UMeNET Purchasing: Family Vending Directions


2. From the **Purchasing** tab, click **Create**, then **Purchase Requisition**.

3. Complete the following fields.
   
   a. **Title**: (ex: **Family Vending 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**: (**3621**)

4. Click the **Add from Catalog** button.

5. In the Catalog field type **Family Vending** and click **Search**.

6. To enter the catalog, click the bottom link, **The Family Vending Company**.

7. To find an item, type the **item #/keyword** in the search box and click **Go**.

8. Type the quantity and click the **Add to My 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 transfer to UMeNET and appear in the shopping cart.

12. Review the requisition details and click **Submit** to begin the approval process.

Questions?

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