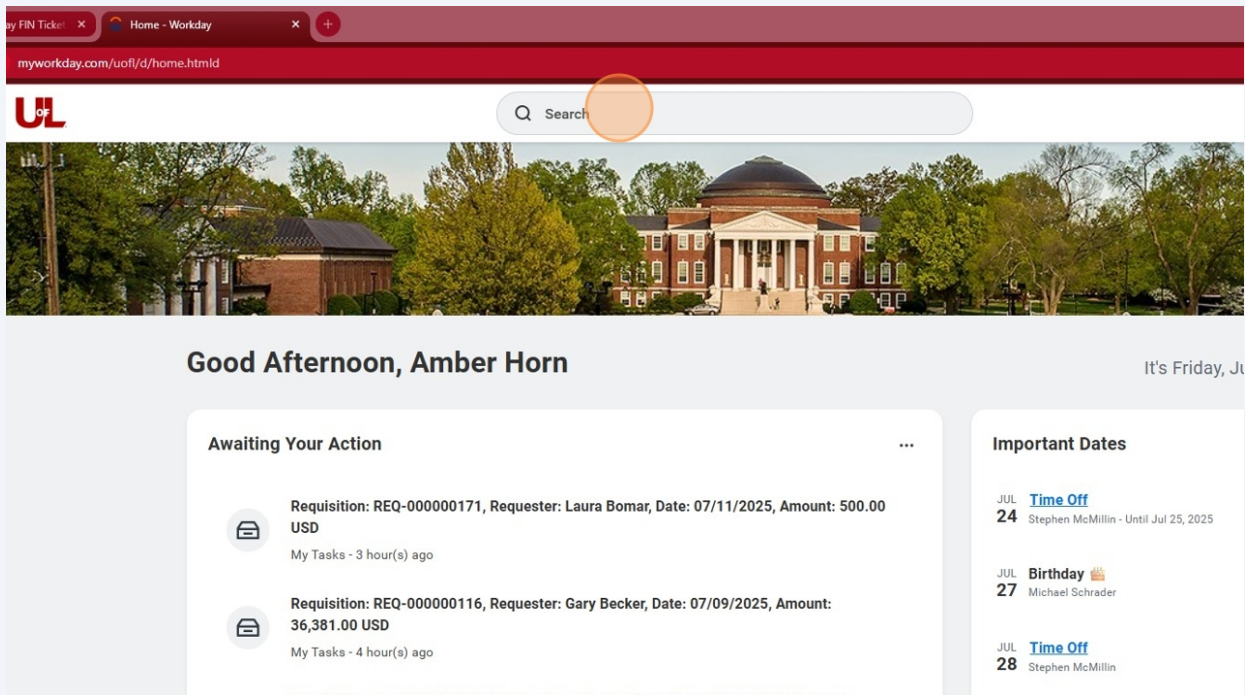
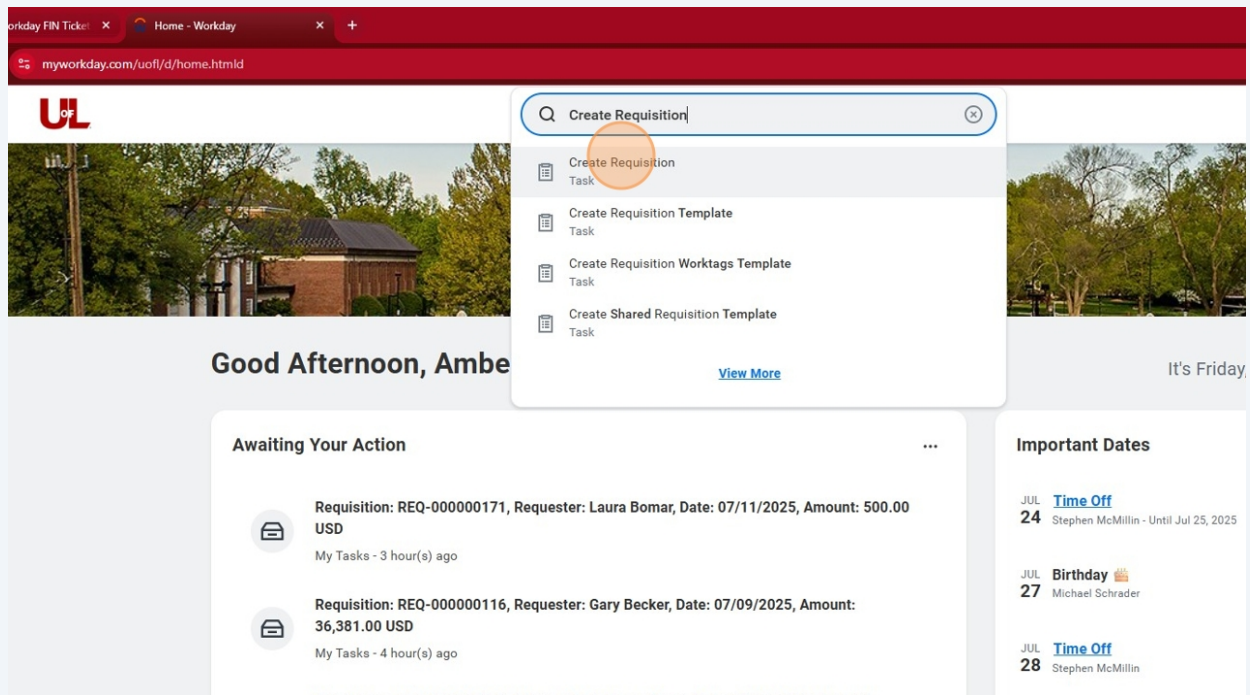


VWR Punchout Instructions

- 1 From the Workday Home screen, enter Create Requisition in the search window.



2 Click Create Requisition" task



3 Click Requisition Type and select Standard Purchase

Create Requisition

Requester *

Requesting Entity

Company *

Currency *

Requisition Type *

Deliver-To * ☐ ☒ ☐

Ship-To *

Program

Project

Gift

Grant

Cost Center *

Fund *

4 Click X to delete the default Deliver-To address. Enter correct Deliver-To address.

Create Requisition

Requester * X Amber Horn ...

Requesting Entity

Company * X ULSA University of Louisville ...

Currency * X USD ...

Requisition Type * X Standard Purchase

Deliver-To * X Belknap Campus > Service Complex (Belknap) ...

Ship-To * 1901 Floyd Street Inventory
X Control Louisville, KY 40208
United States of America

Program

Project

Gift

Grant

Cost Center X CC000110 CAPS ...

5 Enter Workday Program/Project/Gift/Grant "PPGG" worktag. If unknown, type a portion of the worktag (i.e. purch for Purchasing) and all options will appear. Select the appropriate worktag

Requester * X Amber Horn ...

Requesting Entity

Company * X ULSA University of Louisville ...

Currency * X USD ...

Requisition Type * X Standard Purchase

Deliver-To * Belknap Campus > Service Complex (Belknap) > Room

Ship-To

Program purch X

Project

Gift

Grant

Cost Center X CC000110 CAPS ...

Search Results (2)

- PG00080 ULSA - General Fund - Purchasing Office
- PG02542 ULRF - Academic Program Support - Purchasing - Health Science Campus

6

Enter Location for asset purchase. This location should be where the asset is housed.

The screenshot shows a software interface for entering asset purchase details. The form includes the following fields and values:

- Deliver-To:** Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap)
- Ship-To:** 2215 S. Brook Street Walk, Service Complex LOUISVILLE, KY 40208 United States of America
- Program:** PG00080 ULSA - General Fund - Purchasing Office
- Project:** (empty)
- Gift:** (empty)
- Grant:** (empty)
- Cost Center:** CC000110 CAPS
- Fund:** FD17 General Operating - General Fund
- Function:** FN06 Institutional Support
- Activity:** (empty)
- Location:** (empty, highlighted with an orange circle)

At the bottom of the form are two buttons: "OK" and "Cancel". The Windows taskbar is visible at the bottom of the screen.

7

Click OK.

This screenshot shows the same software interface as the previous one, but with the "OK" button highlighted by an orange circle, indicating the next step in the process. All other fields and values remain the same.

8 Click "Connect to Supplier Website "

Instructions

REQUISITION INSTRUCTIONS

Please review our [UofL Purchasing Website](#) for all questions. If you have questions or need additional assistance, please contact the [UofL Procurement Office](#).

Top Tips for ordering goods and services:

- Please use "Connect to Supplier Website" to punchout to contracted supplier websites
- If you cannot find what you need in the punchout sites, please create an adhoc request for goods or services by selecting "create non-catalog requisition"

Select an Option

[Request Non-Catalog Items](#)

Add a good or service that is not in the catalog

[Connect to Supplier Website](#)

Request goods and services from Supplier Websites

[Add from Templates and Requisitions](#)

Select from Requisition templates and past Requisitions

[Select from My Procurement Favorites](#)

Select from my Favorite Items

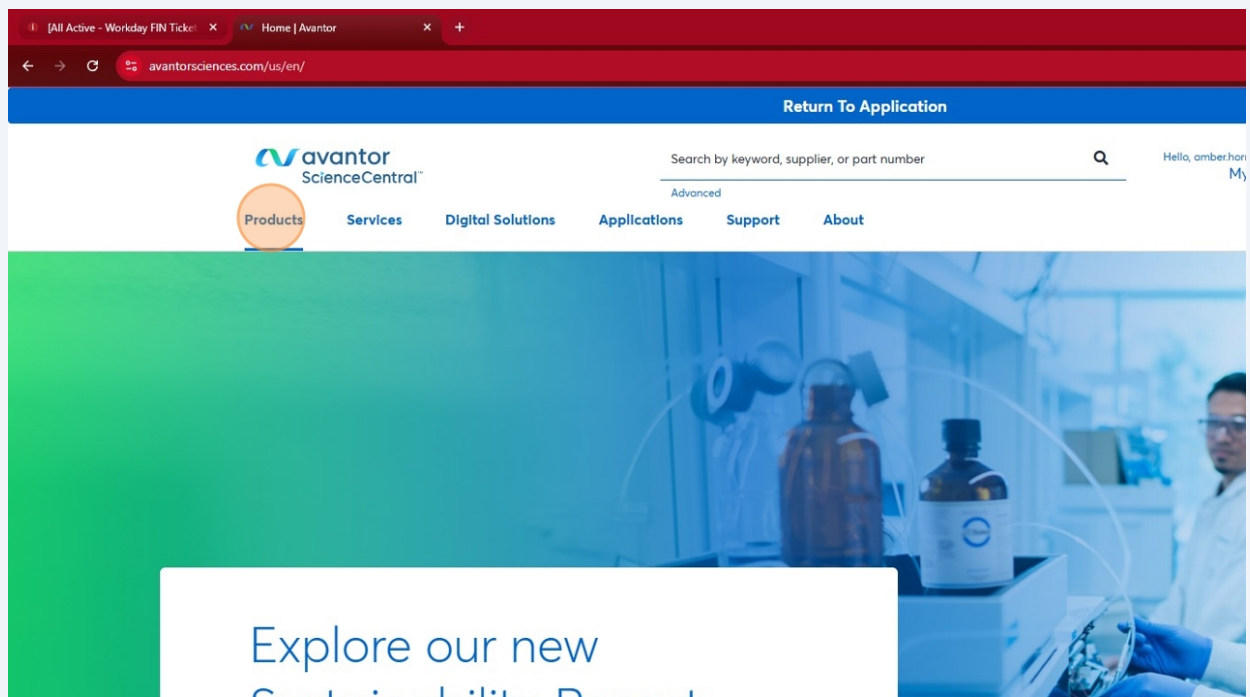
9 Click "Connect" next to VWR Funding Inc.

Create Requisition

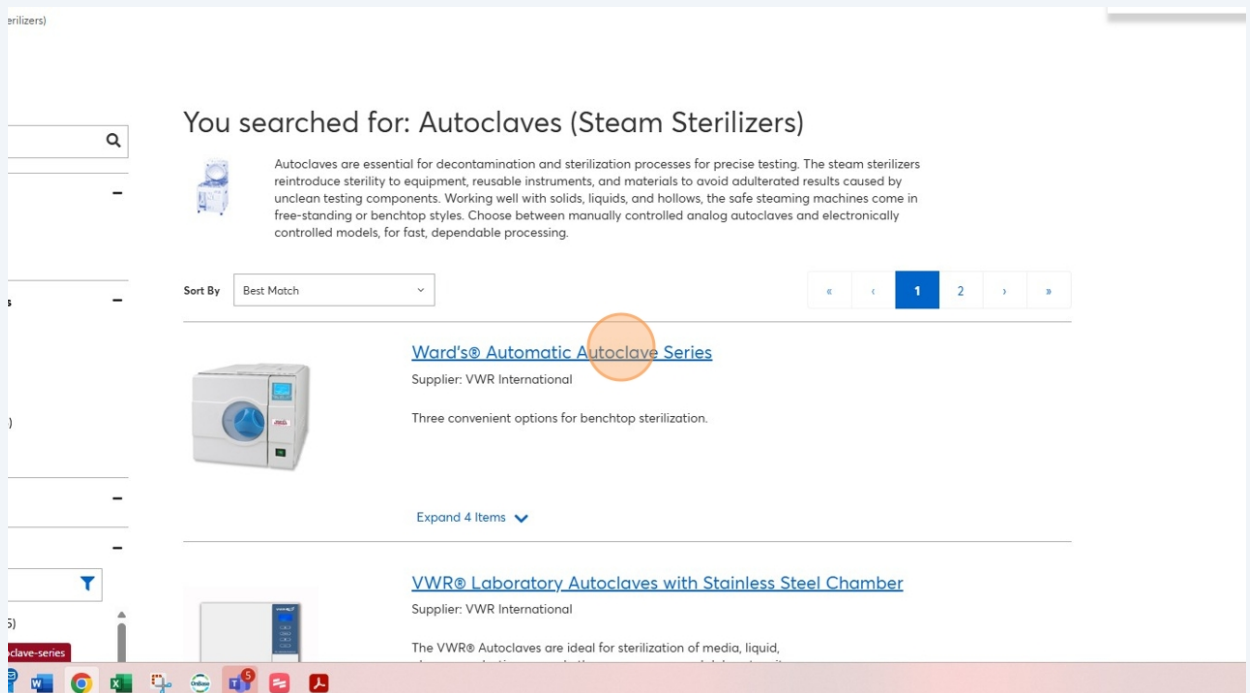
Requisition Type: Standard Purchase

Multi-Supplier	Supplier	Description	Connect
<input type="checkbox"/>	VWR Funding Inc		Connect
<input type="checkbox"/>	Staples Inc		Connect
<input type="checkbox"/>	GovConnection Inc		Connect
<input type="checkbox"/>	Dell Marketing LP		Connect
<input type="checkbox"/>	W W Grainger Inc		Connect

10 Click "Products" or search bar to find items.



11 Click on item selected.



12 Select Quantity and Click "Add To Cart"

ue 02
nd Instruments

Manual

- BioClave 16L
- BioClave Mini 8L

ELECTRICAL	DIMENSIONS	INTERIOR DIMENSIONS	AVAILABILITY	YOUR PRICE	
115 V, 50/60 Hz, 950 W	20.0x13.5x12.9"	6.7x12.5"	In Stock at VWR	Each \$4,306.68	<div>- 1 +</div> <div>Add To Cart</div> <div>Accessories +</div>
115 V, 50/60 Hz, 1600 W	22.0x17.5x15.7"	9.8x13.77"	In Stock at VWR	Each \$5,986.47	<div>- 0 +</div> <div>Add To Cart</div> <div>Accessories +</div>

Feedback

1

13 Click cart icon to review items.

ic-autoclave-series

Return To Application

itions Applications Support About Search by keyword, supplier, or part number

Manual

- BioClave 16L
- BioClave Mini 8L

ue 02
nd Instruments

ELECTRICAL	DIMENSIONS	INTERIOR DIMENSIONS	AVAILABILITY	YOUR PRICE	
115 V, 50/60 Hz, 950 W	20.0x13.5x12.9"	6.7x12.5"	In Stock at VWR	Each \$4,306.68	<div>- 1 +</div> <div>Add To Cart</div> <div>Accessories +</div>

Feedback

1 Total : \$4,306.68

Welcome back!
You have items in your cart
Click here to retrieve

14 Click View My Cart to see detail

Return To Application

Applications Applications Support About Search by keyword, supplier, or part number

Manual

- BioClave 16L
- BioClave Mini 8L

ue 02
nd Instruments

Your Cart

1 items in your cart	Qty:	Your Price
WARDS BIOCLAVE MINI 8L 115V	1	\$4,306.68

Total : \$4,306.68

View My Cart

Welcome back!
You have items in your cart
[Click here to retrieve](#)

ELECTRICAL **DIMENSIONS** **INTERIOR DIMENSIONS** **AVAILABILITY**

115 V, 50/60 Hz, 950 W	20.0x13.5x12.9"	6.7x12.5"	In Stock at VWR	Each \$4,306.68	- 1 +	Add To Cart	Accessories +
115 V, 50/60 Hz, 1600 W	22.0x17.5x15.7"	9.8x13.77"	In Stock at VWR	Each \$5,986.47	- 0 +		

Feedback

15 Click here to Request a Quote if needed.

Return To Application

antor
enceCentral™ Search by keyword, supplier, or part number

Advanced

Services Digital Solutions Applications Support About

Hello, amber.horn@louisville.edu
My Account United States

Order Entry 1 Total : \$4,306.68

ount is used for display of
nd availability only. The
nd shipping will be
ed upon receiving your
e order (PO).

Shipping Account Number:
80073484

Request a Quote

- Save to Shopping list
- Import Products
- Export Cart To CSV
- Clear Cart

0008746178

ard Products

4	AVAILABILITY	YOUR PRICE	QTY	SUBTOTAL
DS BIOCLAVE MINI 8L 115V p # 470230-596 er: VWR International	In Stock at VWR	Each \$4,306.68	- 1 +	\$4,306.68

Cart Summary


Item Subtotal (1 Items) \$4,306.68

Update Quantities

Proceed To Checkout


Promotion codes, shipping & handling, taxes, and any special services or hazard charges will be calculated and finalized in checkout.

16 Click Proceed to Checkout to purchase






Search by keyword, supplier, or part number 

Advanced

Solutions Applications Support About

Order Entry  1 Total : \$4,306.68

Shipping Account Number: 80073484

-  Request a Quote
-  Save to Shopping list
-  Import Products
-  Export Cart To CSV
-  Clear Cart

Cart Summary

Item Subtotal (1 Items) **\$4,306.68**


[Update Quantities](#)

Proceed To Checkout







Promotion codes, shipping & handling, taxes, and any special services or hazard charges will be calculated and finalized in checkout.

AVAILABILITY	YOUR PRICE	QTY	SUBTOTAL
In Stock at VWR	Each \$4,306.68	<input type="text" value="1"/>	\$4,306.68

Shipping Date 07-11-2025 From VWR SARGENT WELCH [Remove Item from Cart X](#)

 Feedback

17 Items from Supplier website will transfer to Workday requisition. Review all lines to make sure items transferred correctly.

Company	Requester	Requisition Type	Total Amount	Currency
ULSA University of Louisville	Amber Horn	Standard Purchase	\$4,306.68	USD

1 Item

WARDS BIOCLAVE MINI 8L 115V	1
\$4,306.68	

Edit

Description: WARDS BIOCLAVE MINI 8L 115V

Supplier Item Identifier: 470230-596

Commodity Code: 42281508 - Steam autoclaves or sterilizers

Spend Category: Supplies - Medical-Lab Supplies (SC0129)

Supplier: VWR Funding Inc

Supplier Contract: SCON-00000317 : Scientific Lab Supplies/Equip

Quantity: 1

Unit of Measure: Each

Unit Cost: 4,306.68

Extended Amount: 4,306.68

Memo:

18 Click Checkout

☆

⚙

Supplier Item Identifier470250-390

Commodity Code42281508 - Steam autoclaves or sterilizers

Spend CategorySupplies - Medical-Lab Supplies (SC0129)

SupplierVWR Funding Inc

Supplier ContractSCON-00000317 : Scientific Lab Supplies/Equip

Quantity1

Unit of MeasureEach

Unit Cost4,306.68

Extended Amount4,306.68

Memo

>

Checkout

Continue Shopping ▾

Search