DIRECTIONS
Please note the process for obtaining services from Iron Mountain differ greatly from other suppliers. First you must create a PO before you receive an estimate from Iron Mountain. Once the PO is created, Iron Mountain will contact you, schedule a meeting to provide you with an estimate. Then if you need to increase or decrease the PO you may submit a paper change order to the Purchasing Department.

2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex Iron Mountain FY2012 Standing Order)
   b. Place Order on Behalf of: (my name)
   c. Shipping Address: (To search click the drop down and choose OTHER.)
   d. Delivery Contact: (name and phone number of the delivery contact)
   e. Default Account: (Your UM departmental account number, ex: 1XXXXX)
   f. Sub Object Code: 3811
   g. Do not check the Phone in Order box.
4. Click the Add from Catalog button.
5. Complete all fields as follows.
   Supplier Part Number: (blank)
   Full Description: ex: “Document Storage for Department of Medicine FY2011”
   Commodity Code: Specialized warehousing and storage (781318)
   Supplier: Iron Mountain
   Quantity: 1
   Price: ex $1000.
   Unit of Measure: Lot
6. Review the information.
7. Click SUBMIT to begin the approval process.

Questions?

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