ARIBA: Punchout Catalog Navigation—American Medical Depot

The American Medical Depot catalog contains medical equipment and supplies.

This document will review tips for effectively using the American Medical Depot (AMD) catalog. Click the blue links to navigate to different sections of the document.

- **Back to Top**—Return here

- **Ordering Information**—Enter an order in time for next-day delivery

- **Restricted Items**—Review restricted item order processing

- **Technical Requirements**—Set required web browser settings

- **Access the Catalog**—Locate and enter the AMD catalog to start your order

- **Common Actions**—Locate the AMD catalog feature to complete a desired task

- **Landing Page Features**—Locate and use the AMD catalog tools
Ordering Information

1. Enter AMD orders by 10:00 a.m. for the best chance at next-day delivery.
2. Follow up with approvers as needed.
3. Orders that are fully approved and sent to AMD by 2:00 p.m. will typically be delivered the next day.
   a. Drop shipped, back ordered, or special order items will vary in delivery timeline.
   b. ‘Pedigree’ or ‘medical license required’ items require a medical license in order to be shipped.
      i. Medical licenses are associated by ship-to address.
         1) Preset your default ship-to address accordingly, using the Ariba Floor, Room, and Phone instructions.
         2) Communicate any changes to ship-to address or medical license status to Procurement.
4. Follow up with Procurement immediately regarding any delivery delays.
5. Restricted items—Certain items are restricted in the AMD catalog to aid product standardization.
   a. These items will display the “not in your Formulary” error (below) when added to a cart.
   b. To order items that are restricted, contact Cindy Cape, procurement specialist (ccape@nova.edu) to request a quote or for assistance identifying an alternate item.
      i. Enter orders for restricted items as non-catalog if alternates are not available.
Technical Requirements

1. Web Browser—Use Internet Explorer (IE) Version 11 in compatibility mode.
   a. Set compatibility mode in IE via ‘Tools’ → ‘Compatibility View Settings’ and add ‘nova.edu’ to the list of web sites.
      i. Locate and click on the ‘Tools’ icon in the upper-right-hand corner of the IE browser window.
      ii. Click on ‘Compatibility View settings.’
      iii. Type ‘nova.edu’ into the ‘Add this website’ and click ‘Add.’
Access the AMD Catalog

1. Log into Ariba at https://ariba.nova.edu and click ‘Create’ → ‘Requisition’ at the top of the page, or through Common Actions

2. Catalog Home page
   a. Click on ‘Medical Supplies’ under ‘Medical Supplies.’
   b. Click on ‘Punchout Catalog for Nova.’
Common Actions

1. Place an order.
   a. Locate and add items to a cart.
      i. To search for items by description or manufacturer part number, go to Search Box.
      ii. To browse items by category or manufacturer, go to Shop by Category or Shop by Brands.
      iii. To add items using the AMD part number, go to Quick Order.
      iv. To add items from a personal or NSU-wide shopping list, go to Quick Carts.
      v. To order restricted items, go here.
   b. To review and edit the items in a cart, click the cart icon.
   c. To complete a purchase by checking out to an Ariba requisition, go to Check Out.

2. Return to Landing Page—Click the AMD logo or the home icon.

3. Other AMD catalog tools—Review Landing Page Features for more AMD punchout catalog tools.
Landing Page Features

1. Masthead
   a. Quick Order
   b. My Quick Cart
   c. Return to Procurement System
   d. AMD Logo/Home
   e. Search box
   f. Checkout

2. Sidebar
   a. Shop by Category
   b. Shop by Brands
Quick Order

1. From the landing page, click the Quick Order icon in the masthead.

   a. Enter the AMD part number and press ‘Enter,’ or click the suggested part number to see product detail view.

   b. Update quantity as needed.
   c. Click ‘Add to Cart.’
      i. Restricted items—Certain items are restricted in the AMD catalog to aid product standardization. Instructions on restricted item ordering are available here.
   d. Proceed to check out if the order is complete.
2. From the Shopping Cart view, enter an AMD part number into Quick Order.
   a. Press ‘Enter,’ or click the suggested part number to see product detail view.
   b. Update quantity as needed.
   c. Click ‘Add to Cart.’
      i. Restricted items—Certain items are restricted in the AMD catalog to aid product standardization. Instructions on restricted item ordering are available here.
d. Add to cart will be confirmed.

e. Proceed to check out if order is complete.
Shopping Lists

1. Click ‘My Quick Cart’ in the masthead to view existing shopping lists.

   a. Click ‘Delete All’ to delete a list.
   b. Click the cart name to view and adjust contents.

   i. Update quantities and click ‘Add to Cart’ to add list items to cart.
      1) Restricted items—Certain items are restricted in the AMD catalog to aid product standardization. Instructions on restricted item ordering are available here.
      ii. Proceed to check out if order is complete.

2. Create a new QuickCart
   a. Create an order.
   b. Click on the cart icon/‘Check Out’ in the masthead.
c. Click ‘Save As QuickCart.’

![Shopping Cart](image)

**Quick Order**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>OEM 710909</td>
<td>$65.53</td>
<td>$65.53</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OEM 110980</td>
<td>$2.96</td>
<td>$2.96</td>
</tr>
</tbody>
</table>

**Save Quick Cart**

- **Select an existing cart to update:** [DRM - Burn Care 12/20/14]
- **Select update method:** [Append Existing]

**Create a new quick cart.**

- **Enter a name for the cart:** [HPD Clinic Room Sup X]

![Save Quick Cart](image)

**Quick Cart item(s) will remain in the shopping cart.**

i. Review cart options.

ii. Proceed to check out if the order is complete.
Search box

1. Type information into the search box.
   a. Suggested items will drop down.
      i. Click on a suggested item to view details.
   b. Click on to view all search results.

i. Filter results by desired attributes.
   1) For example—Brand, Dimensions, Product Type, etc.
   2) Click on item description to see a detailed view.
a) Click detailed view tabs to review images, product details, or specifications.

b) Update quantity and click ‘Add to Cart.’
   
   i) Restricted items—Certain items are restricted in the AMD catalog to aid product standardization. Instructions on restricted item ordering are available [here](#).

c) Proceed to check out if the order is complete.
1. Click the AMD logo in the masthead to return to the landing page.

2. Or Click the home icon in the navigation path to return to the landing page.

Return to Procurement System

1. Click ‘Return to Procurement System’ in the masthead to return to Ariba.

   a. This will return you to your Ariba requisition without adding items to your requisition.

      i. Click ‘Add from Catalog’ to return to AMD.
Shop by Category

1. Click a category in the sidebar or click ‘View All Category’ to view supplies by category.

a. Click the subcategories as needed to locate the desired item.
   i. For example—category ‘Medical Equipment and Accessories and Supplies’
   ii. 1st subcategory ‘Patient care and treatment products and supplies’
iii. 2nd subcategory ‘Applicator swabs and cotton balls’

iv. 3rd subcategory ‘Fiber tipped sticks’

b. Click the item description or 'View Detail' for a detailed item view.
i. From the detailed item view you can
   1) Adjust quantity and click 'Add to Cart' to add items to the cart.
      a) Restricted items—Certain items are restricted in the AMD catalog to aid product
         standardization. Instructions on restricted item ordering are available here.
   2) Click any part of the navigation path to return to that point.
      a) For example—click 'Applicator swabs and cotton balls' to return to that point.
      b) Click the home icon to return to the landing page.

   c. Proceed to check out if the order is complete.
Shop by Brands

1. Click a brand in the sidebar or click ‘View All Brands’ to view select manufacturers.

2. Click ‘Shop Brand.’
3. Browse products by page.
4. Filter by desired attributes.
   a. For example—Color, Dimensions, Price, Product Type, or Size.
b. Click ⬅️ or ‘Clear All’, to remove filters.
5. Click ‘Quick Info’ or ‘View Detail’ for the detailed item view.
Shopping Cart

1. Click ‘Checkout’ in the masthead to view the cart. From this view you can
   a. ‘Quick Order’ items by AMD part number
   b. Update quantities
   c. Delete items from the cart
   d. Save as QuickCart/shopping list

   e. ‘Clear Shopping Cart’
   f. ‘Continue Shopping’ to return to the order method most recently used
   g. ‘Transfer Your Order’ to Ariba and check out
Check Out

1. From Shopping Cart, click ‘Transfer Your Order’ to check out and return to the Ariba requisition.

![Shopping Cart screenshot]

2. Click on the description of any item to return to the AMD punchout catalog.
3. Or click ‘Submit’ to submit the Purchase Requisition for approval.

![Category Selection screenshot]

Please contact aribahelp@nova.edu if you have any questions or need assistance with this catalog or any of its features.