UMeNET Purchasing: Amersham/GE Healthcare Directions

2. From the **Purchasing** tab, click **Create**, then **Purchase Requisition**.
3. Complete the following fields.
   a. Title: (ex: *Amersham 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)*
4. Click the **Add from Catalog** button.
5. In the Catalog field type **Amersham** and click **Search**.
6. To enter the Amersham catalog click **Amersham**.
7. To find an item, type the **item #/keyword** in the search box and click **Search**.
8. Type the quantity and click the **Add to Cart** icon.
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.