Consignment Purchase Requisitions in Meperia

Consignment POs should be done when an item is brought in as a $0, no charge PO.

msss.miami.edu

Create a Consignment Requisition

1. Log into Meperia. MSSS.miami.edu

2. Complete UM Single Sign-On

3. Click New Requisition.

4. Complete the Requisition Header fields.
   - **Requisition Name** – (Supplier, Dept, Consignment)
   - **Facility** – Default
   - **Delivery Location** – Click the magnifying glass, and search by department (ex: “rad” or “radiology”)
   - **Corporation** – Select the corporation
   - **Cost Center** – Select the cost center

5. Click the VIM.

6. In the **Description** field type the Organization Item ID number and click the magnifying glass.
   - If the item doesn’t appear, complete a Non-Catalog Item Request Form.
7. To add the item to the cart, grab the image. Then drag and drop into the Requisition Cart. The cart may appear in the upper or lower right corner.

8. To add additional items repeat steps 6 & 7.

9. To adjust the quantity and checkout, click the requisition cart.
   Or if the cart is already expanded review the UOM (Unit of Measure) field and adjust the Quantity field as needed.

10. Click Checkout.

11. Attached supporting documentation from the rep.

12. Click Submit.