Meperia Non-Catalog Request (End User Process)

The requested non-catalog item may be switched to a supplier that the University has under contract.

Non-Catalog Item Request Form

1. When requesting a non-catalog item fill out the form completely. Incomplete fields may result in the form being returned and additional information requested. The form can be found on the Supply Chain Services website, www.miami.edu/supplychain.

2. Add the non-catalog item to the cart and attach the completed form to the requisition. This will be reviewed by the Purchasing Buyer that handles your corporation.

3. Once reviewed, the Supply Chain Services representative will contact the end user via email. The item number added to the Virtual Item Master (VIM) will be provided.