

Genome Sciences Purchase Path Quick Reference Guide

Logging on to the System

Go to URL: <https://www.pathology.washington.edu/purchasepath/>

Click on *Dept. of Genome Sciences*

Enter your user **UWNetID and password**, click on Login icon

Choose appropriate account you want to use, click on *GO* icon

To create an order click on the *Create Order* tab and follow the prompts

To add to pending order on click on the *Pending Orders* tab (only orders that have not been submitted can be added to)

To view current status of an order click on the *Pending Orders* tab

To mark an item received order click on the *Pending Orders* tab and go to specific pending order and update information

To search for an order click on *Search Orders* Tab

To search for a specific item click on *Items* Tab

Always remember to mark all received items in the system and close all completed orders.

For additional help please contact Kimberly Chen 685-7608 (kc4@uw.edu), or Linh Van 616-2360, (lv9@uw.edu). We are in Foege South Room S250.

Tip: Preventing Duplicated Orders

Before creating a new order you should check your pending orders list to make sure there is not an order already started for the same vendor. If there is an order on the pending list that has yet to be submitted, you can add your line item to that order. By consolidating orders within your unit it will reduce the overall shipping/handling charges.