UMeNET Purchasing: Bilmor Directions

2. From the **Purchasing** tab, click **Create**, then **Purchase Requisition**.
3. Complete the following fields.
   a. **Title**: (ex: *Bilmor 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**: *(3101)*
4. Click the **Add from Catalog** button.
5. In the Catalog field type **Bilmor** and click **Search**.
6. To enter the Bilmor catalog click **Bilmor**.
   
   *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**.
7. To find an item, type the **item #/keyword** in the search box and click **Go**.
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 **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.