

PurchPATH is our on-line paperless program which allows better control and feedback on all orders, plus better budget tracking.

Each lab is set up with two "submitters" (one tech and the PI) who may enter orders online and "submit" to the office. Either Monika or Sandra will then process the order. Once we receive the order, it's entered into eProcurement/Ariba (UW Campus Stores) and delivered within 2-3 days or it's entered into PAS (UW Purchasing System). PAS orders are either called in or ordered online by us. Delivery time depends on warehouse location and shipping method (overnight, second day or ground).

\*\*\*\*\* PLEASE NOTE \*\*\*\*\*

To access the program go to <http://purchasing.pathology.washington.edu/> select Biological Structure, enter your UW Net ID and password, use the pull down screen and select your name, at the top of the page select the tab (option 1) "create order" or (option 2) "product". For any confirming orders you will process, please enter below your item description, "lab confirming", then you can submit and we will assign a PO and throw it back to you. You will then receive an email that your order has been sent back. At the bottom of the page in "Office Use" please fill in the information and re-submit.

PI - You will receive an email asking for your APPROVAL on any order over the designated dollar amount given to your tech. Please click on the link in the email and approve, not approve, change it or make a comment. Once completed on your end it will be sent to us to proceed.

Remember after receiving your orders go into PurchPath and enter the receiving information. All packing slips must be signed, dated and turned in WEEKLY.

At this time only you and the PI are approved as submitters. You or the PI can add requesters as needed.

SUBMITTERS - A user at this level has the ability to submit an order for your lab.

REQUESTER - A user at this level can start an order. They do not have the ability to submit the order nor change any other line items other than those they created.

If you have questions please see Monika 3-9207 or Sandi 3-4423.

Thank you