

UW PSYCHIATRY
PURCHASING GUIDE:
CATALOG AND NON-
CATALOG REQUESTS

V1.1 4/2017

UW Psychiatry: Catalog and Non-Catalog Requests

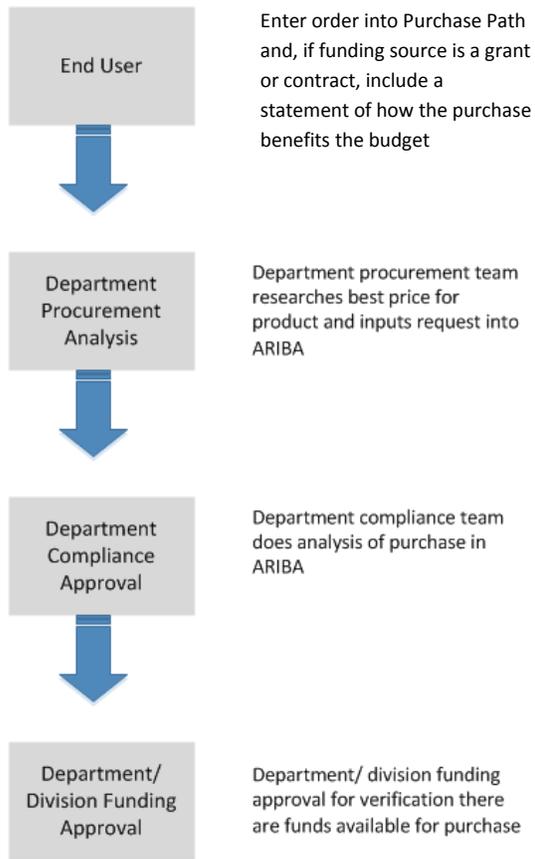
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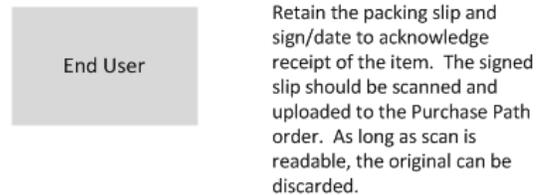
Non-Catalog Requests

A non-catalog request is a custom request for a product, service or invoice that is not included in the university's catalog request system. These requests need to be submitted through UW Psychiatry [Purchase Path](#) where a department procurement specialist will work through your request and ensure the best pricing and terms are reached with the outside entity.

Submission and Approval process



Post Purchase Side



Purchases split on multiple budgets

If a purchase is split between multiple grant funded budgets, enter a justification.

Example: Gloves needed for general lab use. Budgetary distribution based on projected fractional usage in the lab. The purchase of 2,000 gloves for a total cost of \$100 is allocated as follows: Budget A: 1500 gloves (\$75), Budget B: 500 gloves (\$25)

Benefit Statement

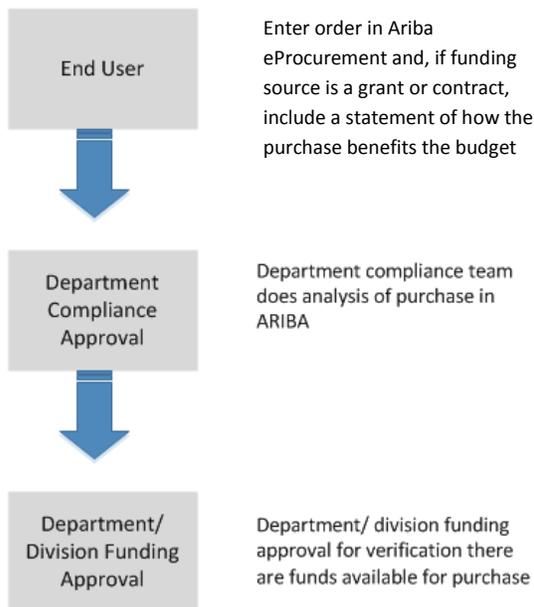
All purchases on grant or contract budgets require a brief statement of how the purchase benefits the project.

Example: primers needed for sequencing related to the Dopamine & Circuits grant.

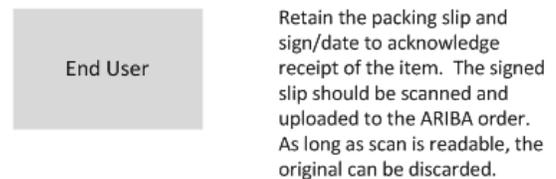
Catalog Requests

Catalog requests are products and services that are found in the UW eProcurement System ARIBA. They are called 'punch-out' websites, meaning UW has already pre-negotiated best prices on all items listed. A step by step on how to use the catalog requests is listed on page 4 of this guide.

Submission and Approval process



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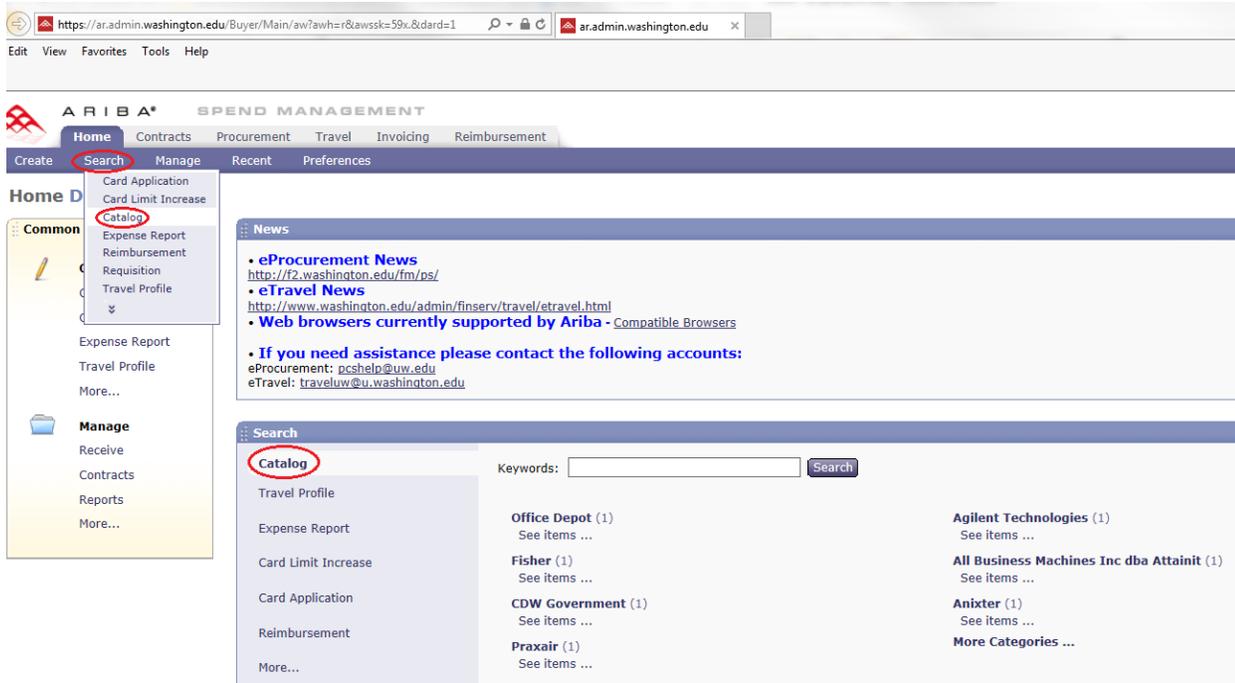
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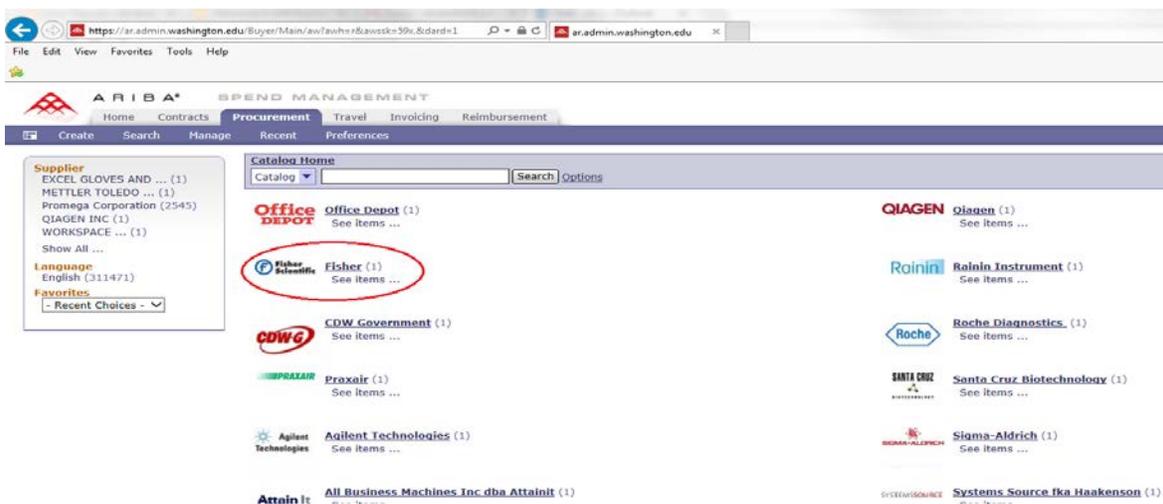
Guide: Catalog Requests Step by Step

- I. **Access Punch-Out Websites.** You can access the catalog punch-out websites by going to the ARIBA homepage and navigating to the catalog section. Available vendors by punch out include: Office Depot, Fisher, CDW, Praxair, Agilent Technologies, Qiagen, Rainin Instrument, Roche Diagnostics, Sigma Aldrich and more.



II. Purchase Item (example using Fisher)

A. Select Fisher from the catalog punch-out



B. Click 'Buy from Supplier'

The screenshot shows the ARIBA Spend Management web application. The browser address bar displays the URL: <https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&awssk=59x.&dard=1>. The application header includes the ARIBA logo and navigation tabs for Home, Contracts, Procurement, Travel, Invoicing, and Reimbursement. A secondary navigation bar contains Create, Search, Manage, Recent, and Preferences. On the left, there is a 'Refine your results' sidebar with a 'Favorites' section showing '- Recent Choices -'. The main content area is titled 'Catalog Home' and shows a search path: 'All Categories > Fisher'. Below this, it indicates '1 items found'. The search results list 'Fisher Scientific' with a 'Buy from Supplier' button circled in red. To the right of the button, there is an 'Add to Favorites' link. Further right, supplier details are listed: 'Supplier: Fisher Scientific', 'Effective Date:', 'Supplier Part #: AAA', 'Available in: 1 Day(s)', and 'Fisher Scientific'. A yellow banner at the bottom of the search results area reads: 'Can't find what you are looking for? Create a non-catalog item.'

C. Select Your Item(s). You are now on the Fisher Punch out website where you can search by item numbers, or browse available supply lists. For this example, we will purchase Fisherbrand G-Tubes. Click 'Pricing and Availability' and update price options, quantity desired and availability. To finish the transaction, click 'Add to Cart.'

The screenshot shows the Fisherbrand Tubes product page. The page title is 'Tubes'. On the left, there is a 'Narrow Results' sidebar with sections for 'PREFERRED PRODUCTS' (Low Cost Alternative (24), New Lower Price (156)), 'CATEGORY' (Test Tubes, Vials, Caps and Closures, Tubes, PCR Tubes (82), Test Tubes (82), Centrifuge Tubes (81), Microcentrifuge Tubes (73), Blood Tubes (62), NMR Tubes (35)), 'SPECIAL OFFERS' (Clearance Offers (7), New Lab Start-Up Offers (5)), 'SPECIAL INTERESTS' (Available on GSA/VA Contract (271), Science Education (35)), and 'BRAND'. The main content area shows '1 - 30 of 513 Results' and a 'Sort By' dropdown set to 'Best Match'. Three product listings are visible:

- Fisherbrand™ Locking-Lid Microcentrifuge Tubes with Polypropylene Snap-Cap™** (NEW). Description: Convenient, pierceable locking lids snap into place with one-handed operation. Price: New Lower Price. Buttons: Pricing & Availability, Specifications.
- Fisherbrand™ Polypropylene Microtiter Tubes** (NEW). Description: Ideal for sample dilution and/or mixing prior to transfer into microtiter plates. Buttons: Pricing & Availability, Specifications.
- Fisherbrand™ G-Tubes™**. Description: Designed for use in biotechnology laboratories whenever complete sample recovery is important. Button: Pricing & Availability.

 The 'Pricing & Availability' button for the G-Tubes is circled in red. Below the listings is a table with the following data:

Catalog No.	Description	Price	Qty	Availability
05-541-27	Capacity: 1.5mL	<input checked="" type="radio"/> \$99.63 / Pack of 250 <input type="radio"/> \$1,774.79 / Case of 20 PK	<input type="text" value="1"/> Check Availability	In Stock Estimated Delivery 12/28/2016

 The 'Add to Cart' button is circled in red. Below the table, there is an 'Add to List' link.

D. **Check Out.** When you're done shopping, click the Shopping Cart icon in the top right to start the check-out process.

Shop Products Search by keyword, Catalog Number, CAS Number Your Account Fisher PunchOu... 1

Fisher Scientific > Products > Test Tubes, Vials, C... > Tubes

Tubes

1 – 30 of 513 Results

Narrow Results

PREFERRED PRODUCTS

- Low Cost Alternative (24)
- New Lower Price (156)

CATEGORY

Recently Added to Your Cart

- 0554127 MCT SILICON STER 1.5ML 250/PK \$99.63 / Pack of 250

Subtotal: \$99.63

View Cart

E. **Verify Information.** Verify all information is correct and complete your purchase by clicking on 'Return Cart to Purchasing Application' in the bottom right.

Active Account
Account Name: 849598012 Fisher PunchOut Partner

Shipment Setting: Multi Ship

[Add all items to a List](#) [Cancel This Session](#)

Items in Your Cart	Price	Quantity	Availability	Item Subtotal
05-541-27 MCT SILICON STER 1.5ML 250/PK Remove Item Add to List	<input checked="" type="radio"/> \$99.63 / Pack of 250 <input type="radio"/> \$1,774.79 / Case of 20 PK	1	<input checked="" type="checkbox"/> In Stock (1) Estimated Delivery 12/28/2016 Available in CHICAGO, IL (MWD)	\$99.63
Order Subtotal				\$99.63
Promo Code? *				<input type="text"/> APPLY
Cart Total				\$99.63

Rush Shipment
Additional charges may apply

Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

[Add all items to a List](#) [Empty Cart](#) [Keep Shopping](#) **Return Cart to Purchasing Application**

*All promotions are based off of list price unless otherwise specified

NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

F. Return to ARIBA. Click the 'Submit' button to return to ARIBA and finish your transaction.



Log Out of Fisher session
Your shopping session on the Fisher Scientific website is complete and you have successfully logged out of the site.

Click the 'Submit' button to return the items in your cart to your purchasing application.

You will lose the items in your cart if you do not click 'Submit' or if you use the browser 'Back' button.

If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Shopping Cart

Account Number : 849598-012

Catalog No.	Price	Quantity	Availability	Item Subtotal
05-541-27 MCT SILICON STER 1.5ML 250/PK	\$99.63 / Pack of 250	1	Estimated Delivery: 12/28/2016 From: CHICAGO, IL (MWD)	\$99.63
Order Subtotal				\$99.63

Cart Total	\$99.63
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NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

G. Fill out the required information. *Everything* must be filled out.

- I. **Title:** Enter title of order (budget #, brief description, lab/group name).
- II. **Answer Question:** Is this item on the [exception item list](#)? If yes, purchase must be coordinated by the contact named on the list.
- III. **Answer Question:** Will purchase expose patient health information (HIPAA)? If yes, consult with the Department Finance Team before placing order.
- IV. **Shipping:** enter in 'ship to' building and 'deliver to (room/name)'.

The screenshot shows the ARIBA Spend Management interface for requisition #0201744. The 'Title' field is filled with 'Fisher Silicon Ster 1.5 Mlx 250/pk'. The 'Is this item listed on the exception item list?' question is answered 'No'. The 'SHIP TO - ENTER REQUISITION' section is highlighted, with 'Deliver To (Room/Name)' set to '1644'. The 'Line Items' table shows one item: 'MCT SILICON STER 1.5ML 250/PK' with a price of \$99.63 USD. The 'Total Cost' is \$99.63 USD.

- V. **Edit:** Click edit right below Line Items to enter in accounting detail, budget number and shipping. Click 'OK' on bottom right to proceed.

ACCOUNTING - BY LINE ITEM

Account Code: 059900 (MISCELLANEOU) [v]

Object SubObject: 0599

Sub SubObject: 00

Budget Number: 635511 (PSYCHIATRY R) [v]

Organization Code: 3040119500 (PSYCH- OTHER ACCOUNTS) Bien:

Task: []

Option: []

Project: []

SHIPPING - BY LINE ITEM

Ship To: HEALTH SCIENCES BLD: [v]

Deliver To(Room/Name): BB1644

COMMON OBJECT CODES:

053100: Chemicals/Chemical Products

059900: Misc. Consumables

054000: Non-Capitalized Equipment

Click [here](#) for additional object codes

VI. **Enter Comment(s)**

- i. **IMPORTANT:** Enter a statement of intent describing how purchase relates to the project/budget. **Example:** Primers needed for sequencing related to the Dopamine & Circuits grant.Jus
- ii. **IMPORTANT:** If purchase is split between multiple grant funded budgets, enter a justification. **Example:** Gloves needed for general lab use. Budgetary distribution based on projected fractional usage in the lab. The purchase of 2,000 gloves for a total cost of \$100 is allocated as follows: Budget A: 1500 gloves (\$75), Budget B: 500 gloves (\$25)

COMMENTS - ENTIRE REQUISITION

Comments: []

Visible to Supplier

ATTACHMENTS - ENTIRE REQUISITION

H. Final Step: Click 'Submit' to process the Catalog request to Department Compliance Approver and Funding Approver.

https://ar.admin.washington.edu/Buyer/Main/ew/lookupItem.do?sku=39...

ar.admin.washington.edu | MyFinancial.desktop: Transact...

S2031744: Fisher Silicon Ster 1.5 MLs 250/pk

Back to Catalog | Submit | Exit

This is a summary of your current requisition. Review the information to be sure it is correct. You can go back to any previous step to change the information. When you are finished, click **Submit** to submit the request for approval. Orders ...

Summary | Approval Flow

Title: Fisher Silicon Ster 1.5 MLs 250/pk

On Behalf Of: ALI IQBAL

Delay Purchase Until:

Telephone: +1 206 616-8063

Template:

Is this item listed on the exception item list? Yes No

Definition of Exceptions

Will the usage of this contract potentially expose any patient health information (HIPAA)? Yes No

Links

Home page for UW Procurement Services: <https://f2.washington.edu/fm/ps/>

Home page for Purchase Path: <http://purchasing.pathology.washington.edu/>

Home page for ARIBA (Procurement System): <https://ar.admin.washington.edu/AribaBuyer/uw/login.asp>