OSE Guide to

The University of Georgia
UGA*mart*

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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. UGAmart now allows for the purchase of chemicals. There is a separate guide for this.

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. You or an assistant will play the role of "shopper". Once you assign your cart it moves to the Ecology Business Office so one of our accountants can serve as the Requisitioner (Approver 1). 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. After the Requisitioner takes action, the order will move to Ecology's Administrative Manager who serves the role of Approver 2.

After the second approval your order will be sent to UGA's Procurement Office. You will be contacted if further information is needed. Otherwise, you may check in with our accountant (the person you assigned your cart to) to obtain order updates.

YAY! Amazon is now available in UGAmart. 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.

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:
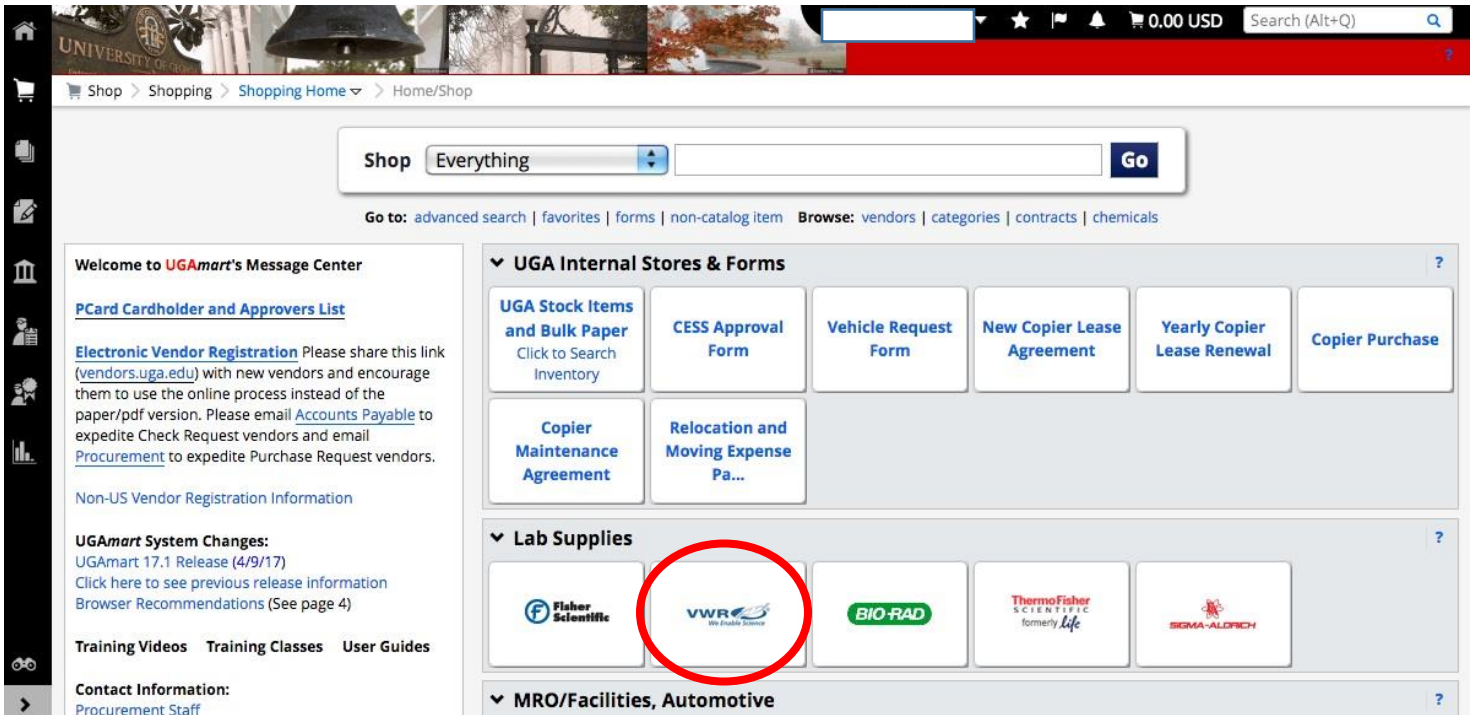
Step 2: Select the punch out you wish to shop from. In this example we will be shopping from VWR. When you click on the picture for the punch out, it will take you to a website that looks almost identical to the actual company's website, but a version that is run through UGAMart.
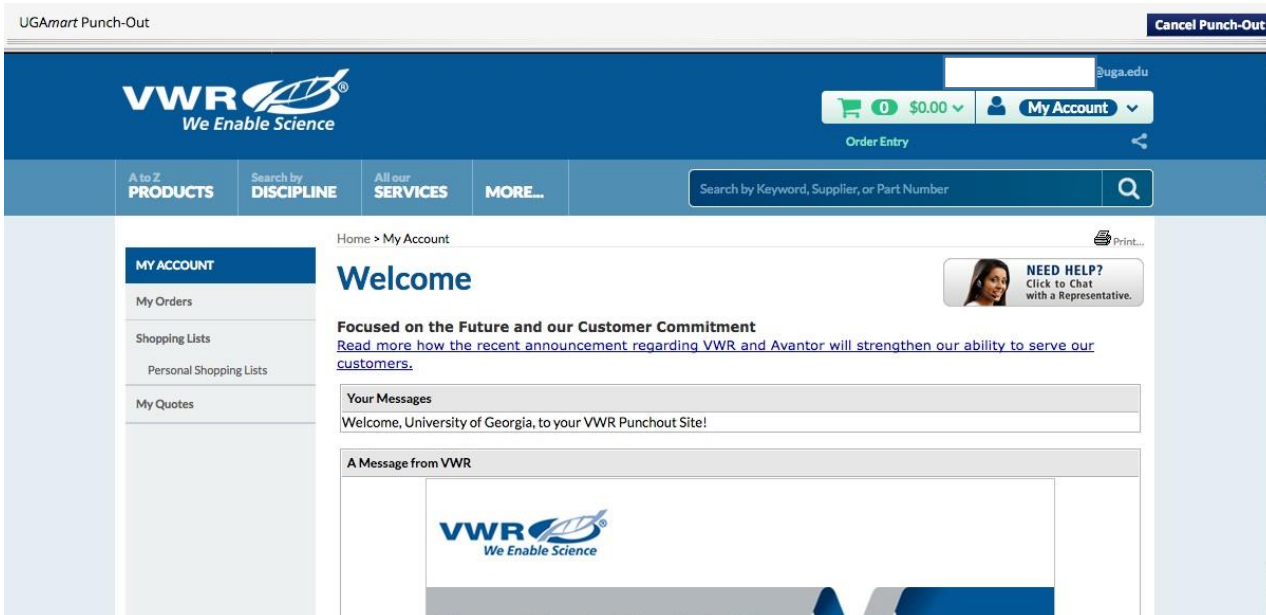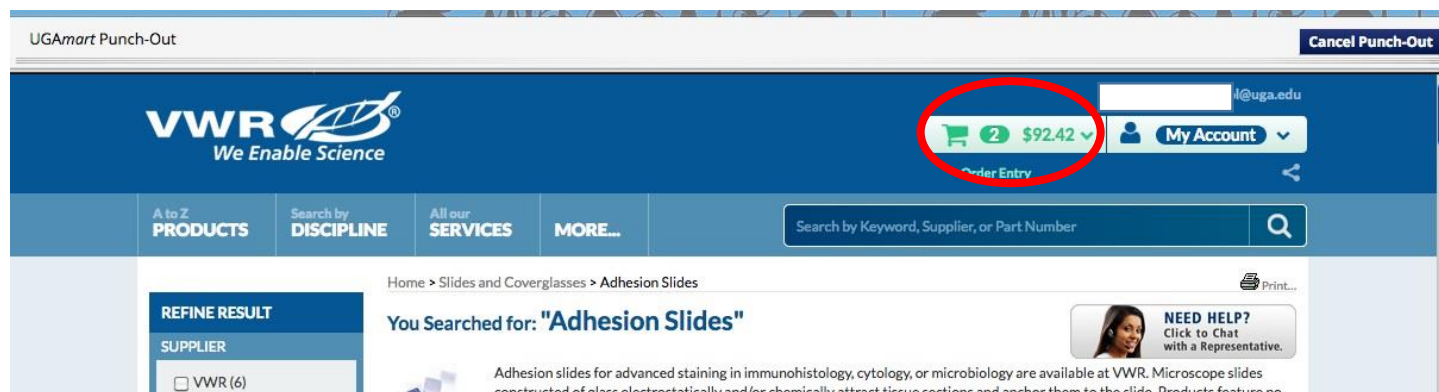
Step 3: Search the item you want to purchase. You can either search a description or by a catalog number if you have one.

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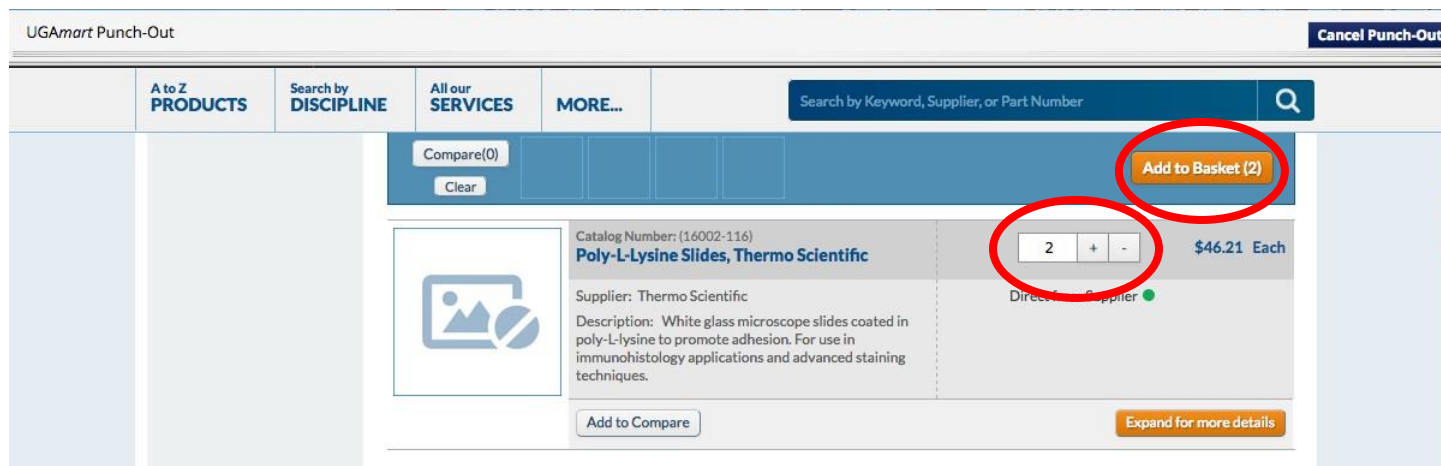
Step 4: When you are done shopping with this vendor scroll to the top and click on the basket:

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

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

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."

Step 8. Click "Assign Cart" and search for "Laura Leachman" 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!

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:
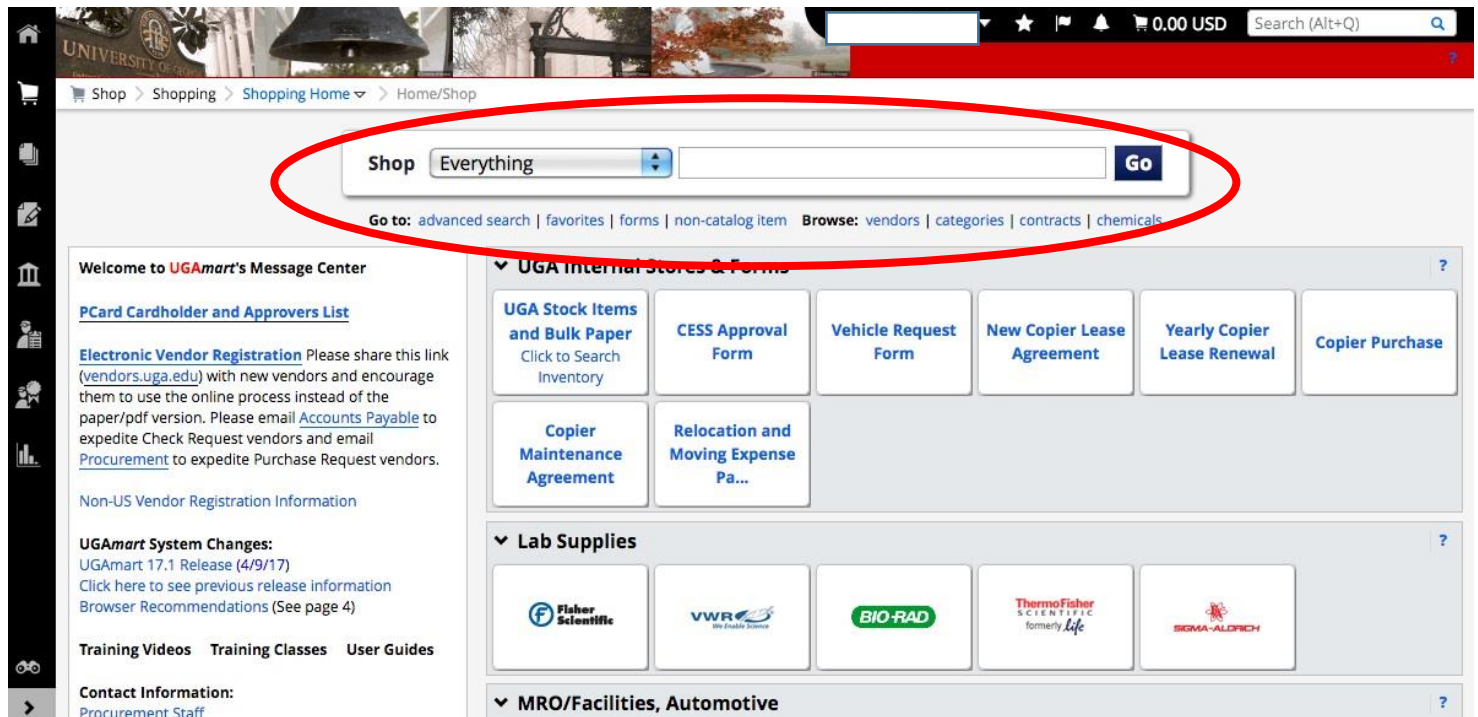
Step 2: Go to the search bar and type in what you type of item you are looking for. Let's say you are shopping for batteries, the screen will then look like this:
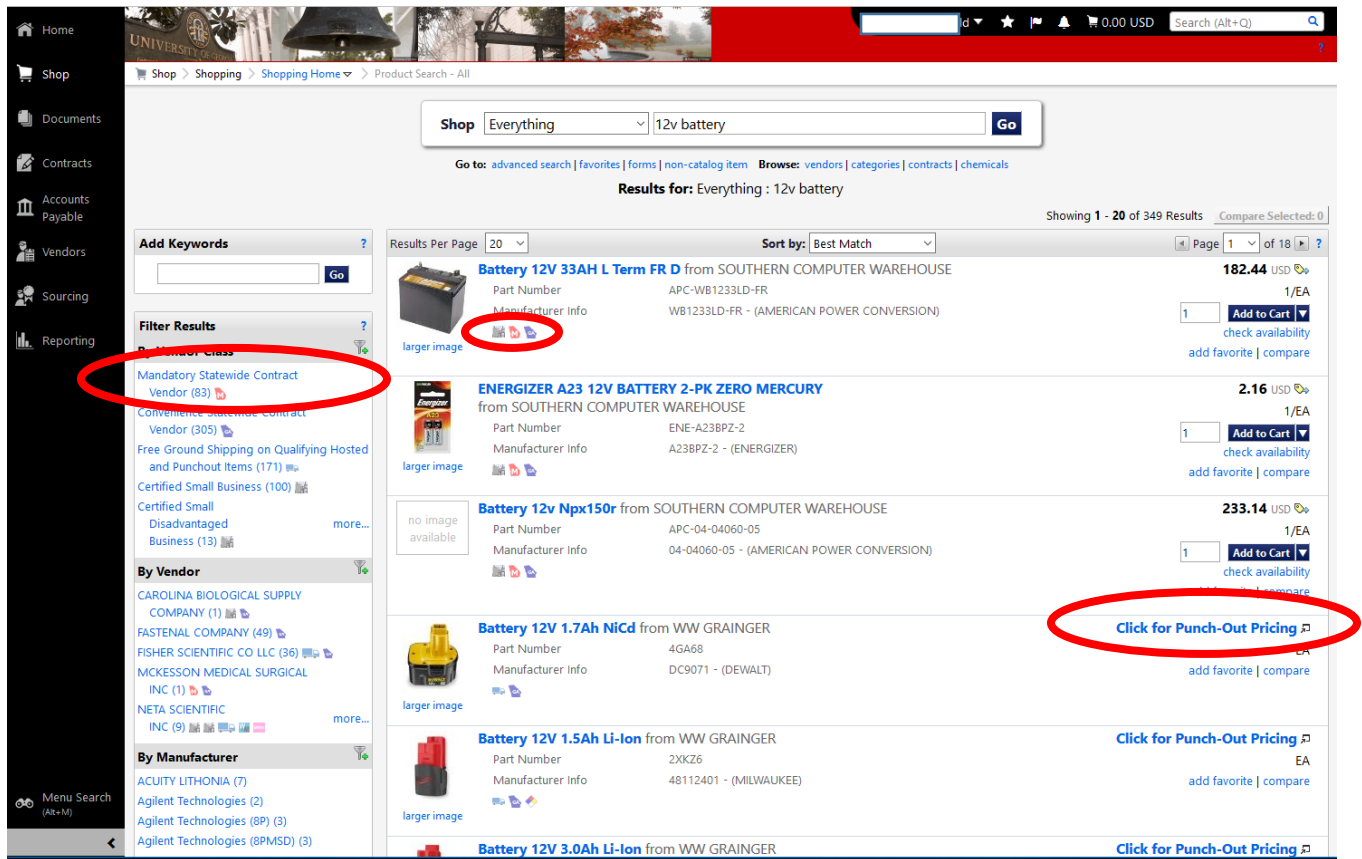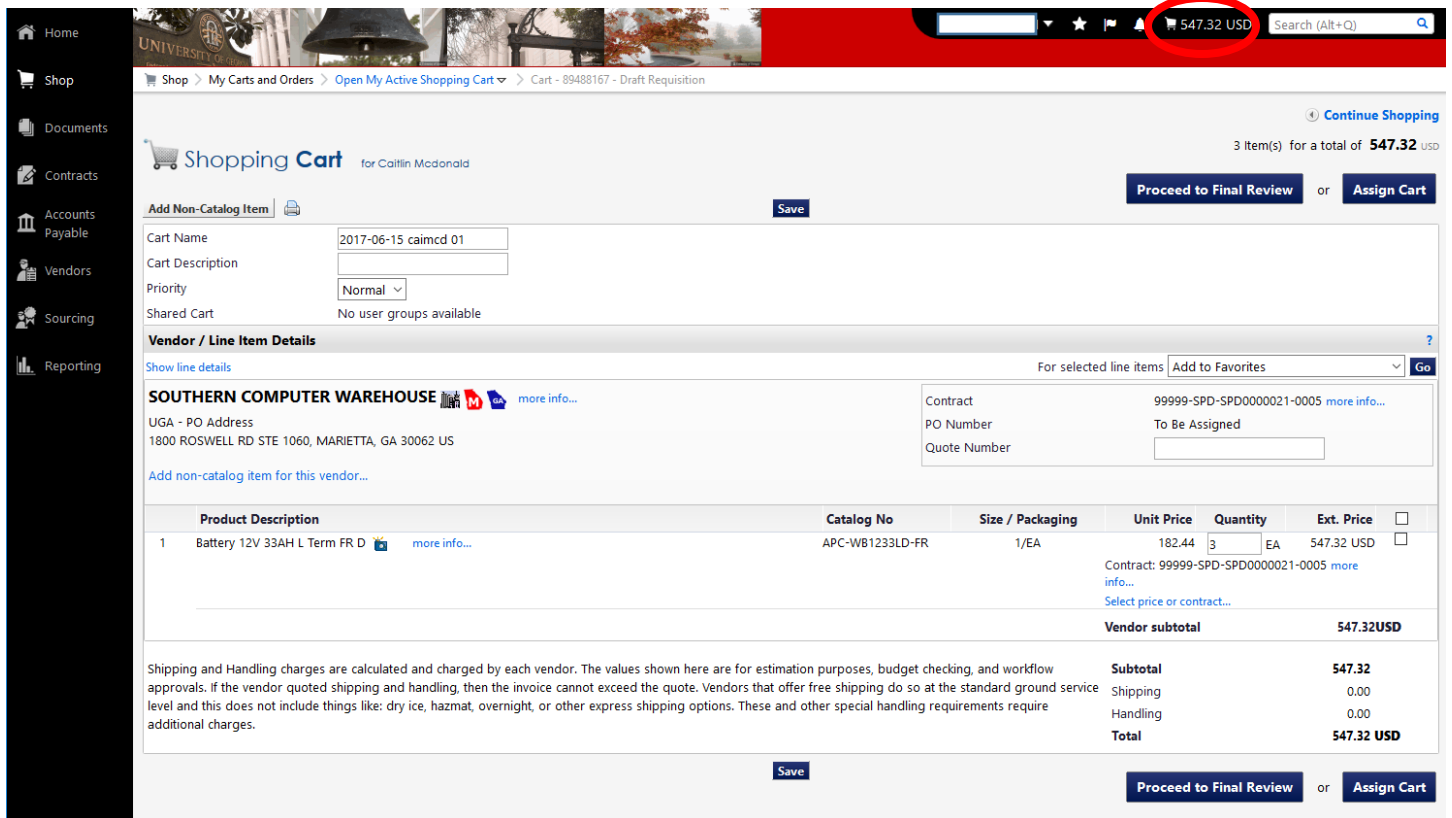
NOTE: If the item says "Click for punch-out pricing" it will take you to a website for that vendor that is still tied to UGAMart. The State of Georgia also has some mandatory contracts with certain vendors, and you have to use those vendors if they have what you need. You can filter by the mandatory 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."
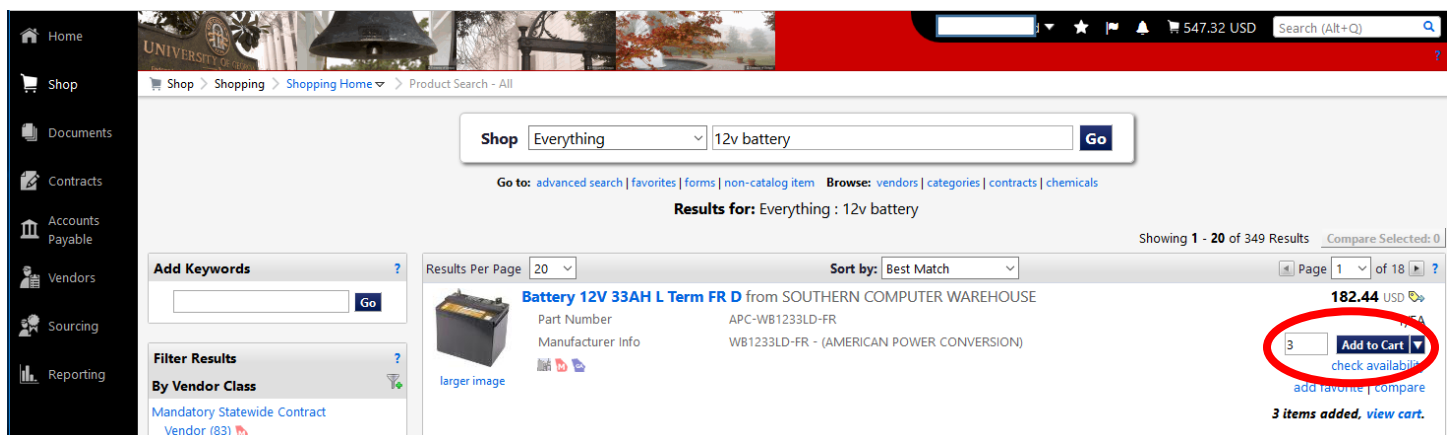
Step 4: Click on the shopping cart icon with a $ amount next to it. This is your shopping cart, review it and make sure you have what you need from this vendor. The cart will look like this:

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."

Step 6. Click "Assign Cart" and search for "Laura Leachman" 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!

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:

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

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."

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.

Step 6. Click "Assign Cart" and search for "Laura Leachman" 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!