

Looking for a Certificate of Insurance in WrightBuy

Go into your requisition:

The screenshot displays the WrightBuy procurement system interface. At the top, the user is logged in as Lindsay Love. The page shows the requisition summary for Requisition 72413732, which is in a 'Completed' status. The interface is divided into several sections: General, Shipping, and Billing. The General section shows the requisition was submitted on 3/14/2016 at 2:50 PM by Anita Thyagarajan-Sahu. The Shipping section indicates the carrier is 'Best Carrier-Best Way' and the status is 'X'. The Billing section shows the cardholder name as Ravi Sahu and the card number as XXXXXXXXXXXX8485. Below these sections, there is a 'Look up - Accounting Codes' table and an 'Accounting Codes' table.

General	Shipping	Billing
Status ✓ Completed (3/14/2016 2:51 PM)	Ship To Attn: Anita Thyagarajan Building: Health Sciences Room: 230 WSU Central Receiving 3640 Colonel Glenn Hwy Dayton, OH 45435-0001 United States	Bill To Wright State University Attn: Accounts Payable 3640 Colonel Glenn Highway 301 University Hall Dayton, OH 45435-0001 United States
Submitted 3/14/2016 2:50 PM	Delivery Options Expedite X Ship Via Best Carrier-Best Way Requested Delivery Date <i>no value</i>	Credit Card Info Cardholder Name: Ravi Sahu Card Number: XXXXXXXXXXXX8485 Card Security Code Expiration Date: 9/2018
Cart Name 2016-03-14 Corning Glucose solution-Sahu Lab		Billing Options Accounting Date: <i>no value</i>
Description <i>no value</i>		
Priority Normal		
Prepared by Anita Thyagarajan-Sahu		
Assigned Buyer <i>no value</i>		
Bid/Contract No. <i>no value</i>		
AP Clerk AP Clerk 2 D - Kd Beverly Combs x3613		

Look up - Accounting Codes						
WSU_Index	WSU_Fund	WSU_Organization	WSU_Account	WSU_Program	WSU_Activity	WSU_Location
669881	669881	226139	<i>no value</i>	20053	<i>no value</i>	<i>no value</i>
Environment Pro-Oxidation Stressors						

Accounting Codes						
Chart	Fund	Organization	Account	Program	Activity	Location

Scroll down to the supplier name and click "more info...":

The screenshot displays the WrightBuy e-procurement interface. At the top, the header includes the WrightBuy logo, Wright State University logo, and user information for Lindsay Love. The main content area shows a requisition summary for 'Environment Pro-Oxidation Stressors' with various accounting codes and notes. An orange arrow points to the 'more info...' link next to the supplier name 'Fisher Scientific' in the 'Supplier / Line Item Details' section. Below this, a table lists product details for '45% GLUCOSE SOLUTION'.

WSU_Index	WSU_Fund	WSU_Organization	WSU_Account	WSU_Program	WSU_Activity	WSU_Location
669881	669881	226139	no value	20053	no value	no value

Chart	Fund	Organization	Account	Program	Activity	Location
W	669881	226139	731200	20053	no value	HS0230
W	Environment Pro-Oxidation Stressors	RIF-PT-Sahu	Lab Supplies-Research	SBR-Life Sciences-Medical Sciences		Health Sciences 230

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no note	Note to all Suppliers	no note
Internal Attachments		Attachments for all suppliers	
Contains Sensitive Document?	X		
Hold Check For Pick Up	X		

Supplier / Line Item Details	
Fisher Scientific more info...	
Business 1 4500 Turnberry Drive, Hanover Park, IL 60133 US	
Contract: C0218 more info...	
Quote number: no value	
PO Number: H0058142	

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 45% GLUCOSE SOLUTION more info...	MT25037CI	EA	34.90	1 EA	34.90 USD

Supplier subtotal	34.90USD
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Click the Contracts tab:

The screenshot displays a web application interface for a supplier profile. The main content area is titled "Fisher Scientific" and has two tabs: "Supplier" and "Contracts". An orange arrow points to the "Contracts" tab. The "Supplier" tab is active, showing contact information for Fisher Scientific, including address, phone numbers, and email. Below this is a "Technical Contact" section. A message at the bottom of the supplier profile states: "The item(s) in this group was retrieved from the supplier's website. What does this mean? You can no longer access this item(s) on the supplier's website. What does this mean?" Below the message is a table with one line item:

Line(s)	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	45% GLUCOSE SOLUTION	MT25037CI	EA	34.90	1 EA	34.90 USD

Below the table, there are fields for "Manufacturer Name" (MEDIATECH INC), "Manufacturer Part Number" (25037CI), and "Supplier Part Auxiliary ID" (EA). A "Supplier subtotal" of 34.90 USD is shown at the bottom right. The right sidebar contains a navigation menu with "Lindsay Love", "Action Items 4", and "Notifications 49". Below this is a table with columns "WSU_Program", "WSU_Activity", and "WSU_Location". The table shows one row with "20053" in the program column and "no value" in the activity and location columns. Below the table is an "External Notes and Attachments" section with a "View/edit by line item..." link. At the bottom of the sidebar, there is a "For selected line items" section with a "Go" button and a "Contract" section with "Quote number" (no value) and "PO Number" (H0058142).

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

The screenshot displays a web application interface for contract management. The main content area shows a list of contract line items under the heading "C0218 (Lab Supplies)". A note is visible: "INS-FisherScientific: (Fisher Scientific Company Cert of Ins expires 7/1/2016)". An orange arrow points to this note. Below the list, a detailed view of a line item is shown:

Line(s)	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	45% GLUCOSE SOLUTION	MT25037CI	EA	34.90	1 EA	34.90 USD

Additional details for the line item include:

- Manufacturer Name: MEDIATECH INC
- Manufacturer Part Number: 25037CI
- Supplier Part Auxiliary ID: EA
- Commodity Code: CHEMLAB Chemicals, Laboratory

The interface also includes a header with user information (Lindsay Love), action items, notifications, and a total value of 793.90 USD. A table on the right side of the screen shows contract details for WSU_Program, WSU_Activity, and WSU_Location.