UMeNET Purchasing: Bio Rad Tutorial

2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex: Bio Rad)
   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 Bio Rad and click Search.
6. To enter the catalog click Bio Rad Laboratories Inc.

   ![Catalog search](image)

   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. Once in Bio Rad there are three options:
   a) search for items
   b) get a quote
   c) retrieve a quote

7a. To search for items, go to the “Find Products & Information” section. Type a part number or item description. Then click Search. Not finding what you need? Try getting a quote (7b).

   ![Find Products & Information](image)

   Find the needed item. Then add a quantity and click Add to Cart.
7b. Click “Get Quote.” Then choose “Create,” “Copy,” “Rename,” or “Email.”

7c. To retrieve a quote find the “Quote to Cart” section. Type the quote number and click Add to Cart.

8. Once all items have been added to the shopping cart, click Checkout.

9. Click Transfer to Procurement System.

10. All items should appear in the line item section.

11. Review the requisition and click Submit to begin the approval process.