

How to Buy

Furniture



Tangram has a punch-out catalog on Bobcat Buy, where you will find a much-improved experience over previous catalogs. The punch-out contains approximately 25 pre-approved items in which Space Planning has chosen to roll out to the campus. Space Planning is part of the workflow approval process and will still be involved with determining campus policy regarding the purchase and placement of furniture, however pre-approved items are generally much faster to purchase than custom orders.

FOR PRE-APPROVED ITEM ORDERS:

- Log in to Bobcat Buy.
- Select the Tangram punch-out catalog.
- Search available items.
- Locate items and add to cart.
- View cart and checkout.
- Punch-out brings you back into Bobcat Buy.
- Follow normal procedure for checking out in Bobcat Buy.
- Orders will flow through workflow and be sent to the vendor as a PO after all approvals are completed.

FOR CUSTOM ORDERS:

- Contact Space Planning at furniture@ucmerced.edu for special requests.
- You can retrieve your quote on the Tangram punch-out catalog.

QUOTE RETRIEVAL

Once a custom quote has been completed, Tangram can make it available for you to retrieve through Bobcat Buy to complete the ordering process. To retrieve the quote:

- Go to Quote Retrieval on Tangram punch-out.
- Find your quote and select.
- If unable to see quote, select Show All.
- Find quote and select the quote.
- Checkout brings you back into Bobcat Buy.