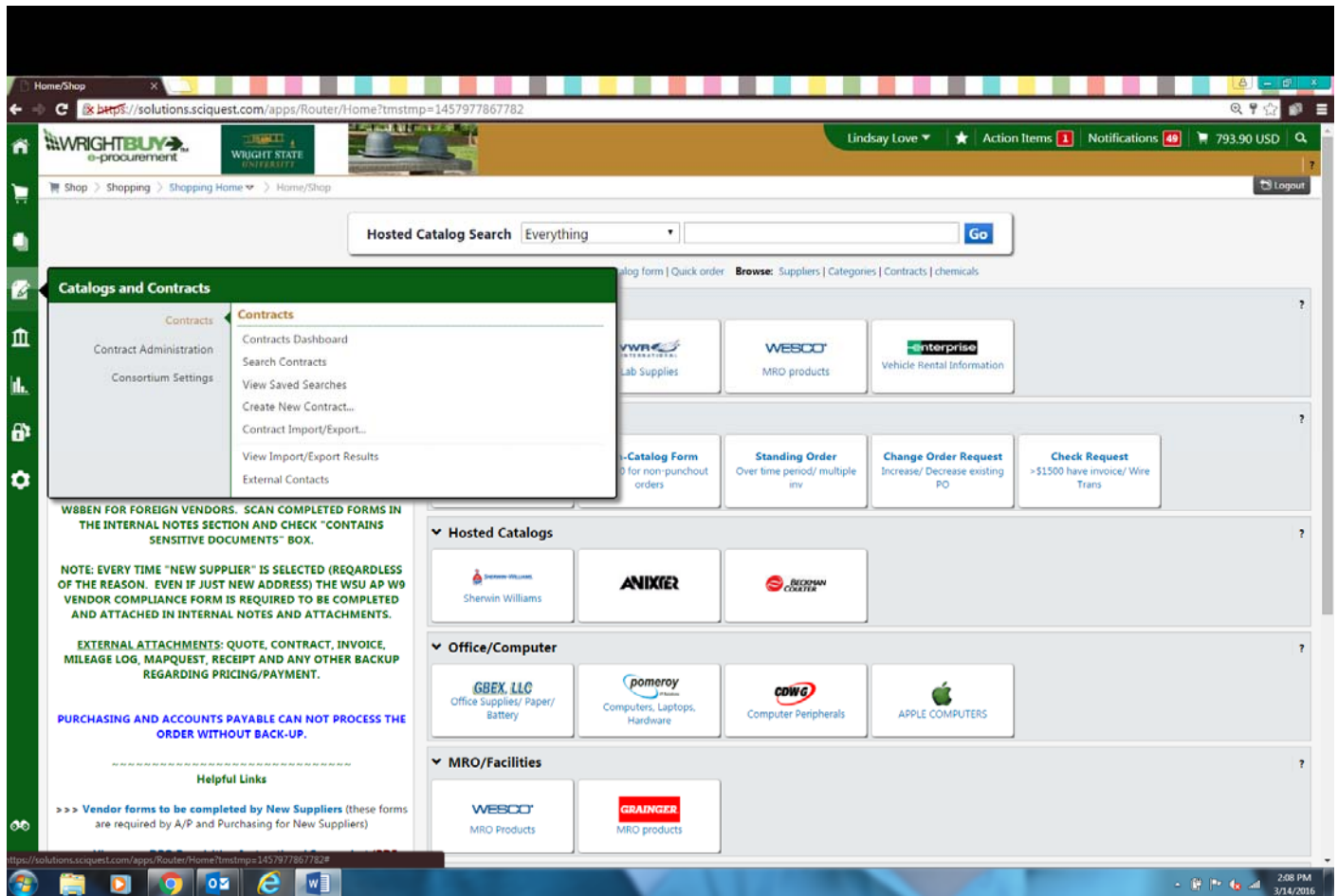


Looking for a Certificate of Insurance in WrightBuy

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 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'. A search bar is present with the text 'Hosted Catalog Search' and a dropdown menu set to 'Everything'. A left-hand navigation menu is open, showing the 'Contracts' section with a sub-menu where 'Search Contracts' is highlighted. The main content area features a grid of tiles for various categories: 'Lab Supplies' (with 'VWR INTERNATIONAL' logo), 'MRO products' (with 'WEBSCO' logo), 'Vehicle Rental Information' (with 'Enterprise' logo), 'Catalog Form' (for non-punchout orders), 'Standing Order' (over time period/multiple inv), 'Change Order Request' (increase/decrease existing PO), and 'Check Request' (>\$1500 have invoice/Wire Trans). Below these are sections for 'Hosted Catalogs' (listing 'Sherwin Williams', 'ANIXET', and 'BUCHANAN COOKER'), 'Office/Computer' (listing 'GBEX LLC', 'pomeroy', 'COWG', and 'APPLE COMPUTERS'), and 'MRO/Facilities' (listing 'WEBSCO' and 'GRANGER'). A sidebar on the left contains important notices for vendors, including instructions on completing forms and a helpful link for new suppliers.

WRIGHTBUY e-procurement

WRIGHT STATE UNIVERSITY

Lindsay Love

Action Items 1 Notifications 49 793.90 USD

Shop > Shopping > Shopping Home > Home/Shop

Hosted Catalog Search Everything [Go]

Contracts

- Contracts Dashboard
- Search Contracts**
- View Saved Searches
- Create New Contract...
- Contract Import/Export...
- View Import/Export Results
- External Contacts

Contract Administration

Consortium Settings

WBBEN FOR FOREIGN VENDORS. SCAN COMPLETED FORMS IN THE INTERNAL NOTES SECTION AND CHECK "CONTAINS SENSITIVE DOCUMENTS" BOX.

NOTE: EVERY TIME "NEW SUPPLIER" IS SELECTED (REGARDLESS OF THE REASON. EVEN IF JUST NEW ADDRESS) THE WSU AP W9 VENDOR COMPLIANCE FORM IS REQUIRED TO BE COMPLETED AND ATTACHED IN INTERNAL NOTES AND ATTACHMENTS.

EXTERNAL ATTACHMENTS: QUOTE, CONTRACT, INVOICE, MILEAGE LOG, MAPQUEST, RECEIPT AND ANY OTHER BACKUP REGARDING PRICING/PAYMENT.

PURCHASING AND ACCOUNTS PAYABLE CAN NOT PROCESS THE ORDER WITHOUT BACK-UP.

Helpful Links

>>> Vendor forms to be completed by New Suppliers (these forms are required by A/P and Purchasing for New Suppliers)

Hosted Catalogs

- Sherwin Williams
- ANIXET
- BUCHANAN COOKER

Office/Computer

- GBEX LLC Office Supplies/ Paper/ Battery
- pomeroy Computers, Laptops, Hardware
- COWG Computer Peripherals
- APPLE COMPUTERS

MRO/Facilities

- WEBSCO MRO Products
- GRANGER MRO products

2:10 PM 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 as 2:18 PM on 3/14/2016.

If there is a Certificate of Insurance it will show up as INS- 'supplier name'

The screenshot displays a web application interface for WrightBuy procurement. The top navigation bar includes the WrightBuy logo, the user name 'Lindsay Love', and notification counts for 'Action Items' (3) and 'Notifications' (49). 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 details on the left indicate the contract name is 'Fisher Scientific' and the type is 'Certificate of Insurance'. The 'Contract Details' section shows the contract is an 'INS-FisherScientific' for 'Fisher Scientific Company Cert of Ins expires 7/1/2016'. Key details include: Supplier: Fisher Scientific, Start Date: 7/1/2015, End Date: 7/1/2016, Version Type: Original, Contract Type: Certificate of Insurance, Active for Shopping: Yes, and Renewal No.: 0. The 'Refine Search Results' sidebar on the left shows filters for Contract Version Type (Original (1)), Supplier (Fisher Scientific (1)), Supplier Class (No Class Specified (1)), Auto-Renew (No (1)), and Will Not Renew (Yes (Includes expired contracts) (1)).

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.