

OSE Guide to



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**Should you have any questions please be sure to reach out to your
finance contact: <https://businessoffice.ecology.uga.edu/>.**

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Images and instructions are subject to change without notice.

FAQ:

WHAT CAN I BUY THROUGH UGAMART?

UGAMart has the most flexibility of any purchasing method at UGA. It can be used to purchase physical goods and pay for services, licensing fees, consulting agreements, etc. As long as a vendor is set up in UGAMart we can create a purchase order to fit your needs.

DO YOU WANT TO ORDER FROM A BRAND NEW VENDOR?

In order for a vendor to appear in UGAMart they must complete a UGA vendor profile form. That form can be completed electronically here: suppliers.uga.edu They will need to answer "yes" to the "Do you or your company accept purchase orders?" question. Orders to this vendor can not be placed until Central loads them in the vendor database.

I'M PRETTY SURE UGA HAS WORKED WITH A VENDOR BEFORE BUT I CAN'T FIND THEM IN UGAMART:

This is most likely one of two things:

1. The vendor's "official" name is different from the name you are searching. Contact the vendor and ask what name appears on their W-9 and search that name.
2. The vendor did not check "yes" to the accepting purchase orders question when they filled out the original vendor form. DO NOT ASK THEM TO RE-DO THE FORM. Instead, they will need to send you an email stating that yes, they would like to accept purchase orders, a physical address, and a point of contact name + email address. Forward this email to procure@uga.edu and they will be added to UGAMart (usually only takes a day or so).

HOW DOES THE CHAIN OF APPROVAL WORK?

Due to auditing reasons, UGAMart is structured so that there are 2 approvers per department before the purchase actually makes its way to procurement. If an employee initiates their own cart, then the Administrative Assistant (or other person in the front office) will be approver 1. Approver 1 is called the Requisitioner. The Requisitioner adds the payment account info based on information you enter in the comments section. Your order will be held up if you did not supply this information in the comments section. The Accountant/Admin Manager will serve as approver 2. After approval 2 the order request will be sent to UGA's Procurement Office. This is why it is important for the shopper to be the employee who actually needs the item(s).

YAY! Amazon is now available in UGA mart. What do I need to know BEFORE using this option?

If you anticipate ordering from amazon via UGAMart you must watch the "Amazon Business Training Video" first. It is located on the UGAMart homepage in the left-hand section under "Welcome to the OneSource version of UGAMart". It is VERY important you watch this video PRIOR to using this mechanism or your order could be compromised.

WHAT IS A “PUNCH OUT”?

“Punch Out” is the term UGAMart uses for the select vendors that have icons on the home screen of UGAMart. When you click on these it takes you to a website that looks like the vendor’s normal website, but that is actually linked to UGAMart and your shopping cart. *Not all items available on the vendor’s real website are available through the punch out*, so always do your searching through UGAMart. Sometimes the vendor has also extended special contract pricing to UGA, so prices in UGAMart may be different than on the vendor’s real website. Note: We have contracts with certain vendors and, because of these contracts, are bound by the prices via UGAMart.

WHAT IS A “NON-CATALOG ITEM”?

A “non-catalog item” is an item or service that is not pre-loaded in the UGAMart system. For example, if you want to purchase something from Staples that is not available in the punch out, you will have to manually enter the item as a non-catalog item. The non-catalog item function is also often used for non-physical services, contracts, and items from smaller vendors. **You only need to create a non-catalog item if something is NOT in UGAMart at all.**

ARE “PUNCH OUTS” AND “NON-CATALOG ITEMS” THE ONLY OPTIONS?

NO! UGAMart has a search bar which allows you to search through other options that vendors have created profiles for in UGAMart. You only need to create a non-catalog item if something is not in UGAMart at all (e.g., a very specific service you are paying a vendor for). Punch outs are created for the vendors that UGA spends the most with, but other vendors can still upload item information into UGAMart.

ARE THERE ANY CART RESTRICTIONS?

Your cart can only be processed if all the items are from the same VENDOR. For example, your cart will be rejected if you have a computer from Apple and a keyboard from Lenovo in the same cart.

Unfortunately, you also **cannot mix “punch out” and “non-catalog” items in the same cart for the same vendor**. So if you need 4 items from Staples, 3 of which are in the punch-out, you’ll need to do the FIRST order with the 3 punch-out items and the SECOND order with the one non-catalog item.

ORDERING CHEMICALS (effective November 30, 2020)

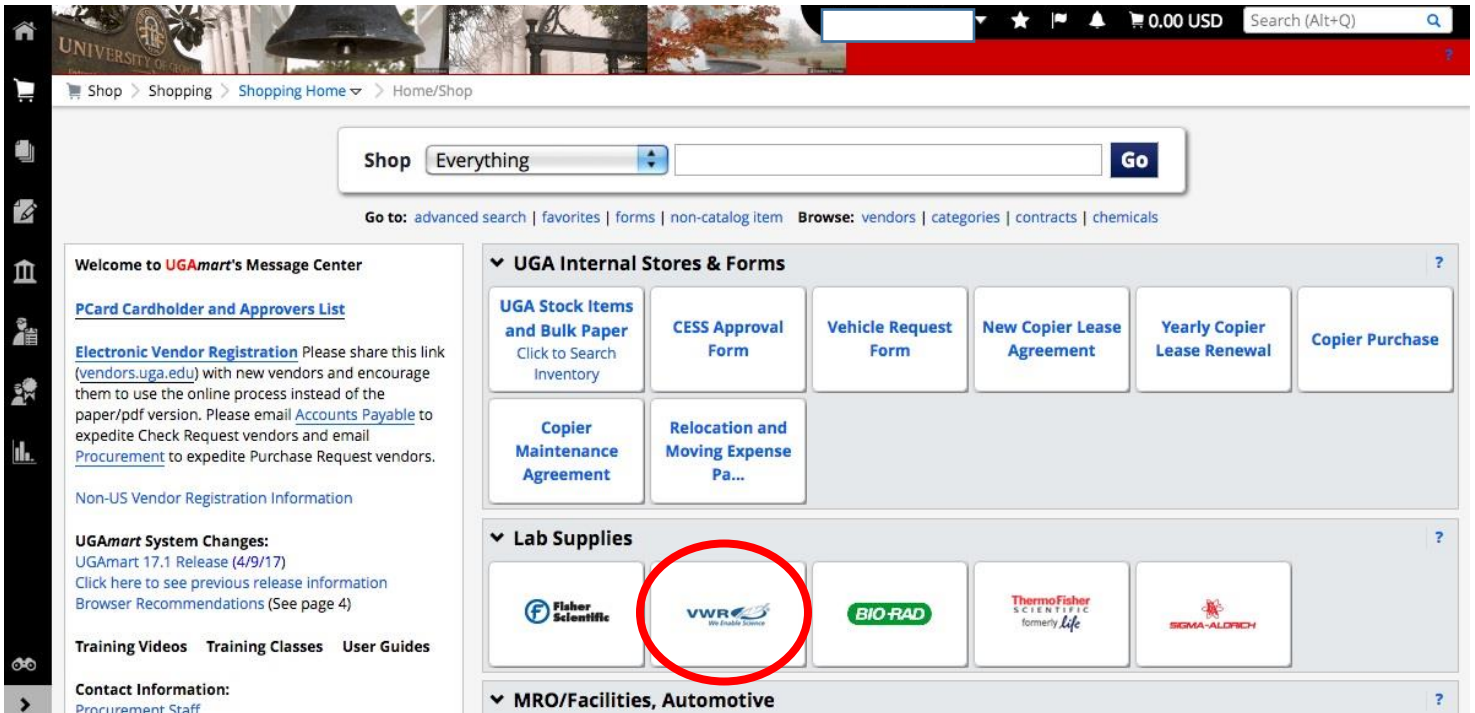
Please refer to the Chemical Ordering guide.

[The State of Georgia also has some mandatory contracts with certain vendors, and you have to use those vendors if they have what you need.](#)

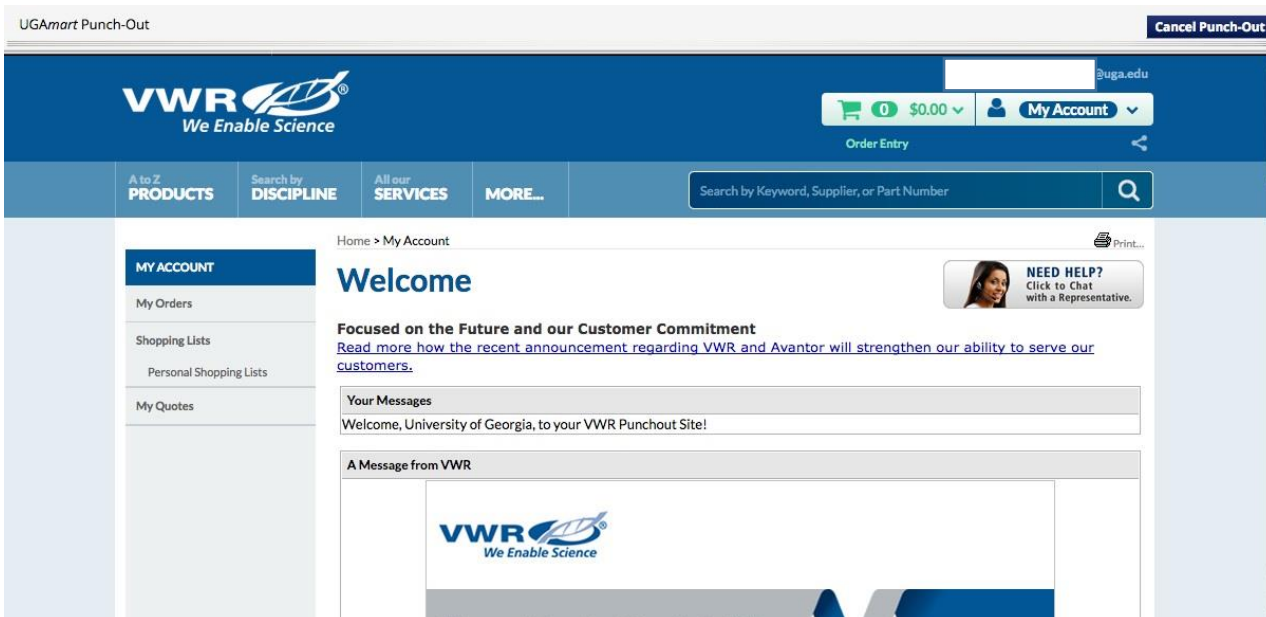
STEP BY STEP GUIDE TO CREATING A SHOPPING CART FROM A **PUNCH OUT**

Step 1: Log into ugamart.uga.edu with your UGA myID and password.

The screen should look like this:



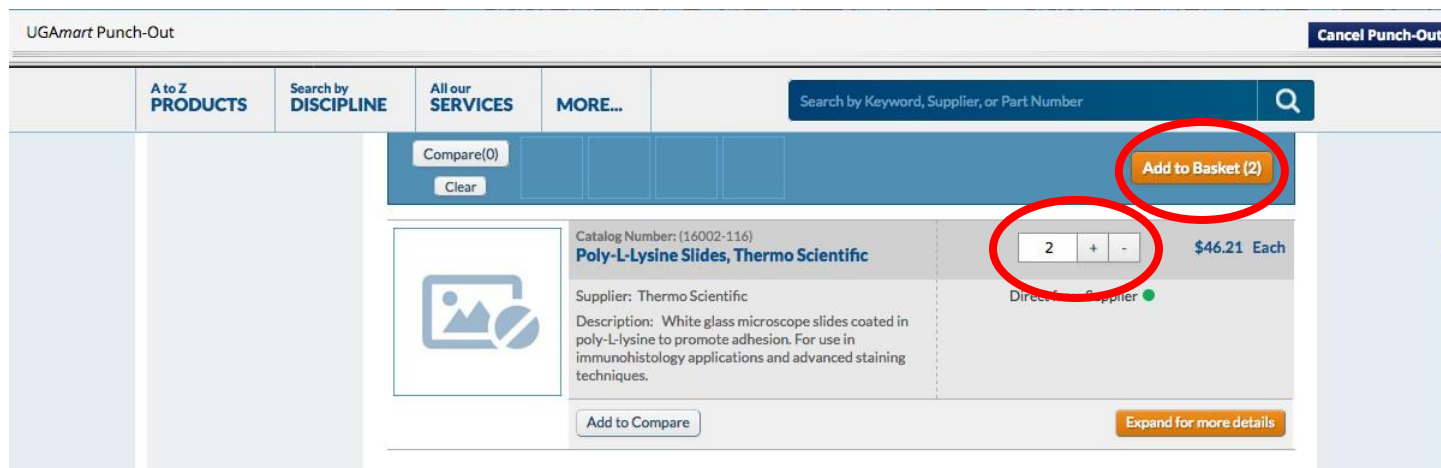
Step 2: Select the punch out you wish to shop from. In this example we will be shopping from VWR. When you click on the picture for the punch out, it will take you to a website that looks almost identical to the actual company's website, but a version that is run through UGAMart.



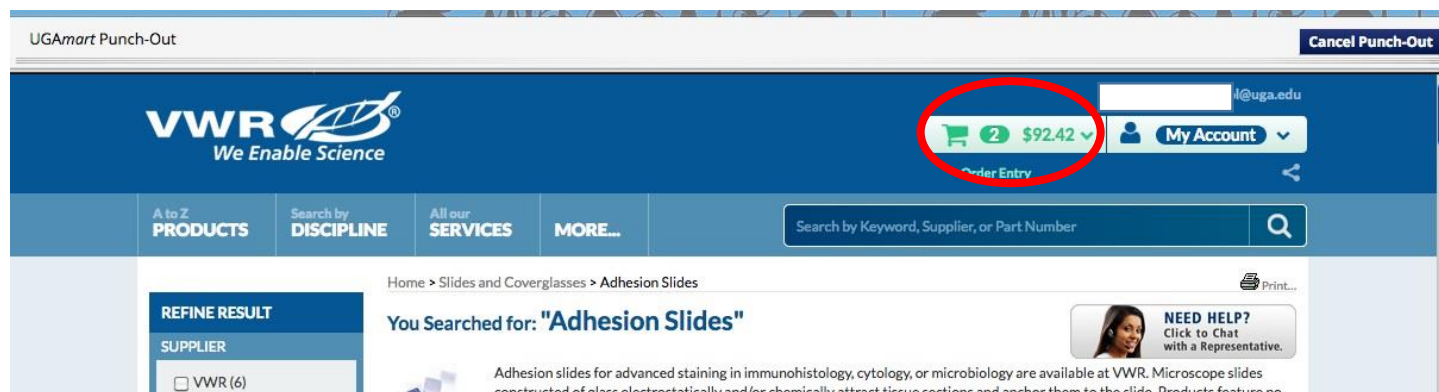
Step 3: Search the item you want to purchase. You can either search a description or by a catalog number if you have one.

NOTE: Vendors may have items available on their real website that are NOT available through the UGAMart store. If you cannot find an item through the punch-out you will have to do a separate cart by entering the non-catalog item.

Select the quantity and click “add to basket.” Repeat with as many items as you need from the same vendor.



Step 4: When you are done shopping with this vendor scroll to the top and click on the basket:



Step 5: Review your order and make sure the items/quantities are correct. Click “Check out.”

UGAmart Punch-Out Cancel Punch-Out

Order Entry

[A to Z PRODUCTS](#)
[Search by DISCIPLINE](#)
[All our SERVICES](#)
[MORE...](#)

Home > Shopping Basket Print...

Shopping Basket

Shipping Account Number: 80134776

[Basket Preferences](#)
[Expand All](#) / [Collapse All](#)

Standard Products

Description	Catalog #	Availability	Unit	Qty	Your Price	Extended Price	
<input type="checkbox"/> SLIDE POLY-L-LYSINE EA72	16002-116	Direct from Supplier	EA	2	\$46.21	\$92.42	✖

Availability: - **Shipped directly from Thermo Scientific.**
 If availability is critical, please call VWR at 1-800-932-5000

[Expand All](#) / [Collapse All](#)

Total : **\$92.42**

<https://us.vwr.com/store/cart/cart.isp>

Step 6: After clicking check out you will be taken BACK to UGAMart. The screen will look like this:

[Home](#)
[Shop](#)
[Documents](#)
[Contracts](#)
[Accounts Payable](#)
[Vendors](#)
[Sourcing](#)
[Reporting](#)

[Shop](#) > [My Carts and Orders](#) > [Open My Active Shopping Cart](#) > [Cart - 89422068 - Draft Requisition](#)

★

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📄

🔍

92.42 USD

Search (Alt+Q)

2 Item(s) for a total of **92.42 USD**

or

[Shopping Cart](#) for

[Add Non-Catalog Item](#)

Cart Name: 2017-06-13 timecol 01
 Cart Description:
 Priority: Normal
 Shared Cart: No user groups available

Vendor / Line Item Details

[Show line details](#)

[Add to Favorites](#)

VWR INTERNATIONAL LLC [more info...](#)
 UGA - PO Address
 1050 SATELLITE BLVD NW, SUWANEE, GA 30024 US

Contract: 99999-SPD-SPD0000088-0009 [more info...](#)
 PO Number: To Be Assigned
 Quote Number:

[Add non-catalog item for this vendor...](#)

The item(s) in this group was retrieved from the vendor's website. What does this mean?
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 6/13/2017 10:33:49 PM

Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 SLIDE POLY-L-LYSINE EA72 more info...	16002-116	EA	46.21	2 EA	92.42 USD

Contract: 99999-SPD-SPD0000088-0009 [more info...](#)
[Select price or contract...](#)

Vendor subtotal

92.42USD

Shipping and Handling charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals. If the vendor quoted shipping and handling, then the invoice cannot exceed the quote. Vendors that offer free shipping do so at the standard ground service level and this does not include things like: dry ice, hazmat, overnight, or other express shipping options. These and other special handling requirements require additional charges.

Subtotal	92.42
Shipping	0.00
Handling	0.00
Total	92.42 USD

or

6

Step 7: Change the cart name to your full name and the cart description to a brief description of the cart (can be listed like “gloves, dye, measuring tool”) and click “save.”

Shopping Cart for

[Add Non-Catalog Item](#)

Cart Name:

Cart Description:

Priority:

Shared Cart: No user groups available

Step 8. Click “Assign Cart” and search for your Ecology finance contact's name using the “search for an assignee” link. In the “Note to assignee” box ALWAYS put the actual SPEEDTYPE and where/who you would like the order shipped to (see example below). If you are a grad student using award funds, please also enter the award description (e.g. Odum Small Grant, Spencer Grant, APC award, etc.). Click assign, and YOU ARE DONE!

Shopping Cart for Timothy Collings

[Proceed to Final Review](#) or [Assign Cart](#)

Assign Cart

Selected Assignee:

Assign Cart To:

Note To Assignee:

[Assign](#) [Close](#)

Vendor / Line Item Details

VWR INTERNATIONAL LLC [more info...](#)

UGA - PO Address
 1050 SATELLITE BLVD NW, SUWANEE, GA 30024 US

Add non-catalog item for this vendor...

The item(s) in this group was retrieved from the vendor's website. What do you think this means? Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved from: 6/1/2016

Line(s)	Product Description	Quantity	Unit Price	Ext. Price
1	SLIDE POLY-L-LYSINE EA72 more info...	2	46.21	92.42 USD

Contract: 99999-SPD-SPD0000088-0009 [more info...](#)

Vendor subtotal: 92.42USD

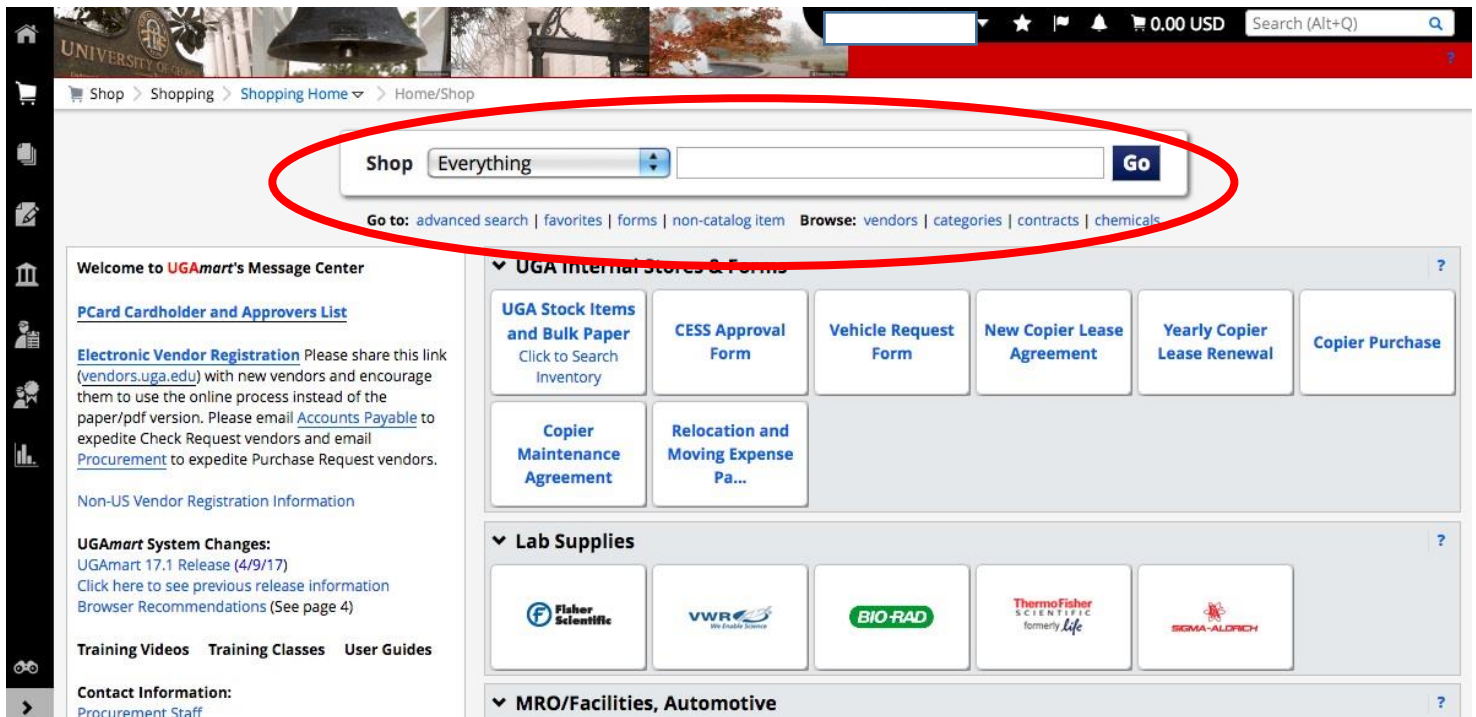
Subtotal: 92.42
 Shipping: 0.00
 Handling: 0.00

STEP BY STEP GUIDE TO CREATING A SHOPPING CART FROM THE SEARCH BAR

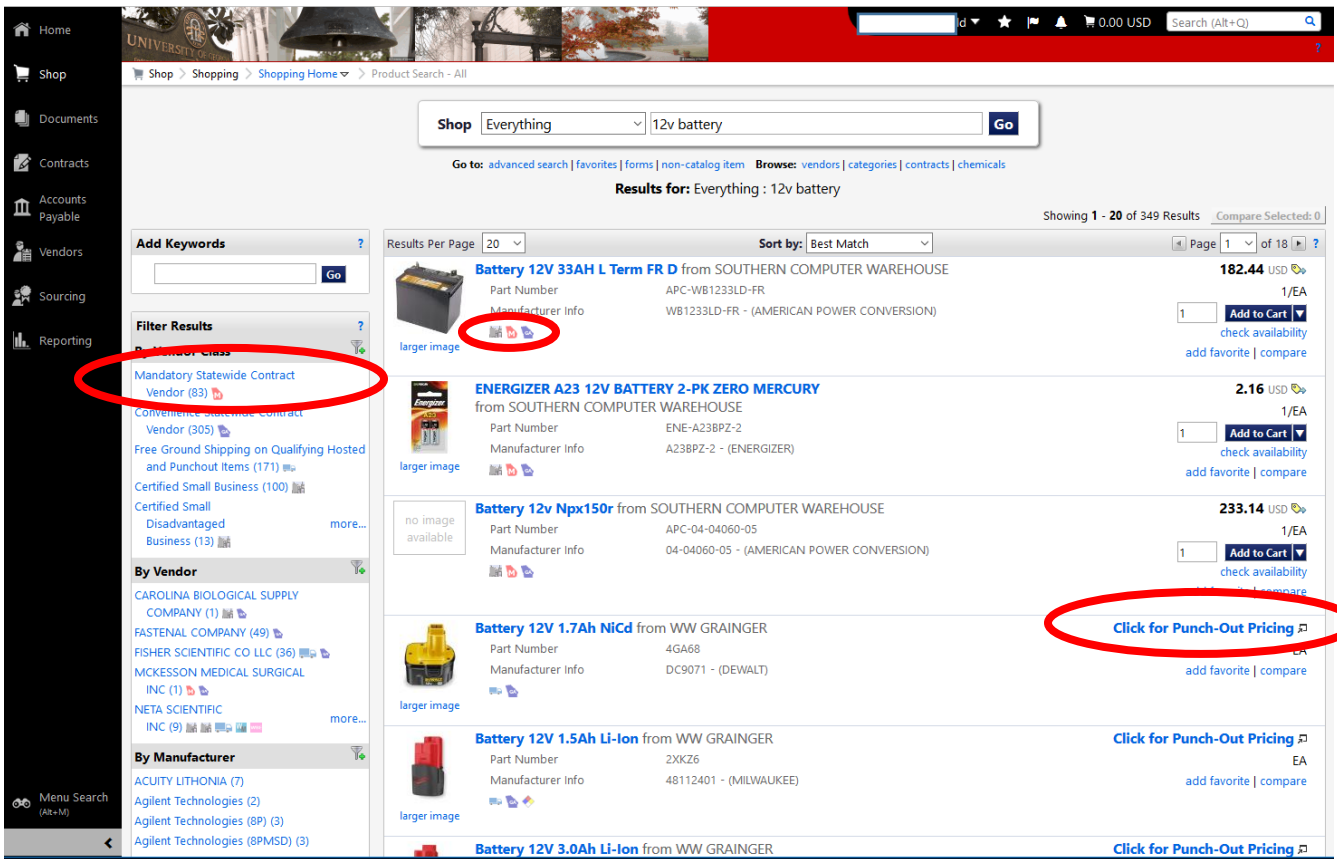
Use this option if you have an item you'd like to buy but do not have a necessary vendor preference or would like to price compare. PLEASE NOTE that only one vendor can be in a cart at a time, so if you have multiple items to search for you will either need to make all the purchases from the SAME vendor or create MULTIPLE, completely separate carts.

Step One: Log into ugamart.uga.edu with your UGA myID and password.

The screen should look like this:

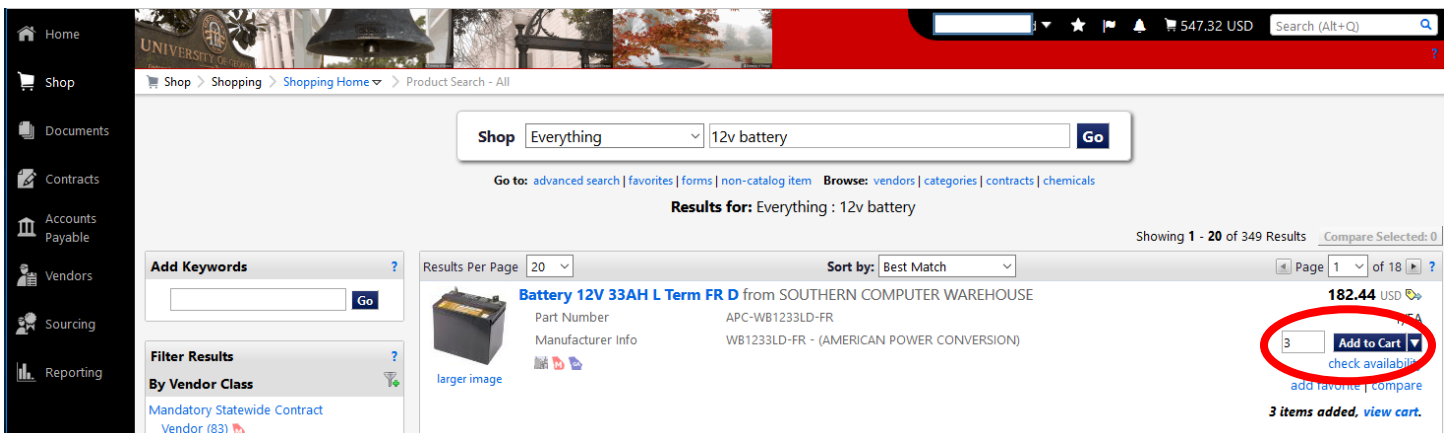


Step 2: Go to the search bar and type in what you type of item you are looking for. Let's say you are shopping for batteries, the screen will then look like this:



NOTE: If the item says “Click for punch-out pricing” it will take you to a website for that vendor that is still tied to UGAMart. The State of Georgia also has some mandatory contracts with certain vendors, and you have to use those vendors if they have what you need. You can filter by the mandatory statewide contract vendor by clicking on the left hand side under filter results.

Step 3: Change the quantity to what you need, then click “add to cart.”



Step 4: Click on the shopping cart icon with a \$ amount next to it. This is your shopping cart, review it and make sure you have what you need from this vendor. The cart will look like this:

Home Shop Documents Contracts Accounts Payable Vendors Sourcing Reporting

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 89488167 - Draft Requisition

Continue Shopping

3 item(s) for a total of **547.32 USD**

Shopping Cart for Caitlin McDonald

Add Non-Catalog Item Save Proceed to Final Review or Assign Cart

Cart Name 2017-06-15 caimcd 01

Cart Description

Priority Normal

Shared Cart No user groups available

Vendor / Line Item Details

Show line details For selected line items Add to Favorites Go

SOUTHERN COMPUTER WAREHOUSE more info...

UGA - PO Address
1800 ROSWELL RD STE 1060, MARIETTA, GA 30062 US

Add non-catalog item for this vendor...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Battery 12V 33AH L Term FR D more info...	APC-WB1233LD-FR	1/EA	182.44	3 EA	547.32 USD
Contract: 99999-SPD-SPD0000021-0005 more info... Select price or contract...					
Vendor subtotal					547.32USD

Shipping and Handling charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals. If the vendor quoted shipping and handling, then the invoice cannot exceed the quote. Vendors that offer free shipping do so at the standard ground service level and this does not include things like: dry ice, hazmat, overnight, or other express shipping options. These and other special handling requirements require additional charges.

Subtotal 547.32
Shipping 0.00
Handling 0.00
Total 547.32 USD

Save Proceed to Final Review or Assign Cart

Step 5: Change the cart name to your full name and the cart description to a brief description of the cart (can be listed like “gloves, dye, measuring tool”) and click “save.”

Shopping Cart for

Add Non-Catalog Item

Cart Name Staff Last Name

Cart Description Product Description

Priority Normal

Shared Cart No user groups available

Step 6. Click “Assign Cart” and search for your Ecology finance contact's name using the “search for an assignee” link. In the “Note to assignee” box ALWAYS put the actual SPEEDTYPE and where/who you would like the order shipped to (see example below). **If you are a grad student using award funds, please also enter the award description (e.g. Odum Small Grant, Spencer Grant, APC award, etc.).** Click assign, and YOU ARE DONE!

The screenshot shows the University of Georgia Shopping Cart interface. A red circle highlights the 'Assign Cart' modal window. The modal contains the following fields:

- Selected Assignee:** A dropdown menu currently showing a dash.
- Assign Cart To:** A link labeled 'Search for an assignee'.
- Note To Assignee:** A text area containing the text: 'Ship to "Staff Name, Ecology Building". Pay from acct #####AAS1###'.
- Buttons:** 'Assign' and 'Close'.

The background interface shows a shopping cart for 'VWR INTERNATIONAL LLC' with a subtotal of 92.42 USD. The 'Assign Cart' button in the top right corner is also circled in red.

Product Description	Quantity	Unit Price	Ext. Price
SLIDE POLY-L-LYSINE EA72	2	46.21	92.42 USD

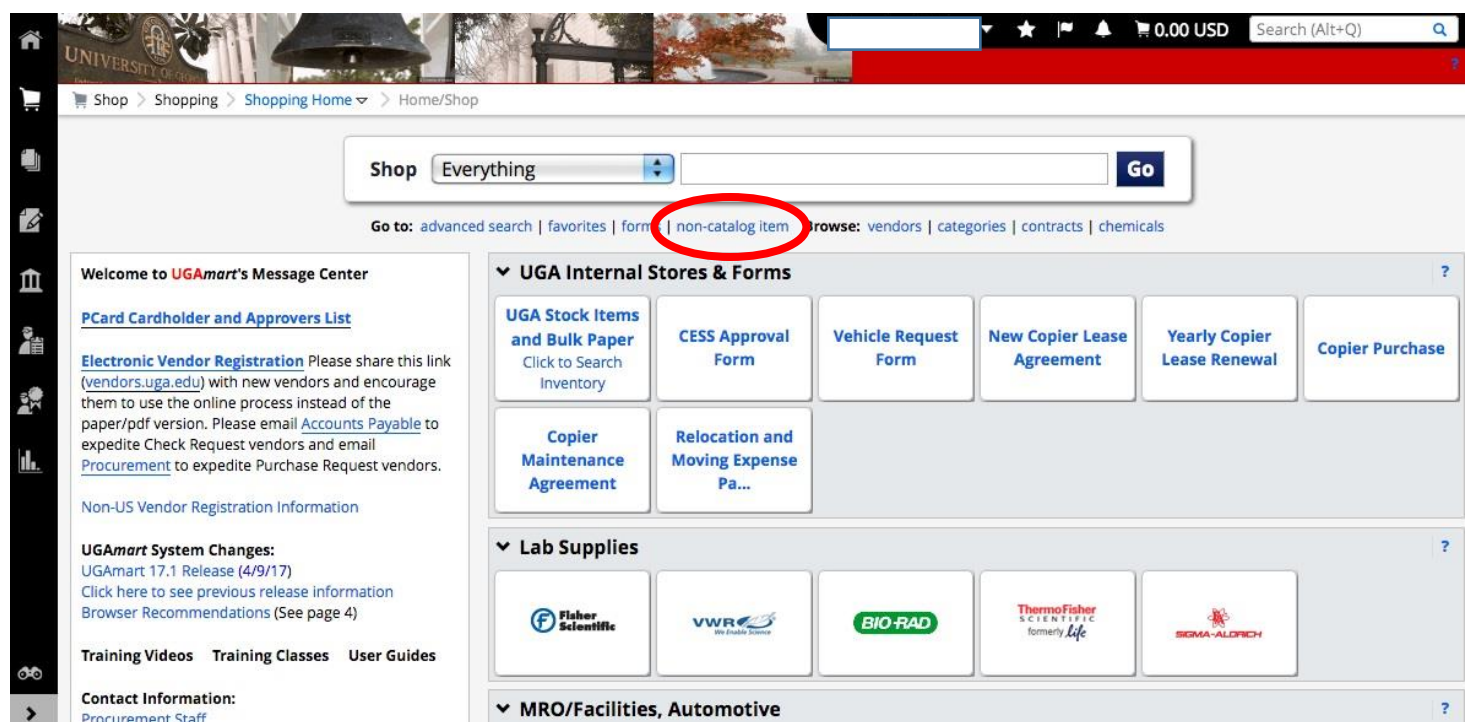
	Subtotal	Shipping	Handling
Vendor subtotal	92.42 USD		
Subtotal	92.42		
Shipping	0.00		
Handling	0.00		

STEP BY STEP GUIDE TO CREATING A SHOPPING CART FROM NON CATALOG ITEM

Use this option if there IS a vendor in UGAMart but your item is not or you cannot find exactly what you need using the search function. You can also use this for very specific things like services, contracts, etc. that are not physical goods.

Step One: Log into ugamart.uga.edu with your UGA myID and password.

The screen should look like this:



Step 2: Click on “Non-Catalog Item” under the search bar. In this example we are ordering something from Staples that was NOT available through the Punch Out. Fill in the description of the item, a catalog number, the quantity, and price estimate. Click “save and close” if you only needed one item, or “save and add another” if you have other items to add:

Non-Catalog Item

STAPLES INC

Fulfillment Address

UGA - PO Address: (preferred)
500 STAPLES DR
FRAMINGHAM, MA 01702 US

Distribution Methods

Item Description	Catalog/SKU Number	Product Size (optional)	Quantity	Price Estimate	Packaging (UOM)	Unit of Measure
8 Tiered Magazine Rack	98706543-A		2	\$9.99	EA	Each

Save and Close Save and Add Another Close

Step 3: Once you are done adding items your shopping cart will look like this:

Shopping Cart

2 Item(s) for a total of 119.98 USD

Proceed to Final Review or Assign Cart

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 8 Tiered Magazine Rack	98706543-A	EA	59.99	2	119.98 USD

Vendor subtotal 119.98USD

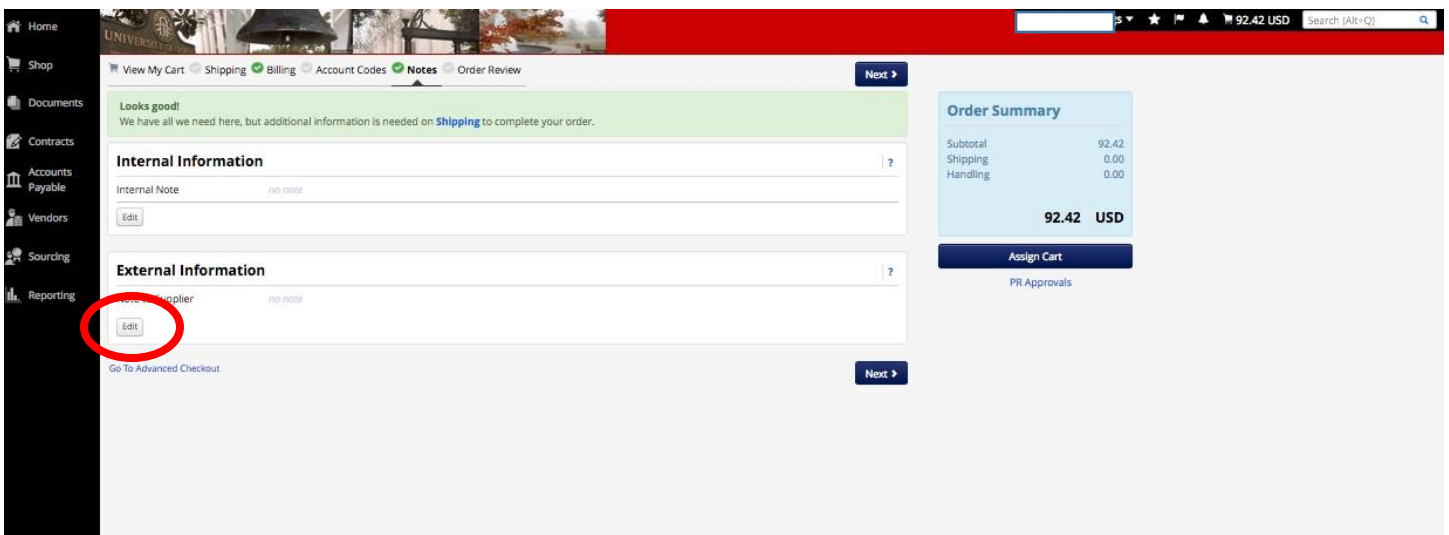
Subtotal 119.98
Shipping 0.00
Handling 0.00
Total 119.98 USD

Step 4: Change the cart name to your full name and the cart description to a brief description of the cart (can be listed like “gloves, dye, measuring tool”) and click “save.”



The screenshot shows a 'Shopping Cart' form for a 'Non-Catalog Item'. The form has a header with a shopping cart icon and the text 'Shopping Cart for [input field]'. Below the header is a button 'Add Non-Catalog Item' with a printer icon. The main form area contains several fields: 'Cart Name' (with 'Staff Last Name' entered), 'Cart Description' (with 'Product Description' entered), 'Priority' (a dropdown menu set to 'Normal'), and 'Shared Cart' (with the text 'No user groups available').

Step 5: Only complete this step if you have a quote from the vendor or would like to add in a screenshot from the vendor’s website, an email chain, or other documentation. Do not click on assign cart yet, instead click on “Proceed to Final Review.” Click edit under external information so that the vendor will see it and add your attachment.



The screenshot shows the 'Order Review' page in a system. The top navigation bar includes 'Home', 'Shop', 'Documents', 'Contracts', 'Accounts Payable', 'Vendors', 'Sourcing', and 'Reporting'. The main content area has a breadcrumb trail: 'View My Cart > Shipping > Billing > Account Codes > Notes > Order Review'. A green message box says 'Looks good! We have all we need here, but additional information is needed on Shipping to complete your order.' Below this are two sections: 'Internal Information' and 'External Information'. The 'External Information' section has a red circle around the 'Edit' button. To the right is an 'Order Summary' box showing 'Subtotal: 92.42', 'Shipping: 0.00', and 'Handling: 0.00', with a total of '92.42 USD'. At the bottom of the summary box are buttons for 'Assign Cart' and 'PR Approvals'. A 'Next >' button is at the bottom right of the main content area.

Step 6. Click “Assign Cart” and search for your Ecology finance contact's name using the “search for an assignee” link. In the “Note to assignee” box ALWAYS put the actual SPEEDTYPE and where/who you would like the order shipped to (see example below). **If you are a grad student using award funds, please also enter the award description (e.g. Odum Small Grant, Spencer Grant, APC award, etc.).** Click assign, and YOU ARE DONE!

The screenshot shows a university shopping cart interface. A red circle highlights the 'Assign Cart' button in the top right corner. Another red circle highlights the 'Assign Cart' modal window in the center. The modal contains the following fields:

- Selected Assignee:** A dropdown menu with a search icon.
- Assign Cart To:** A link labeled 'Search for an assignee'.
- Note To Assignee:** A text area containing the text: 'Ship to "Staff Name, Ecology Building". Pay from acct ###AASS1###'.
- Buttons:** 'Assign' and 'Close'.

The background interface shows a shopping cart for 'Timothy Colings' with a total of \$92.42. The cart contains one item: 'SLIDE POLY-L-LYSINE EA72'. The vendor is 'VWR INTERNATIONAL LLC'. The interface also includes a sidebar with navigation links like 'Home', 'Shop', 'Documents', 'Contracts', 'Accounts Payable', 'Vendors', 'Sourcing', and 'Reporting'.