UMeNET Purchase Requisition Change Order Tutorial

Approving & Denying

### Notification to Approve a Change Order

When a Change Order is pending an approver’s review, an email notification from “Ariba Administrator” will be sent to the approver’s email.

### Logging into UMeNET

Enter UMeNET by clicking **Open** in the email.

Or, if the email can’t be found open the internet and go to [https://enet.miami.edu](https://enet.miami.edu)

Log in using your Cane ID username and password. **HINT:** This is the same login used at MyUM to view paychecks and benefits.

### Locating the Change Order

Click the **Home** tab.

Find the **To Do** section. **HINT:** All Change Orders begin with “CF” for change form.

To view a change order click the corresponding ID.

To view a list of all change orders pending approval click **View List**.
Reviewing the Change Order details

Review the Change Order details on the **Summary** tab.

The top section contains information regarding the line items.

The bottom section contains accounting information and the 900 lines.

901: freight
902: taxes
903: insurance
904: miscellaneous

Attachments are not required but may be useful for personal records. To provide comments, click **Add Comments**. A comments field will appear. Type the information and click **OK**.

Attachments are not required but may be useful for personal records. To add an attachment click **Add Attachment**. To locate the document click **Browse**. To attach the document click **OK**.

To view the approval flow, click the **Approval Flow** tab.

To add an approver, click **Add Approver**. Click the Approver field drop down menu and choose **Search for More**. Search for the approver’s name, check the box next to the approver’s name and click **Done**. Choose the location by clicking the radio button.
To view the history click the **History** tab.

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Real User</th>
<th>Action</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 4 Sep, 2013</td>
<td>Michelle Roy</td>
<td>Michelle Roy</td>
<td>Submitted</td>
<td>CF10400</td>
</tr>
</tbody>
</table>

Note approvers with DMAS access can view a list of changes for a specific Purchase Order. Go to the DMAS Purchasing Menu and scroll down to the 400 lines.

To continue processing the change, scroll to the top of the Summary tab and click **Approve** or **Deny**.

**Searching for a Change Order**

To find a change order, click the **Home** tab and locate the “Search” section.

Click the **Change Order Request** link.

In the Title field, type the PO number and click **Search**.

All change orders associated with this PO will appear. Note only change orders that have been approved by the person logged in will appear.

Questions?
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