UMeNET Purchasing: Non-Catalog Items

CHECKLIST

• Check if the company has a catalog in UMeNET. If so try creating a catalog requisition.

• Before creating the requisition, contact the vendor to get a quote.

• If the quote has 3 line items, the requisition will be itemized with 3 separate line items.

• Attach supporting documentation such as a quote, sole source justification, or addendum.

• In the case of paying an invoice, check the “Phone in order” box. Then write the PO number on the invoice and forward to Accounts Payable. Skipping these steps may result in receiving a duplicate order or the vendor not getting paid.

Log into UMeNET at https://enet.miami.edu. Keep the Goto field as “Home.”

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

Title: (Vendor, any additional information that distinguishes this order from other orders.)

Place Order on Behalf of: (your name)

Shipping Address: (To search click the drop down, then choose Search for More.)

Delivery Contact: (ex: Your name and phone number)

Default Account: (UM departmental account number, ex: 123456)

Default Sub Object Code: (5109) This depends on the item being purchased. To view the
Check the *Phone in Order* box, only if you prefer to call the vendor with the PO#.

Click the **Add Non-Catalog item** button.

<table>
<thead>
<tr>
<th>Supplier Part Number: (If the supplier doesn’t provide a part number or item number, this can be left blank.)</th>
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Full Description: (ex: Quote# 2468, Dr. Shepherd, Style: 1963, Size 35)

Commodity Code: (This depends on the item being purchased. To search, click the drop down, and choose **Search for More**. Hint the ID number needs to be 6 digits long or more. If it only has 2 or 4 click the gray triangle. This will expand to view the sub categories.)

Supplier, Quantity, Price and Unit of Measure: (copy the information from quote)

Click **Update Total** and confirm the total on the requisition matches the total from the quote.

To add the item to the shopping cart, click **OK**.

For each item on the quote, repeat the above steps beginning with “Click Add non-catalog item button.”

In the Comments field, type any supporting information. Note this may not be seen by vendors and is intended for internal UM use.

Attach the quote by clicking **Add Attachment**.

Click **Submit** to begin the approval process.

Questions?

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