UMeNET Purchasing: Addgene

* All Addgene POs must be created in UMeNET, then processed in Addgene.org

2. Go to http://addgene.org/request/search/ to search for items.
3. Click **Print** to obtain a quote.

![Addgene website screenshot]

5. From the **Purchasing** tab, click **Create**, then **Purchase Requisition**.
6. Complete the following fields.
   a. Title: (ex: Addgene for Sebastian)
   b. Place Order on Behalf of: (your name)
   c. Shipping Address: (To search click the drop down menu, then **Search for More**.)
   d. Delivery Contact: (ex: Sebastian 305.284.2318)
   e. Default Account: (UM departmental account number, ex: 123456)
   f. Sub Object Code: (3225)
   g. Check the Phone In Order box.

7. Click the **Add Non-Catalog item** button.
8. Complete the following fields
   a. Supplier Part Number: (ex: Plasmid #1767)
   b. Full Description: (ex: Quote dated 6/18/13, pBABE-neo)
   c. Commodity Code: Medical Science and Research
   d. Supplier: Addgene

6/18/13 M.R.
e. Quantity: (ex: 1)
f. Price: (ex: $65.00)
g. Unit of Measure: (ex: each)

9. Click Ok to add the item to the shopping cart.
10. Repeat steps 6-8 for each item needed.
11. Once all items are added to the shopping cart click Checkout.
12. Items should appear in the Line Items section.
13. Scan the quote and attach by clicking Add Attachment.
14. Review the requisition and click Submit to begin the approval process.
15. Once the requisition is completely approved, note the PO number.

<table>
<thead>
<tr>
<th>Line Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Type Order Description</td>
</tr>
<tr>
<td>1 E MR21760 Plasmid 11424 pBS aP2 promoter (5.4kb) polyA</td>
</tr>
</tbody>
</table>

16. Log into your Addgene account.
17. Find the needed items and add to the shopping cart.
18. Use Addgene's check-out process to complete the order online.
   a. Payment information (including PO# from Ariba)
   b. Shipping Address
   c. Billing information:
      University of Miami
      1320 S Dixie Hwy Ste #750
      Accounts Payable
      Coral Gables, FL 33124-3570

19. After the order is placed, Addgene will email the required Material Transfer Agreements (MTAs) from http://www.addgene.org/mta/ to you or your institution's Technology Transfer Office.
20. Once Addgene receives the signed MTAs, the order will be processed and shipped.
21. If Addgene sends an invoice to the department, write the Purchase Order number on the invoice and send to Accounts Payable to process payment.

Questions?
Contact the UMeNET help desk at 305-284-4989.