**TIP**

Your CaneID user name and password is also used for myUM, to view your paycheck.

**LOG IN**

Open your Internet Browser to https://enet.miami.edu

**Approve**

View documents pending your approval. If there is nothing to approve, the button is disabled.

**Status**

View the status of requisitions you have created.

**Create**

Create a new purchase requisition.

**UMeNET Enabled Supplier List**

View the list of vendors available in UMeNET.

**CREATING A REQUISITION**

Click “Purchase Requisition”

There are three steps to completing a requisition.

**STEP 1: ADD TITLE**

Complete all fields. To search when using a drop down option, choose “other”.

**STEP 2: ADD ITEMS**

There are three ways to “add items”:

- **Internet Suppliers**: Vendors that provide quick access to catalog prices. Use the orange “options” link to customize your search. There are links to the UM home page under each tab. Use the UM home page to find the vendor and add to your cart.

- **Catalog Suppliers**: Vendors that provide basic catalog pricing. Use the orange “options” link to customize your search.

- **Non-Catalog Suppliers**: For quotes, invoices, or custom orders. Vendors that do not provide catalogs or pricing. We recommend contacting the vendor for updated supplier part numbers and pricing.

Fill each field; supplier part number and quantity are required. Each supplier site is different. Find your items and add to your cart. Complete the order details, and click on the “Add to Cart” button.

**Tip**

If you do not complete all mandatory fields, you will receive an error message. Editing the shipping address, account number, and sub object code can be done on “Step 3: Checkout” under the line items.

**HOME PAGE**

From the UMeNET home page, you can reach every part of the application.

**Tip**

Open your Internet browser to your CaneID user name and password is also used for myUM, to view your paycheck.
**Contact Information**

- **Online Tutorial**: [http://miami.edu/purchasing](http://miami.edu/purchasing)
- **Help Desk**: 305-284-5751
- **Training**:
  - Heidi Tyre: 305-284-5115
  - Michelle Roy: 305-284-2209
- **Technical Problems**:
  - Boyd Bartow: 305-284-5208
  - Haidong Jiang: 305-284-8415
  - Ana Castellanos: 305-284-8643
- **Change Orders/Cancellations/Purchasing**:
  - Medical: 305-243-6607
  - Gables: 305-284-5751
  - Rosenstiel: 305-421-4105
- **HR e-Forms**:
  - Medical: Gladis Vega 305-243-6413
  - Coral Gables: Lisi Carreno 305-284-7609

**Check the Status**

- **Submitted**: If you are satisfied with your requisition, click submit if you are ready to obtain approval.
- **Review the Approval**: Review the approval summary. Click on your “Submitted” folder on the home page. Find the request you are interested in and click on the “ID” or “Title” to view the details.

**Editing the Requisition**

- **Lines**: Line items (3) appear next to each line item. Click the check box next to the line item (or click the top check box to do a mass edit).
- **Edit Account or Split Accounting**: Click on the check box next to the line item and click “Edit.”
- **Edit Shipping**: Click on the line item and click “Edit.”
- **Edit Comments**: Enter comments and add attachments.

**View Approval Flow**

- **Pending**: Requisition has not been submitted or approved.
- **Active**: Requisition has been submitted and is being reviewed.
- **Approved**: Requisition has been approved by the person whose name appears in the box.
- **Denied**: Requisition has been denied by the person whose name appears in the box.

**Step 3: Check Out**

- **Review the Details**: Review the details of your requisition.
- **Click Submit**: If you are satisfied with your requisition, click submit if you are ready to obtain approval.