

PurchasePath (PP)

PurchasePath does not interface with eProcurement/Workday or suppliers.

PurchasePath is a web-based ordering system for:

- Order submittal
- Order approval
- Order receiving and tracking
- Request reimbursement

Log into PP <http://purchasepath.washington.edu/>

Create Order

1. Click on create order and select Standard Order “most orders will be standard” or “Standing order”.
2. For standing orders, provide the start and end dates.

The screenshot displays the PurchasePath web application interface. At the top, there is a navigation bar with tabs for 'Welcome', 'Create Order', 'Products', 'Pending Orders', and 'Search Orders'. Below this, a user information bar shows 'User: Kimberly Chen (Change)' and 'Purchasing Agent: Genome Sciences'. A search bar is present with the text 'Quick Search for' followed by an input field, 'in Order ID#', and a 'Search' button. A blue banner indicates 'Create an Order (step 1 of 3)'. Below the banner, the text 'Please choose the type of order you wish to create:' is displayed. A dropdown menu is open, showing the following options: 'Standard Order - One time purchase' (selected), 'Standard Order - One time purchase', 'Radiation Order - Radioactive material purchase', 'Standing Order - Recurring order or maintenance contract', 'UWMC Order - RETIRED', 'Reimbursement - For personal reimbursement requests', and 'Travel - NEW - For travel requests'. At the bottom of the page, a footer contains the text 'PurchasePath 3.2.12 © 2002-2025 UNIVERSITY OF WASHINGTON, UW MEDICINE PATHOLOGY' and links to 'UW Medicine's Notice of Privacy Practices', 'UW's Website Terms', 'UW Online Privacy Statement', and 'Copyright and Disclaimer'.

3. Select your unit/lab then click continue.

Standard Order - One time purchase

Jnit: Abitua

Contir

Admin

Beliveau

Berg

Brewer

Bruce

DeWitt

Dunham

Eichler

Feder

Fields

Fowler

Green

4. Delivery information should auto populate, but you can change the information as needed.

Next we need some information about the order:

Attention:

Box Number:

Phone Number:

Delivery Address:

Date Desired:

Ship Instructions:

5. Date Desired is optional unless it is urgent.
6. Ship instructions is optional. Continue
7. Type in the name of the vendor. Go
8. Search Results will appear with list of potential vendors.
9. Click on USE next to the vendor you want to use.

Find a Vendor

Didn't find what you wanted? Search again:

fisher

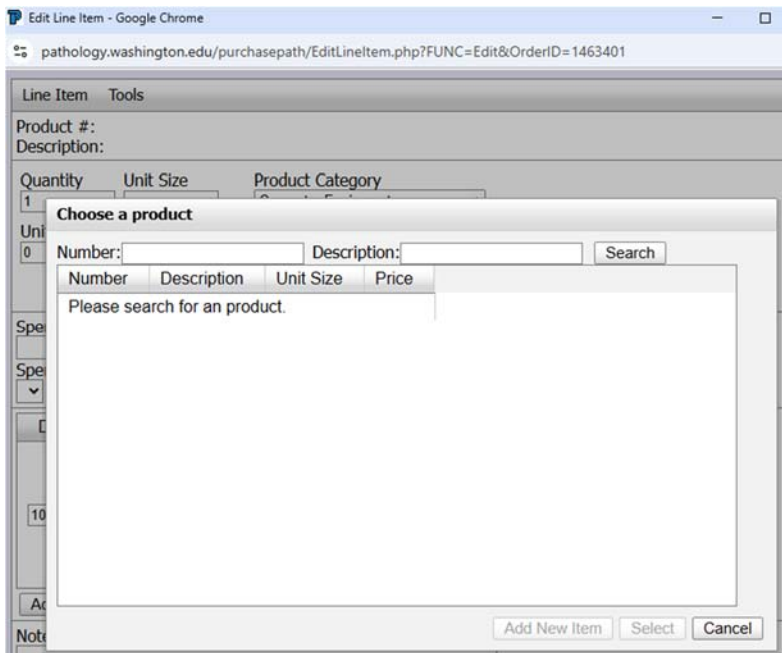
Search Results: Choose a Vendor

	Vendor ID	Name
<input type="button" value="USE"/>	SPL-010818	Fisher Scientific
<input type="button" value="USE"/>	104537-01	Invitrogen -Life Technologies-ThermoFisher
<input type="button" value="USE"/>		Nalgene (See Fisher, VWR, ISC)
<input type="button" value="USE"/>		Thermo Fisher Service Support
<input type="button" value="USE"/>		thermofisher scientific

**Contact gspurch@uw.edu if you can't find a supplier and want to add it to PP

Adding a Line Item

1. Click on "Add a Line Item" a pop up will open in a new window.



2. Enter the description and/or the product # and click search.
3. If the item you wish to order is listed, simply click on the item and click on "Select" button below.

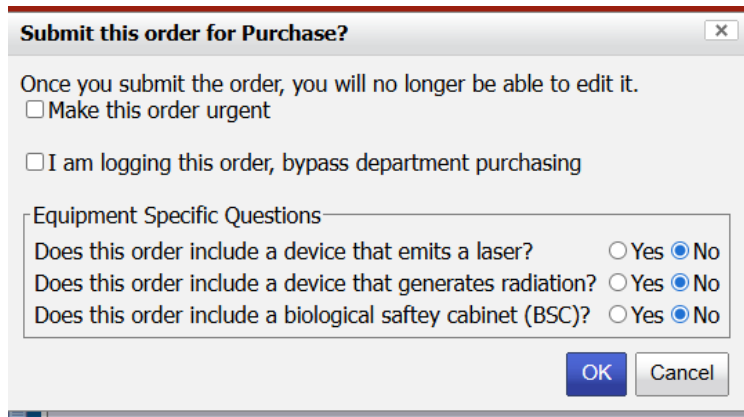
4. Change the quantity, unit price, etc. Unit price in PP does not reflect the current pricing.
5. Product Category: Pick Unspecified or Tax Exempt if the product is qualify for M&E tax exemption.
6. If the product you want to order is not listed as a selection, you have the option of adding a new product. Click “Add New Item”, enter all information to create a new item in the pop up window.
7. Click on down menu in “Select an account”.
8. Worktags (accounts) that belongs to your particular unit will be listed first.

Spend Category H3:	CC101353 RS100005 (Genome Sciences Research, 2049-12-31)
Spend Category H4:	GF120361 (DNAArray Fund, 2049-12-31)
	GF126905 (GS Discretionary Fund, 2049-12-31)
	GF126910 (GS Program Support Fund, 2049-12-31)
	GF127850 (GS Outreach Fund, 2049-12-31)
Distribution	GF129738 (Parker Endowed Research Fund, 2049-12-31)
100%	Select an account
	Program: <input type="text"/>
	Standalone: <input type="text"/>
	Assignee: <input type="text"/>
	Activity: <input type="text"/>

9. Click on the worktag you want to use to pay for the item.
10. Add activity code if required.
11. Add any notes regarding the line item. Notes can be used to communicate with the purchasing agents, link to the line item, special request, etc.
12. Save line item when you are done and wish to add it to the order.
13. Continue to add line item for each product you want to order from the same supplier.
14. Submit order for purchase

Options	
Status: This order is currently not submitted to purchasing.	
Submit Order For Purchase	Change Vendor
Add a new line item	Edit Delivery Information
Edit Additional Data	Edit Office Use Information
Attach a File to this order	Delete this order
Add a Note to this order	
Show Order History	
Print Order	
Print Receiving Report	
Return to Pending Orders	

Urgent Orders



Submit this order for Purchase?

Once you submit the order, you will no longer be able to edit it.

Make this order urgent

I am logging this order, bypass department purchasing

Equipment Specific Questions

Does this order include a device that emits a laser? Yes No

Does this order include a device that generates radiation? Yes No

Does this order include a biological safety cabinet (BSC)? Yes No

OK Cancel

1. After you submit the order for purchase the above window will pop-up.
2. For urgent orders, check the box next to “Make this order urgent”. Only if it is urgent or the shipping cost will be very high.
3. Check yes or no for Equipment Specific Questions.
4. Click OK to submit the order.

***DO NOT check “I am logging this order, bypass department purchasing. Your order will not be approve or order.

Miscellaneous Order Information

Do not submit the order unless you are ready to purchase the item. You can't edit the PP after it submitted.

If you need to edit the order after you submitted it, contact purchasing at gspurch@uw.edu and we will send the PP back to you.

Quotes & Notes:

- If you have a quote, attach it directly to your order request.
- Attach all emails, notes related to the order request.

Sole-Source Justification:

- A sole source justification is required for every purchase over the Direct Buy Limit (\$10,000 including shipping and handling).

- Download the sole source justification confirmation PDF and attach it to the PP request. Purchasing agents need to attach the form to WD when we submit the order.

Sole Source Justification form and information: <https://finance.uw.edu/ps/how-to-buy/sole-source-purchasing>

Receiving

1. Please sign and date all packing slips then return them to Admin Office in S250. If no packing slips available email the Purchasing Agent the date you received the order or items. You can also enter a comment in PP in the Order Notes section the date you received the order or items.
2. Report damage or shortages to purchasing team immediately.
3. Please work with the supplier to arrange for return.

M&E Tax Exemption (Machinery and Equipment Tax Exemption)

Equipment purchased for certain University research may qualify for a sales tax exemption. To qualify an item must have unit cost of \$200 or more and the useful life of more than a year. <https://finance.uw.edu/eio/equipment-lifecycle/acquisitions/machinery-and-equipment-me-sales-tax-exemption>