

eProcurement:

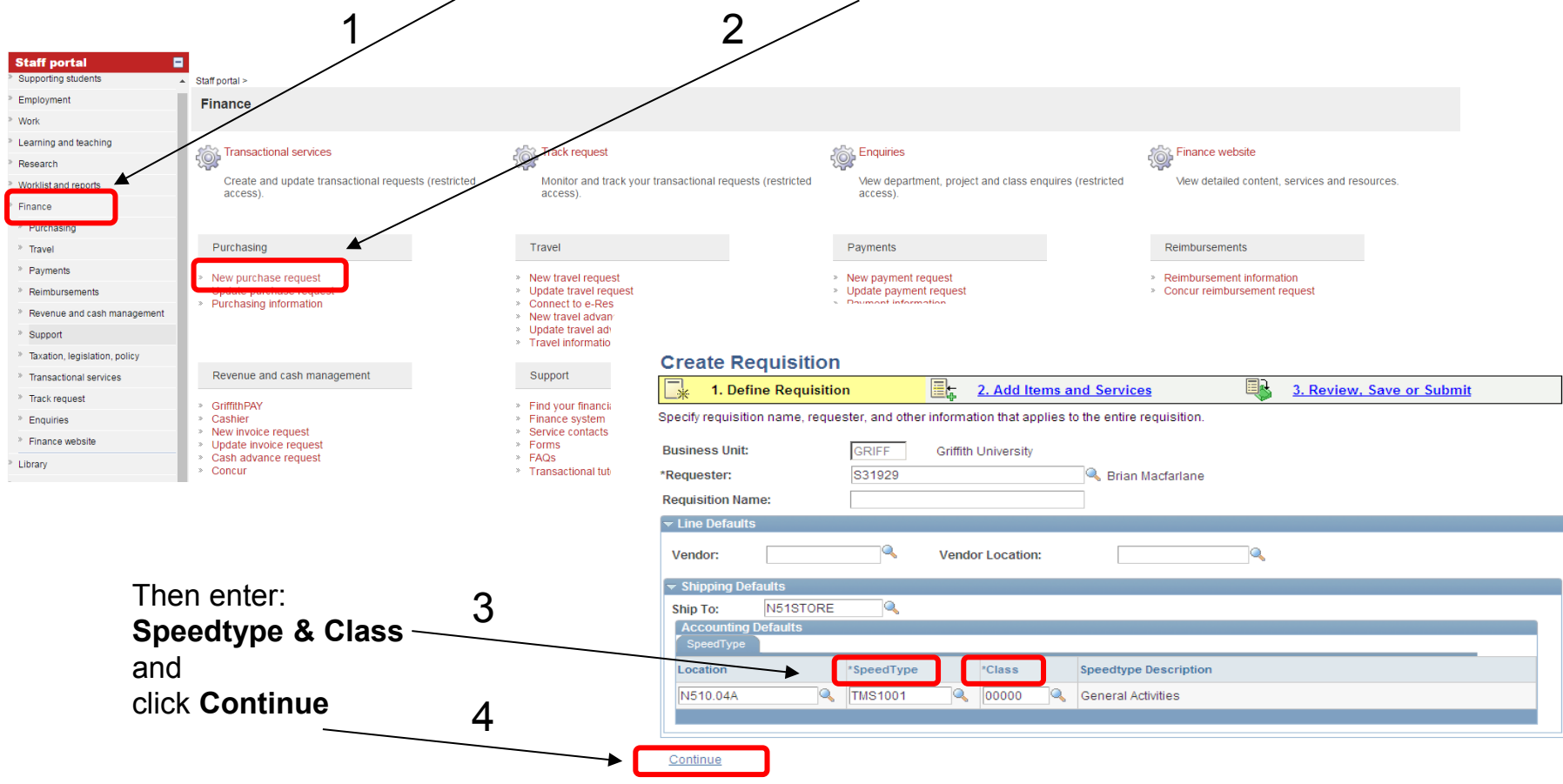
Purchasing Through UniMarket

What is UniMarket?

- UniMarket is an online Market Place which allows users at Griffith to order goods electronically from various select suppliers.
- UniMarket operates on a similar principal to buying goods from Amazon.com. The difference is, you don't need a credit card or password, only your department's account details which would be made up of a speedtype and class. Eg: Speedtype: UNI1001 Class: UNIMA
- Users access UniMarket through the Finance PeopleSoft Portal

- Purchasing goods through our contracted suppliers has the benefit of consolidating spend and reducing costs to the client in the form of discounted rates and reduced freight costs.
- An additional benefit is goods purchased through UniMarket build straight through to the vendor. The buyer is removed from the process as all the catalogue items have already been pre-approved, and linked to the respective category in the general ledger.
- This also ensures that relevant orders (eg hazardous goods, chemicals, IT equipment) are routed for special approval when required.

Log into the **Portal** > Select the **Finance** link > Select the **New purchase request** link



1 → Finance

2 → Purchasing

3 → **New purchase request**

4 → **Continue**

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review, Save or Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: GRIFF Griffith University

*Requester: S31929 Brian Macfarlane

Requisition Name:

Line Defaults

Vendor: Vendor Location:

Shipping Defaults

Ship To: N51STORE

Accounting Defaults

Location	*SpeedType	*Class	Speedtype Description
N510.04A	TMS1001	00000	General Activities

Then enter:
Speedtype & Class
and
click **Continue**

GU Quotation Policy:

- < \$5,000 = 1 verbal quote
- \$5,000 to < \$20,000 = 2 verbal quotes
- \$20,000 to < \$200,000 = 3 written quotes
- \$200,000 to \$1,000,000 = tender
- > \$1,000,000 = tender board

To ensure prompt processing please attach copies of written quotes to this requisition.

Select the **Online Catalogs** tab, then select **Griffith Marketplace**

5 Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review, Save or Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.






Online Catalogs Non-Catalog Favourites

Logo	Merchant	Description
	Griffith Marketplace	The Griffith Marketplace hosts a variety of catalogues for selected contracted suppliers. Griffith Procurement is actively working to bring more suppliers online to create cost saving opportunities for the University.

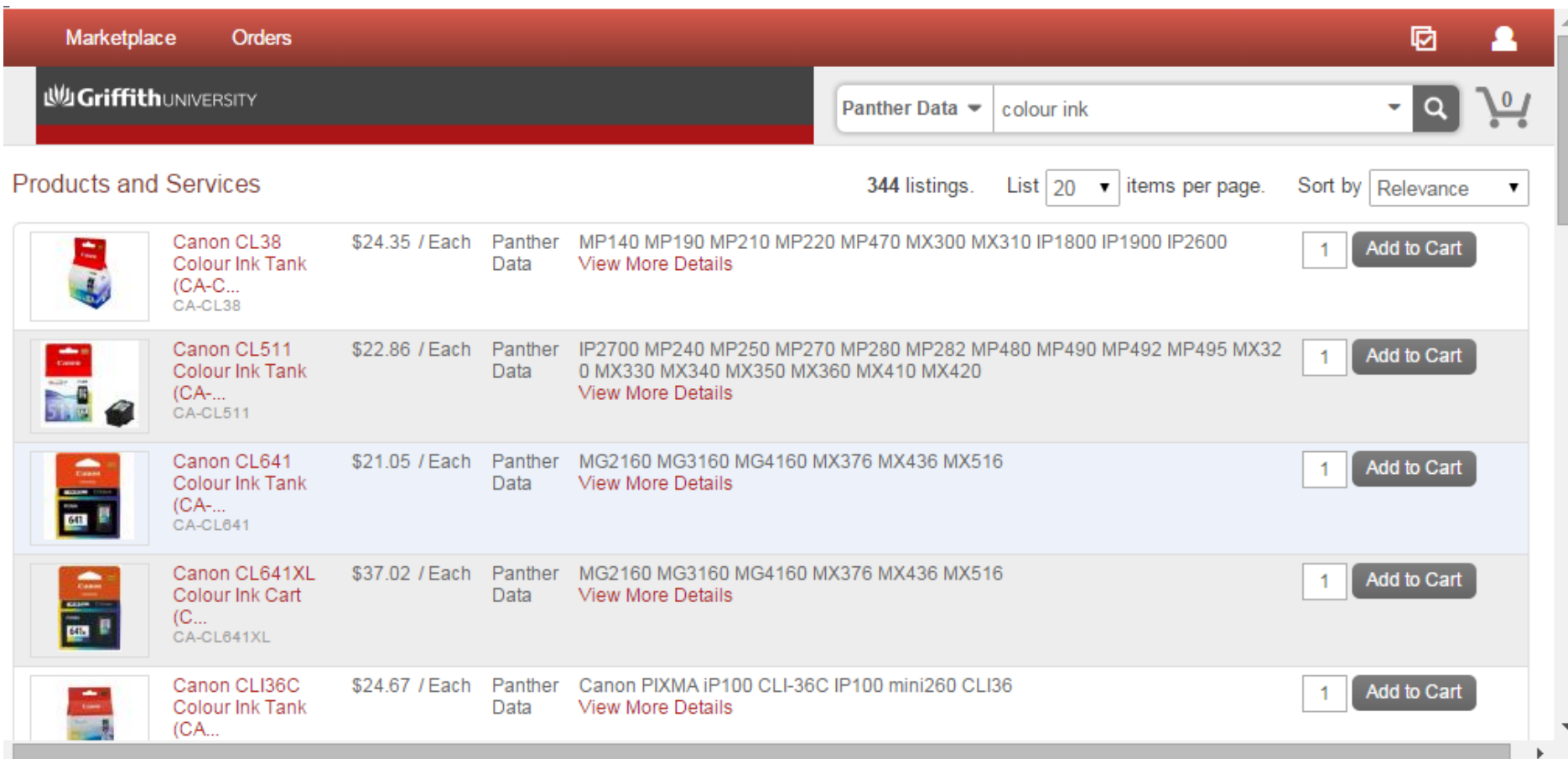
[Review, Save or Submit](#)

This brings the User to the UniMarket Portal where they can select the catalogue from which they want to purchase.






7

	Life Technologies Australia Pty Ltd
	Merck Pty Ltd t/a Merck Millipore
	Panther Data
	Qiagen
	Sigma Aldrich Australia

Thereafter, ordering is similar to Amazon: select item(s) add to cart, checkout.



The screenshot shows the Unimarket interface. At the top, there are navigation tabs for 'Marketplace' and 'Orders'. Below this is the Griffith University logo and a search bar containing 'Panther Data' and 'colour ink'. The search results are displayed under the heading 'Products and Services'. The results show 344 listings, with 20 items per page. The items are sorted by Relevance. The first five items listed are:

Image	Product Name	Price	Category	Compatible Models	Quantity	Action
	Canon CL38 Colour Ink Tank (CA-CL38)	\$24.35 / Each	Panther Data	MP140 MP190 MP210 MP220 MP470 MX300 MX310 IP1800 IP1900 IP2600	1	Add to Cart
	Canon CL511 Colour Ink Tank (CA-CL511)	\$22.86 / Each	Panther Data	IP2700 MP240 MP250 MP270 MP280 MP282 MP480 MP490 MP492 MP495 MX320 MX330 MX340 MX350 MX360 MX410 MX420	1	Add to Cart
	Canon CL641 Colour Ink Tank (CA-CL641)	\$21.05 / Each	Panther Data	MG2160 MG3160 MG4160 MX376 MX436 MX516	1	Add to Cart
	Canon CL641XL Colour Ink Cart (CA-CL641XL)	\$37.02 / Each	Panther Data	MG2160 MG3160 MG4160 MX376 MX436 MX516	1	Add to Cart
	Canon CLI36C Colour Ink Tank (CA-CLI36C)	\$24.67 / Each	Panther Data	Canon PIXMA iP100 CLI-36C IP100 mini260 CLI36	1	Add to Cart

On checkout, all items are returned to PeopleSoft, and the requisition is automatically created, allowing all relevant workflow approvals as required.

Current Suppliers	Current Suppliers
Bio-Rad Laboratories	In Vitro Technologies
BOC Gases	
Chem-Supply	
Dell Australia	
Interpath Services	
John Morris Scientific	
Life Technologies	
Merck t/a Merck Millipore	
Panther Data	
Qiagen	
Sigma	
Staples	
Thermo Fisher Scientific	
Element 14	