UMeNET Purchasing: CDW 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: **CDW for Sebastian**)
   b. Place Order on Behalf of: (**your name**)
   c. Shipping Address: (To search click the drop down, 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: (**3218**)
4. Click the **Add from Catalog** button.
5. In the Catalog field type **CDW** and click **Search**.
6. To enter the CDW catalog click the bottom **CDW** link.
7. Enter your **quote number** in the box to the right and click **Find**.
8. Click **Add to Cart**.
9. Continue shopping or click **Transfer Cart**.
10. Items should appear in the shopping cart.
11. Review the requisition and click **Submit** to begin the approval process.

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