UMeNET Purchasing: Dell Tutorial

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 **Purchase Requisition**.
3. Complete the following fields.
   a. Title: (ex: Dell 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. Default Sub Object Code:
      3235 for individual line items under $2,500
      6103 for individual line items $2,500 and over
4. Click the **Add from Catalog** button.
5. In the Catalog field type **Dell** and click **Search**.
6. To enter the Dell catalog click **UM Dell Standards**.
   - Click **No** if a security warning appear stating “Do you want to view…”
   - Click **Enable** if a security warning appears.
7. To search, scroll through the items listed.
   If an item doesn’t appear, contact IT to obtain an e-quote.
   - Medical: 305.243.1189
   - Gables / Rosenstiel 305.284.2000
   Note to retrieve an E-Quote, go to the directions on page 2, step 8b.
   If items can’t be added to the cart or the screen isn’t functioning, follow Deleting Cookies and Cache directions at [https://www6.miami.edu/purchasing/UMeNET/DellCookiesandCache.pdf](https://www6.miami.edu/purchasing/UMeNET/DellCookiesandCache.pdf)
8. Click the corresponding **Customize** or **Add to Cart** button.
9. For additional items click **Continue Shopping**.
   For orders containing both catalog and E-Quote items, create separate requisitions.

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10. Once all items are added to the shopping cart click **Create Order Requisition**.
11. Choose a shipping & handling method by clicking the corresponding radio button.
12. Click the tax exempt radio button next to “I do...”
13. Click the corresponding trade compliance button.
14. Click the green **Continue** button.
14. To transfer the shopping cart click **Submit Order Requisition**.
15. Items should appear in the line item section.
16. If needed, add comments for approvers.
17. Review requisition details and click **Submit** to begin the approval process.

**Retrieving an E-Quote**

(Continued from Dell Tutorial step 7)

8b. Click **Retrieve E-Quote**.
9b. In the E-Mail field type the address of the UM IT buyer listed on the e-Quote.
10b. Click **Retrieve E-Quote**. The quote information should appear below.
11b. To view the quote, click the arrow icon under “Create Order Requisition.”
12b. Click **Create Order Requisition** located at the bottom of the screen.
13b. Choose a shipping & handling method by clicking the corresponding radio button.
14b. Choose a trade compliance by clicking the corresponding radio button.
15b. Click the green **Continue** button.
16b. If “Unable to Find Tax Exemption Certificate” appears, click **Continue**.
17b. To transfer the item(s) from Dell to UMeNET, click **Submit Order Requisition**.
18b. Items should appear in the line item section.
19b. Add comments for Purchasing why catalog items were not sufficient.
20b. Review requisition details and click **Submit** to begin the approval process.