UMeNET Purchasing: Compucom Directions

2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex: Compucom 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 Compucom and click Search.
6. To enter the Compucom catalog click Compucom.
7. To find an item, type the item #/keyword in the search box and click Search.
8. Type the quantity and click the Add to Cart icon, then View Cart.
9. Repeat steps 7 and 8 for each item needed.
10. Once all items are added to the shopping cart click Checkout.
    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.
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.