Placing Facilities Services Orders in eProcurement

1. Login to eProcurement. Press Requisition link under Create.
2. The available catalogs and suppliers will open. Choose a Supplier.

The most common suppliers we use are Office Depot and Grainger. (in our example: Grainger)

3. Press the Buy from Supplier button.
4. We have chosen to order from Grainger. In the Grainger catalog, enter the Item # and the Quantity.

5. Press Add to the Requisition button.

6. After all the items have been added, press the Go to Requisition Form.
7. The Grainger Requisition Form with items,

8. At the bottom of the form, press the Continue button.

**PERSONAL LISTS**
Select items, then add to a Personal List.

Select a List

OR

Enter New List Name

Add to Personal List

**American Recovery and Reinvestment Act of 2009**

[ ] Yes, I am paying for this order with ARRA/Stimulus funds.

Continue

Please allow additional delivery time for international orders.
9. In the Confirmation screen, press Submit Requisition.
10. The eProcurement Summary screen opens listing the items ordered from the vendor.

To insure the proper budget is charged,

1. Make sure all the line items are checked.

2. Press the Edit.
11. On the line item details screen, scroll down and add the following information *(required for Facilities Services to be charged correctly.)*

- **Task:** Your Shop Number (for example 14).
- **Option:** The phase on the Work Order material is being charged: (for example 008)
- **Project:** The work order material is being charged: (000009)

![Edited PunchOut catalog item]

12. After the Shop, Phase and Work Order are entered in the fields above, press the OK button.
13. Back on the Summary screen fill in a Title (required).

13. In the comments section, fill in any details about delivery (optional if Ship to information is not complete.)

**SHIPPING - ENTIRE REQUISITION**

Ship To:  
*PHYSICAL PLANT OFFICE*

Deliver To(Room/Name):  
*SUZANNE HENRIOT*

**COMMENTS - ENTIRE REQUISITION**

room 120 b between 7am and 1pm

Comments:

**ATTACHMENTS - ENTIRE REQUISITION**

Add Attachment
14. Press the Submit button.

The eProcurement order has been submitted.

Questions? Visit the new and improved eProcurement website!

http://f2.washington.edu/fm/ps/ecommerce/eprocurement

eProcurement help desk: 685-3558

Facility Services Technology Services  685-4129

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