How to submit a cart for a Purchase Order

Catalog

1. Log into Minermall
2. Below are catalog and punch out suppliers to select from.

3. Search for any items through the hosted suppliers and add items to cart.
4. For punch out you will be redirected to the supplier website, search for your items and follow the prompts to add the cart back to Minermall.
5. Once you have your shopping cart search for an assignee.
6. Add notes such as cost center, department, name of professor, and where items will be delivered and stored.
Non-Catalog Orders

1. Get quote from vendor
   a. If over 15,000 quotes will be needed or a sole source form.

2. To create cart select non-catalog order

3. Search for vendor and create line items to match the quote
   a. If vendor is not in the system proceed to submit a New Supplier Request
4. Once you have your shopping cart search for an assignee
5. Add notes such as cost center, department, name of professor, and where items will be delivered and stored.

Do

1. Always provide a quote with non-catalog orders
2. Always provide cost center, department, name of professor, and where items will be delivered and stored.
3. Create a separate car for different vendors
4. Provide alternative ship address on comments if items will not be delivered to UTEP.

Don’t

1. Create one cart with multiple vendors. This create a delay in processing at Purchasing.
2. Don’t receive services without a PO.