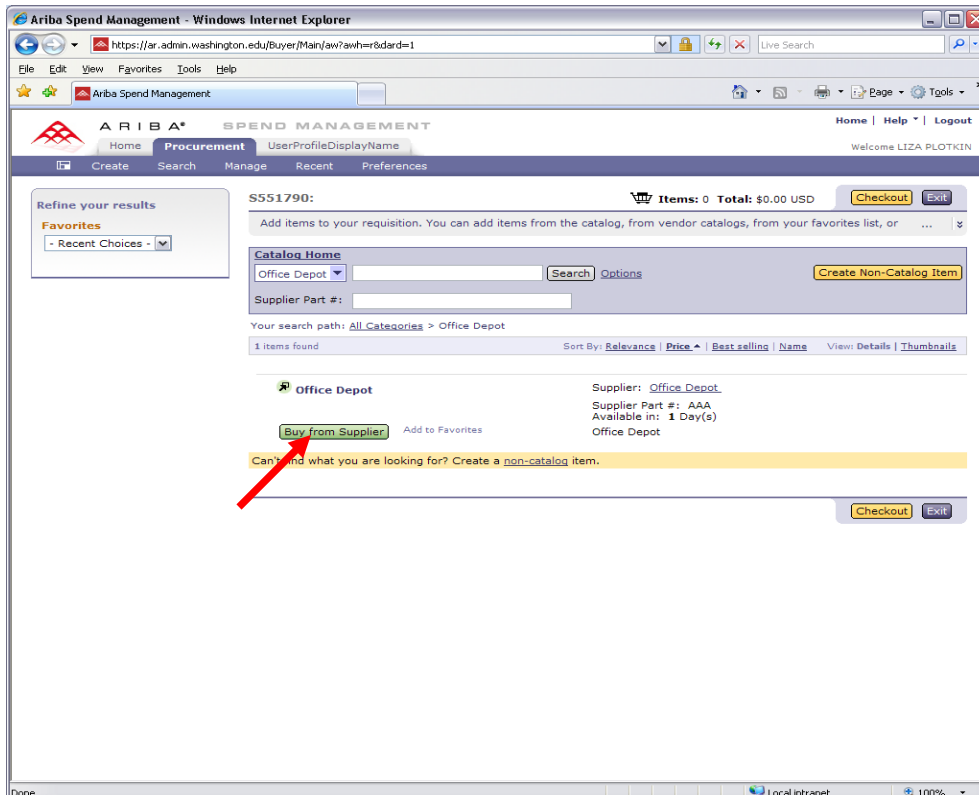


# Creating an Office Depot Order

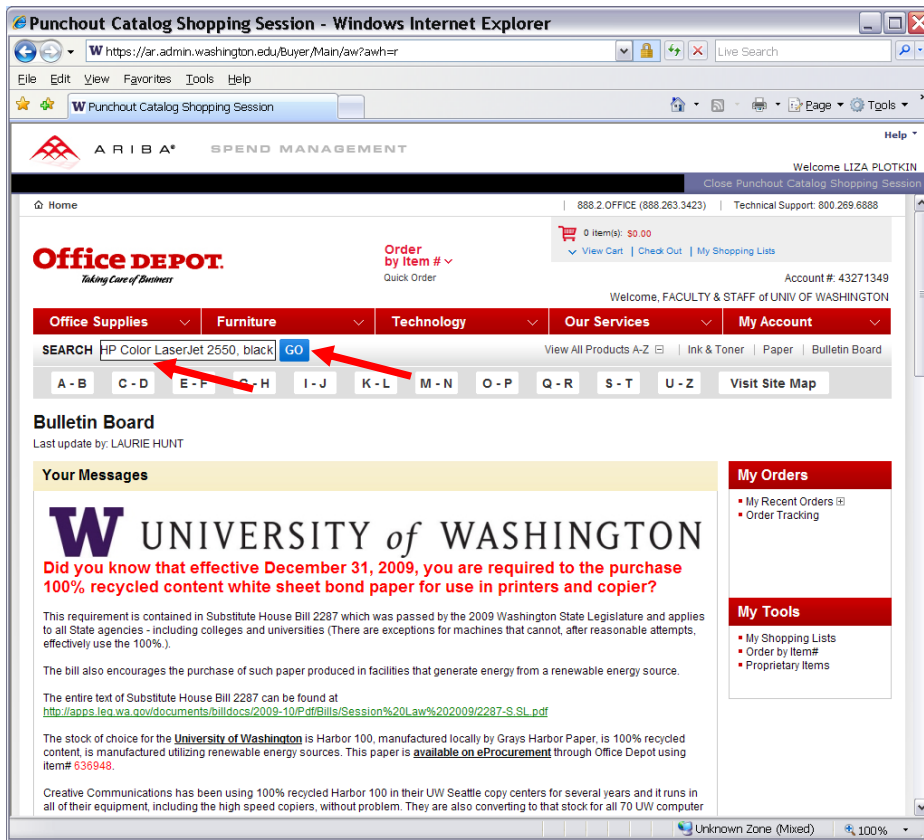
Choose Office Depot as a punchout vendor catalog.



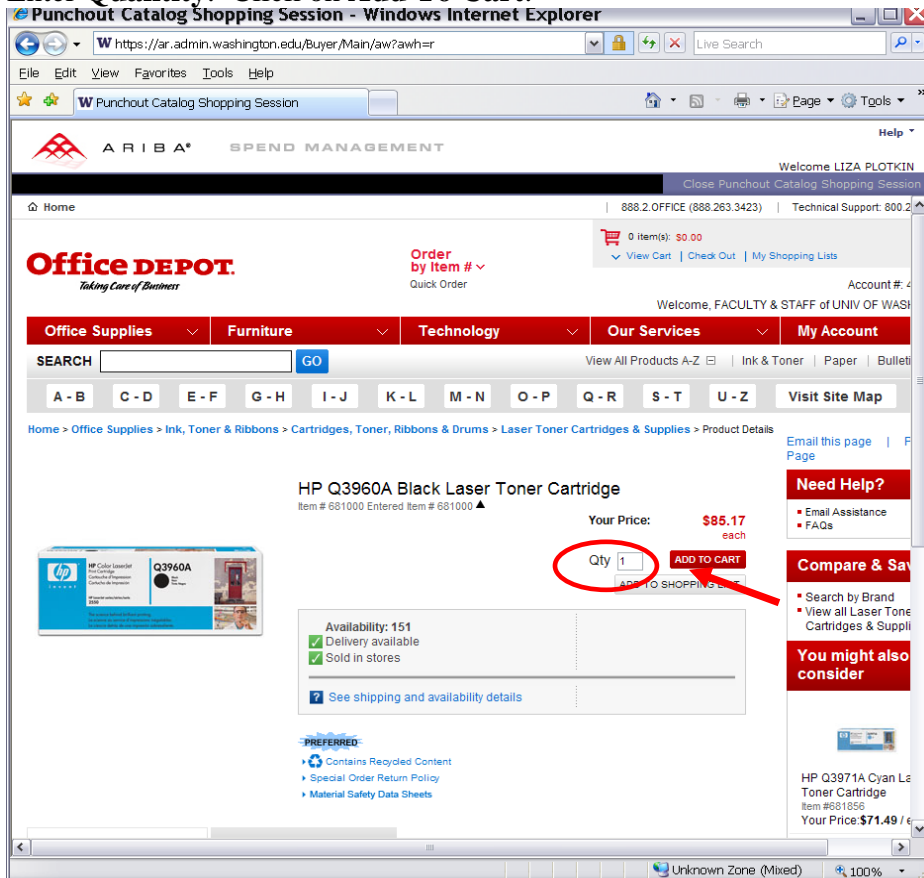
Click on the **Buy from Supplier** tab.



Enter the **Item Number** or **Description** in the Search area for the item you are looking for **Black toner HP color LaserJet 2550**. Click on **Go**.



Enter **Quantity**. Click on **Add To Cart**.



## Click on Checkout

Punchout Catalog Shopping Session - Windows Internet Explorer

https://ar.admin.washington.edu/Buyer/Main/aw?awh=

Office DEPOT Business Solutions Division

Welcome LIZA PLOTKIN

Welcome SUPER USER ACCOUNT of UNIV OF WASHINGTON

Shopping Cart: 1 Item(s) in Cart, Subtotal: \$77.35

Shopping Tools: Find Printer Supplies, Order Tracking, Order by Item #, My Shopping Lists, Green Book Online, Online Catalogs

Item number	Entered item number	Our Price	Units	Qty	Back-Ordered	Total Price	Remove	Save for Later
681000	681000	\$77.35	each	1	0	\$77.35	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal: \$77.35

Buttons: Continue Shopping, Add to List, Empty Cart, Update Shopping Cart

Checkout button with a red arrow pointing to it.

## Click on Continue.

Punchout Catalog Shopping Session - Windows Internet Explorer

https://ar.admin.washington.edu/Buyer/Main/aw?awh=

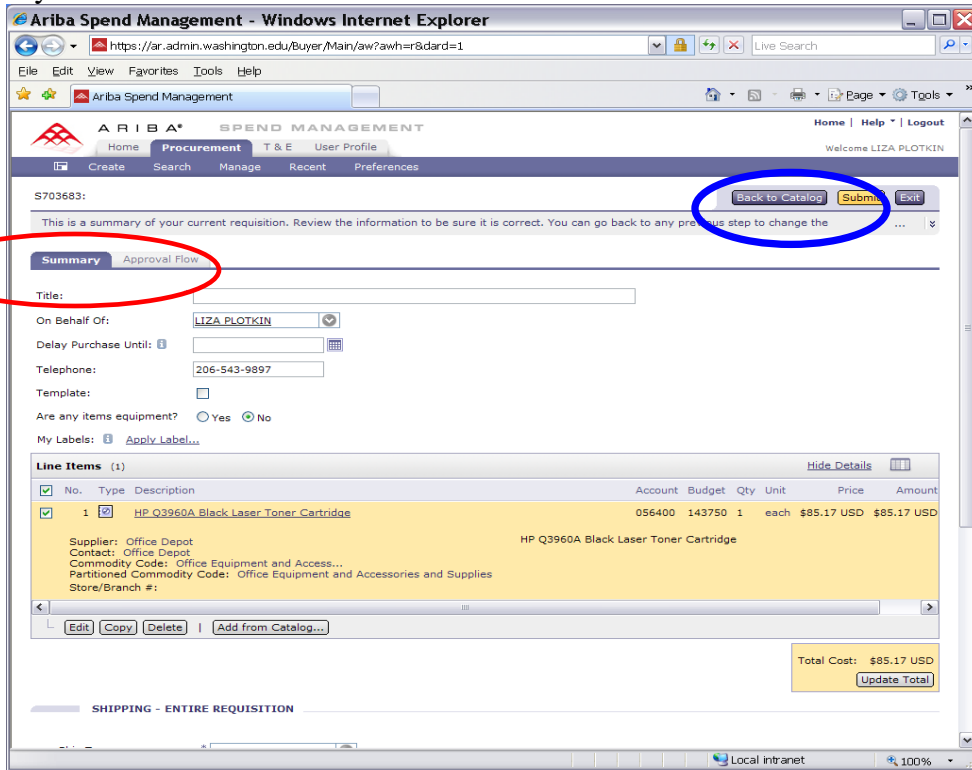
Office DEPOT Taking Care of Business

Welcome LIZA PLOTKIN

Description	Price /unit	Qty.	Backorder	Total
HP Q3960A Black Laser Toner Cartridge Item # 681000 Entered Item # 681000	\$85.17	1	0	\$85.17

CONTINUE button with a red arrow pointing to it.

You are on the **eProcurement Summary** screen. Click on **Back To Catalog** if you need to order from a different vendor.



If you are done with your order, **title** your requisition (**mandatory**). Check the **budget** number, the **account code** and the **delivery** information. If everything is right, click on **Submit**. The order will be submitted to the corresponding vendor.

