Tutorial, Finding Items, Returns, Corporate Card Registration, and Contacts

**UMeNET Purchasing | STAPLES Advantage**

Log into UMeNET at [https://enet.miami.edu](https://enet.miami.edu).

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

Complete the following fields.

- **Title**: (ex: Staples August Supplies)
- **Place Order on Behalf of**: (your name)
- **Shipping Address**: (To search click the drop down menu, then click **Search for More**.)
- **Delivery Contact**: (ex: Sebastian 305.284.2318)
- **Default Account**: (ex: 123456, or 65432M)
- **Sub Object Code**: 3218

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Staples August Supplies</td>
</tr>
<tr>
<td><strong>Place Order On Behalf Of</strong></td>
<td>Michelle Roy</td>
</tr>
<tr>
<td><strong>Shipping Address</strong></td>
<td>Gables One Tower 1210.02</td>
</tr>
<tr>
<td><strong>Delivery Contact (Name/Phone)</strong></td>
<td>Michelle Roy 305-284-2209</td>
</tr>
<tr>
<td><strong>Default Account</strong></td>
<td>101594</td>
</tr>
<tr>
<td><strong>Default Sub Object</strong></td>
<td>3218 (CLERICAL SUPPLIES)</td>
</tr>
</tbody>
</table>
Click the **Add from Catalog** button. Non-catalog orders are not accepted. To find an alternative item contact Staples Advantage at 877-826-7755 or support@staplesadvantage.com.

In the Catalog field type **Staples** and click **Search**.

To enter the catalog, click the **Staples Office Supplies** link. To search for an item type a keyword in the search field and click **Go**.

When typing, matches and previous ordered items may appear below.

Compare items by checking the boxes, then click **Compare**.

Add an item to the shopping cart by typing a quantity and clicking **Add to Cart**.

Save frequently purchased items to a personal list by clicking **Add to List**.

To add more items, repeat the previous two steps.

Once all items are added to the shopping cart, scroll over the shopping cart icon. A drop down will appear. Click **Checkout**. Then click **Submit**.
Items will appear in the UMeNET shopping cart.

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

After the requisition is completely approved, Staples will acknowledge receiving the Purchase Order.

If the order is completely approved by 3:30, then it will be received the following day.

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### Can’t find an item in UMeNET?

- **Can’t find an item?**
  - Find an alternate item or contact Staples Advantage at 877-826-7755 or support@staplesadvantage.com
  - Still can’t find an item?
  - Go to StaplesAdvantage.com.
    - Find the item and note the item number, price and description.

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- **Gables employees,**
  - To add the item to the catalog, send the item number, price, and description to Claudette Alexander calexander@miami.edu
  - 305-284-5368

- **Medical and Satellite employees,**
  - To add the item to the catalog, send the item number, price, and description to
    - Tonya Rainey: trainey@miami.edu / 6-3464
    - Dorothy Wise: dwise@miami.edu / 6-3662
Returning Items

Need to return an item?

Contact Staples Advantage at 877-826-7755 or support@staplesadvantage.com.

Once the item has been returned log into UMeNET and create a Purchasing Doc Close eform.

Employee Personal Discount Program

Below is the credit card registration info for the Employee Purchase Program. These purchases will be taxed and should be linked to only personal credit or debit cards. Once you register your credit card, you will get the UM discount when you use the same credit card in the store. Multiple cards can be registered. You will receive your company’s negotiated price or the store price, whichever is lower.

Register your credit card today for discounted purchases in a Staples Retail Store located in any of the 48 contiguous states

Welcome to the Staples Procurement Card Registration Program. This e-mail will provide you with access to the Procurement Card registration form. Once you have successfully submitted a registration, you will receive an e-mail confirmation that your card has been registered. Once notified, purchases will reflect your discount pricing on the following business day.

If the button doesn’t work, please cut and paste this URL into the internet browser.

Using your Registered Procurement Card makes purchasing supplies easy:

- Provides an immediate solution for emergency purchases.
- Registered cards can be used in any Staples Retail Store located in any of the 48 contiguous states.

Contacts

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