UMeNET Purchasing: Best Buy 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).

Note a Security Warning pop up may appear stating “Do you want to view only the web page content that was delivered securely?”. To view all catalog items, click No.

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: **BestBuy 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 **Best** and click **Search**.
6. To enter the BestBuy catalog click **BestBuy**.
7. To find an item, type the **item #/keyword** in the search box and click **Go**.
8. Find the item and click **Add**. If needed, change the quantity and click **Update**.
9. Repeat steps 7 and 8 for each item needed.
10. Once all items are in the shopping cart click **Proceed** then **Transfer Cart**.
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.