2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex: Day-Timer 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: (3218)
4. Click the Add from Catalog button.
5. In the Catalog field type Day and click Search.
6. To enter the Day-Timer site click Day-Timers catalog.
   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, click the related link. To search, type a keyword in the search field and click Search.
8. Click Add to Cart.
9. Repeat steps 7 and 8 for each item needed.
10. Once all items are added to the shopping cart click Checkout.
11. Items should appear in the line item section.
12. Review the requisition and click Submit to begin the approval process.

Questions?

4/2012 mr
Contact the UMeNET help desk at 305-284-4989.