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

3. Complete the following fields.
   a. Title: (ex: IBM 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: (6103)

4. Click the Add from Catalog button.

5. In the Catalog field type IBM and click Search.

6. To enter the IBM catalog click IBM 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 corresponding icon or type the part number in the quick order field and click Go.

8. Type a quantity in the corresponding field and 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.