2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex: Airgas 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: (3234)
4. Click the Add from Catalog button.
5. In the Catalog field type Airgas and click Search.
6. To enter the Airgas site click Airgas.
7. To search for an item, type the keyword in the search box and click Search.
8. Click Add to Cart.
9. Repeat steps 7 and 8 for each item needed.
10. Once all items are added to the shopping cart click Checkout.
11. Items should appear in the shopping cart.
12. Review the requisition and click Submit to begin the approval process.

Questions?

3/2012 mr

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