UMeNET Purchasing: Paramount Directions

2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex: Paramount for Sebastian)
   b. Place Order on Behalf of: (your name)
   c. Shipping Address: (To search click the drop down, and 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 Paramount and click Search.
6. To enter the catalog, click the bottom link, Paramount.
7. To find an item, type the item #/keyword in the search box and click Go.
8. To add an item, click the shopping cart icon.
9. Repeat steps 7 and 8 for each item needed.
10. To edit the quantity, click the bag icon, select an item, update the quantity and click “update cart.”
11. Once all items are added to the shopping cart click Punchout.
12. Items should transfer to UMeNET and appear in the shopping cart.
13. Review the requisition details and click Submit to begin the approval process.

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