

## Genome Sciences Purchase Path Quick Reference Guide

### **Logging on to the System**

Go to: [PurchasePath](#)

Click on Logon to PurchasePath

Enter your user **UWNetID and password**

Click on *Dept. of Genome Sciences*

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

**To add to pending order** 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. You can search by vendor, date range or other search criteria.

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](mailto:kc4@uw.edu)), or Linh Van 616-2360, ([lv9@uw.edu](mailto:lv9@uw.edu)), Tony Nguyen 616-5059, [tonytn@uw.edu](mailto:tonytn@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.