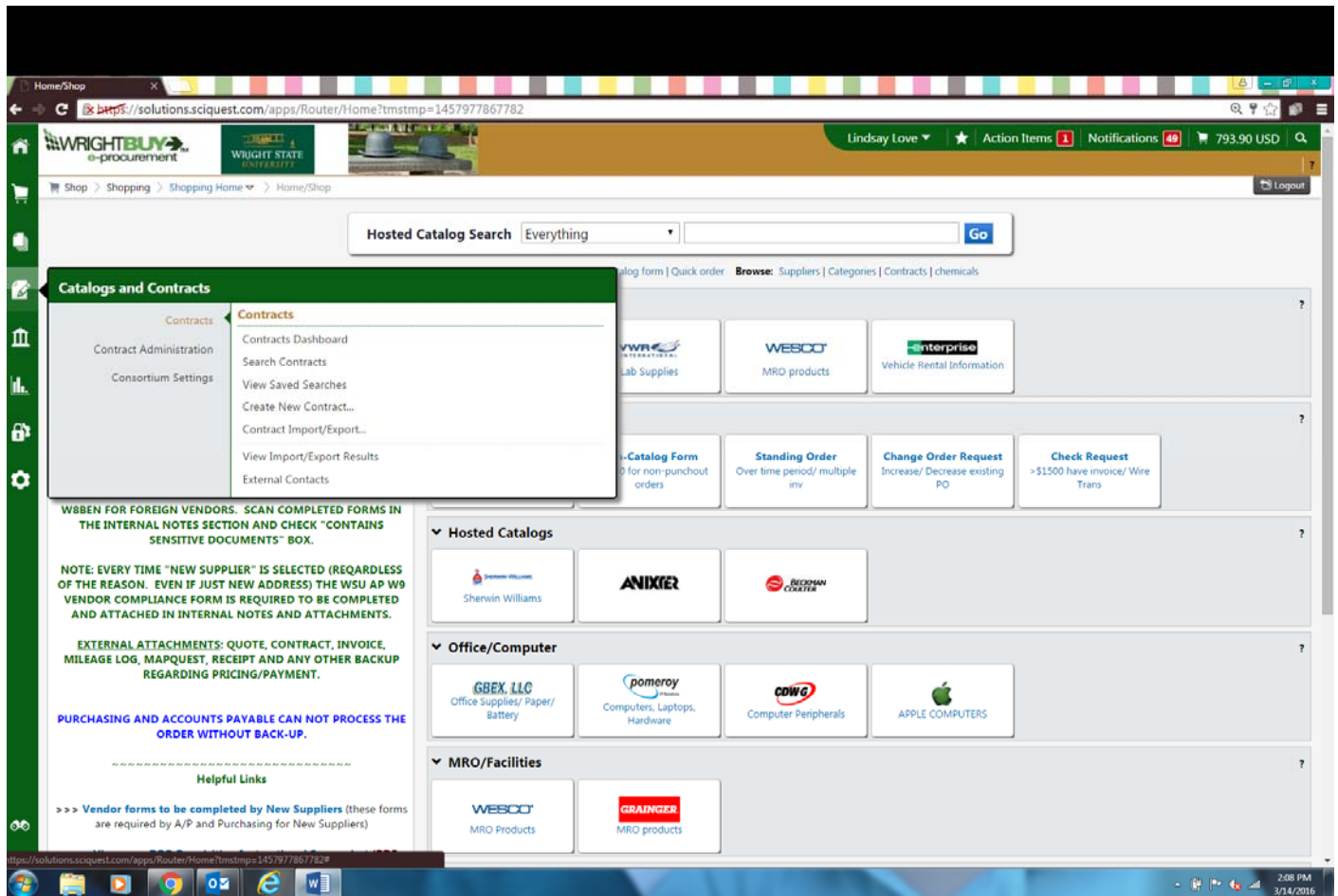


Looking for a Certificate of Insurance in WrightBuy

Use the left side navigation to go to Catalogs and Contracts:



Click on Search Contracts:

The screenshot displays the WrightBuy e-procurement system interface. At the top, the browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/Home?tmstmp=1457977867782>. The page header includes the WrightBuy logo, the user name "Lindsay Love", and navigation links for "Action Items" (1), "Notifications" (49), and a currency indicator "793.90 USD".

The main content area features a "Hosted Catalog Search" bar with a dropdown menu set to "Everything" and a "Go" button. Below this, a "Catalogs and Contracts" sidebar is open, showing a list of options under the "Contracts" section. The "Search Contracts" option is highlighted in orange. Other options include "Contract Administration", "Consortium Settings", "Contracts Dashboard", "View Saved Searches", "Create New Contract...", "Contract Import/Export...", "View Import/Export Results", and "External Contacts".

The main content area also displays several "Hosted Catalogs" and "Office/Computer" sections. The "Hosted Catalogs" section includes "Sherwin Williams", "ANIXET", and "BUCHANAN COOKER". The "Office/Computer" section includes "GBEX LLC", "Pomeroy", "COWG", and "APPLE COMPUTERS". The "MRO/Facilities" section includes "WEBSCO" and "GRANGER".

At the bottom of the page, there is a "Helpful Links" section with the text: "Vendor forms to be completed by New Suppliers (these forms are required by A/P and Purchasing for New Suppliers)".

The system tray at the bottom right shows the time "2:19 PM" and the date "3/14/2016".

Type in supplier name and hit search:

The screenshot shows a web browser window displaying a search interface for contracts. The browser's address bar shows the URL: <https://solutions.sciquest.com/apps/Router/ContractSearch?DocTypeId=2000&tmstp=1457977868239>. The page header includes the WrightBuy e-procurement logo and the Wright State University logo. The user is logged in as Lindsay Love, with 3 Action Items and 49 Notifications. The currency is 793.90 USD. The breadcrumb navigation shows: Catalogs and Contracts > Contracts > Search Contracts > Search Contracts. The main content area is titled "Search Contracts" and includes an "Advanced Search" link. The search form contains the following fields:

- Contract: Fisher Scientific
- Active for Shopping: All
- By Start/End Date: All

The Windows taskbar at the bottom shows the system clock at 2:18 PM on 3/14/2016.

If there is a Certificate of Insurance it will show up as COI-1xxxx or INS- 'supplier name':

The screenshot displays a web application interface for WrightBuy procurement. The top navigation bar includes the user name 'Lindsay Love', 'Action Items' (3), 'Notifications' (49), and a currency indicator '793.90 USD'. The breadcrumb trail shows 'Catalogs and Contracts > Contracts > Search Contracts > Search Contracts'. The main content area is titled 'Contract Search Results' and shows '1-1 of 1 Results'. The search criteria on the left include 'Contract Name: Fisher Scientific', 'Filtered by: By Start/End Date: All', and 'Contract Type: Certificate of Insurance'. The search results table shows one entry: 'INS-FisherScientific' with details: 'Fisher Scientific Company Cert of Ins expires 7/1/2016', 'Supplier: Fisher Scientific', 'Start Date: 7/1/2015', 'Version Type: Original', 'Contract Type: Certificate of Insurance', 'End Date: 7/1/2016', 'Renewal No.: 0', and 'Active for Shopping: Yes'. The bottom of the screen shows a Windows taskbar with the date '3/14/2016' and time '2:13 PM'.

If there is not a COI on file or it has expired, please request one from the supplier or ask your Buyer to assist you.