UMeNET Purchasing: B&H Directions

For printers, please visit UM Managed Print Services online to complete the MPS Equipment Ordering form. [https://umshare.miami.edu/web/wda/duplicatingservices/FORMS2/MPS-Equipment-Ordering-Form.htm](https://umshare.miami.edu/web/wda/duplicatingservices/FORMS2/MPS-Equipment-Ordering-Form.htm)

1. Log into UMeNET at [https://enet.miami.edu](https://enet.miami.edu).
2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex: B&H 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 B&H and click Search.
6. To enter the B&H catalog click B&H.
7. To find an item, type the item #/keyword in the search box and click Go.
   Note a Security Warning pop up may appear stating “Do you want to view only the web page content that was delivered securely?” Click No.
8. Type the quantity and click Add to Cart.
9. Repeat steps 7 and 8 for each item needed.
10. Once all items are in the shopping cart click the shopping cart and Punchout.
11. Items should appear in the shopping cart.
12. Review the requisition and click Submit to begin the approval process.

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