DIRECTIONS

1. Contact the vendor to get a quote.
3. From the Purchasing tab, click Create, then Purchase Requisition.
4. Complete the following fields.
   a. Title: (optional) Vendor/Event/Account
   b. Place Order on Behalf of: (my 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:
      - 3619 for food/beverages purchased during the course of a business meeting
      - 3623 for interdepartmental charges for catering from University Dining Services
      - 3624 for outside payments for food and beverage services, including reception costs incurred during the entertainment of official guests of the University.
   g. Check the Phone in Order box, only if planning to call the vendor with the PO#.
5. Click the Create Non-Catalog item button.
6. Create a non-catalog line item for each item quoted.
   Supplier Part Number: (quote# or event date)
   Full Description: Copy the information from the quote.
   Full Description: Include the # of attendees and meeting purpose.
   Commodity Code: Banquet and Catering Services (901016)
   Supplier, Quantity, Price and Unit of Measure: (copy information from quote)
7. Click OK to add to your cart.
8. Attach the quote by clicking “Add Attachment”.
9. Click SUBMIT to place the order.
10. To find the PO #, click on Status, located on the home page.
    Find the requisition and click on the Title to open.
    Scroll down to line item 1. (ex: MO12345 or AA12345)

CHECKLIST
• Include the attendee list and meeting purpose in the description of line 1.
• If the quote has 3 line items, does the requisition have 3 line items?
• Once the order is completely approved, contact the vendor to confirm receipt.
• Write the PO # on the invoice and send to Accounts Payable.
• Hand deliver POs for Subway, Pasha’s and Au Bon Pain.

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

4/2012 mr