How to Close a Purchase Order
Using the Purchasing Doc Close eform

1. First, be sure all invoices have been paid and all checks have been issued.
2. Open Internet Explorer and go to https://enet.miami.edu
3. Log into UMeNET using the Cane ID username and password. *Hint* this is the same login used for MyUM to view paychecks and benefits.
4. Click the **Purchasing** tab.
5. In the green tool bar click **Create**.
6. From the drop down menu, choose **Purchasing Doc Close**. *Hint* if the document doesn’t appear, try clicking the **double arrows**, then **More**.
7. Click the **Purchase Order** radio button.
8. Type the PO number and click **Next**. The PO information will appear.
9. Scroll to the bottom and type a very brief description such as “Fully Invoiced” or “Close PO.” *Hint* The comments section on Step 3 allows for a more detailed explanation if needed.
10. Click **Next** to view the Approval Flow.
11. Click **Next** to go to Step 3: Summary.
12. To review the document in DMAS click the link “**click to Review Document Status**.”
13. Type additional comments explaining why the PO needs to be closed. Note attachments are not required by Purchasing and may be utilized for personal records.

14. Click **Submit** to begin processing.