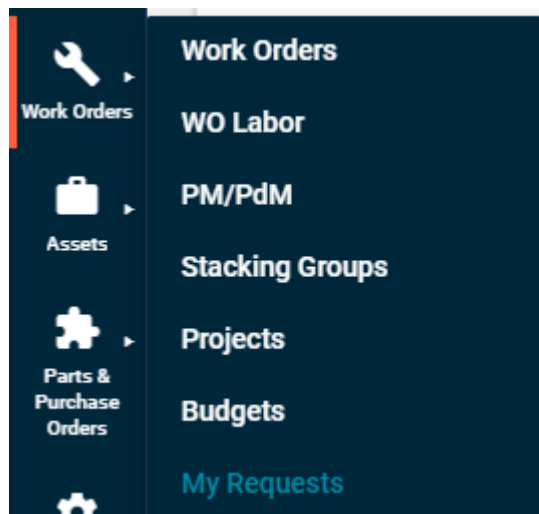


# Welcome!

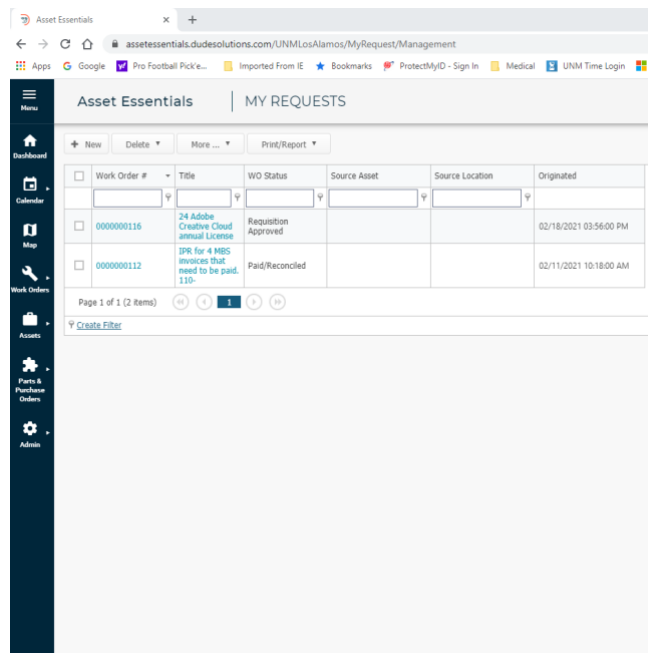
## Purchasing on Asset Essentials

### How to make a Purchasing/IPR Request:

1. Signing into Dude Solutions Asset Essentials – click link below or on the green Login button on the UNM-LA Asset Essentials Webpage:
  - a. <https://v1-identity.dudesolutions.io/app/login/username>
  - b. Choose a user or sign in with your UNM email address
  - c. Enter your password and click Sign In
2. Creating a Purchasing/IPR Request
  - a. On the left menu bar, click on “Work Orders” and then slide down and click on “My Requests”

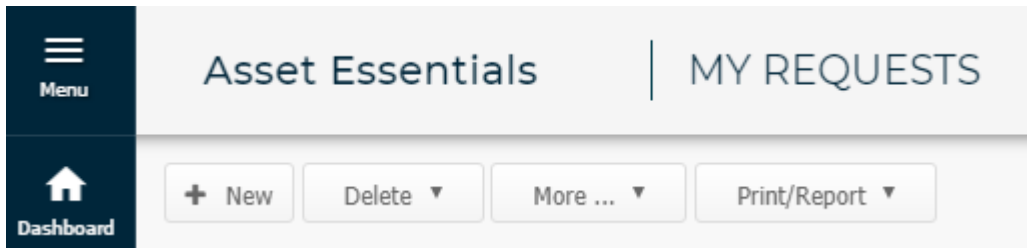


- b. The “My Request” page will appear with your requests.

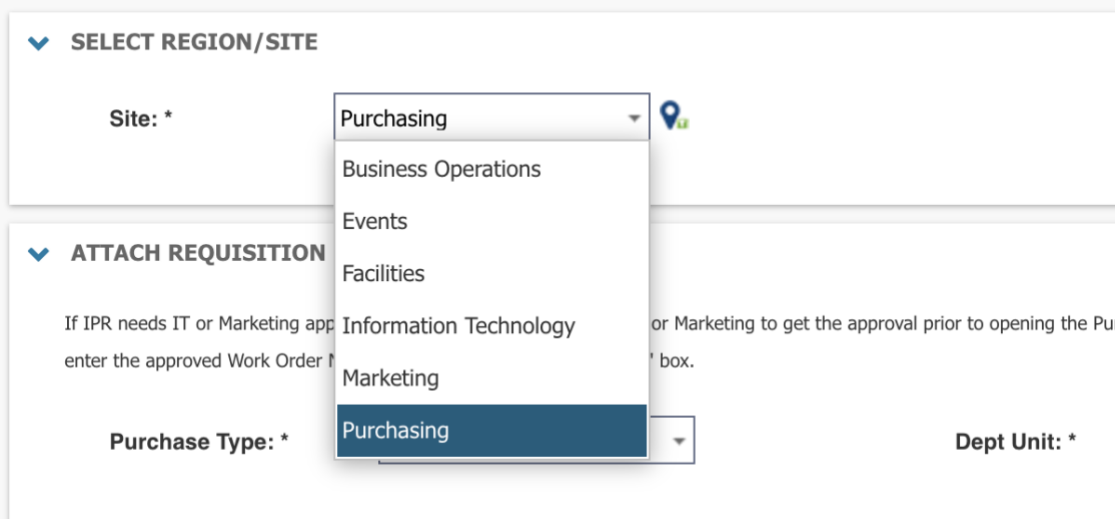


Work Order #	Title	WO Status	Source Asset	Source Location	Originated
0000000116	24 Adobe Creative Cloud annual License	Requestion Approved			02/18/2021 03:56:00 PM
0000000112	IPR for 4 MBS invoices that need to be paid, 11/5	Paid/Reconciled			02/11/2021 10:18:00 AM

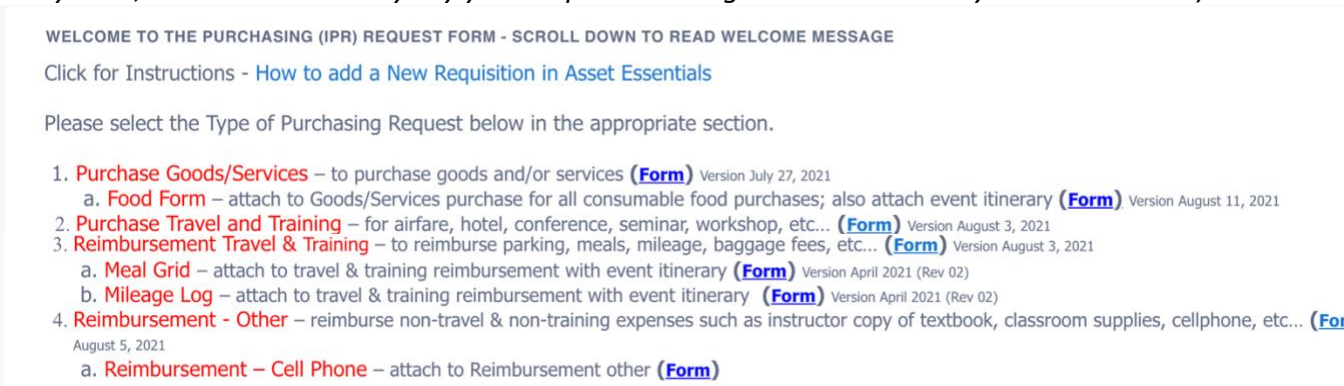
- c. To create a new request click on the “+ New” button near the “Dashboard” icon



- d. Select “Purchasing” from the Select Region/Site drop-down menu.



- e. Under the “Welcome” message you can click on the IPR (Purchase Goods/Services) Form, Food Form, Purchase Travel and Training Form, Reimbursement Travel & Training Form, Meal Grid Form, Mileage Log Form, Reimbursement- Other Form, and Reimbursement- Cell Phone form to open the form in another tab where you can download, edit and save the completed form to your PC. *(Please complete this step for every new purchase request and **Do Not** save blank forms on your computer for future use. This will insure you have the latest and correct form every time, and will avoid delays by your request needing to be returned to you to start over.)*



- f. Once you have completed the appropriate Form, you are ready to continue with completing your Work Request. All fields with astericks must be completed.
- g. Select the type of Purchasing Request you need.

▼ ATTACH REQUISITION FORM HERE.

If IPR needs IT or Marketing approval, please open a request under IT or Marketing to get the approval prior to opening the Purchasing requests. Once approval is received, please select the appropriate box under "Approval Needed" and enter the approved Work Order Number in the "Mktg or IT Request No" box.

Purchase Type: \*

Vendor: \*

Mktg or IT Request No:

Dept Unit: \*

Approval Needed:

h. Please select which department unit your purchasing request falls under.

▼ ATTACH REQUISITION FORM HERE.

If IPR needs IT or Marketing approval, please open a request under IT or Marketing to get the approval prior to opening the Purchasing requests. Once approval is received, please select the appropriate box under "Approval Needed" and enter the approved Work Order Number in the "Mktg or IT Request No" box.

Purchase Type: \*

Vendor: \*

Mktg or IT Request No:

Dept Unit: \*

Approval Needed:

- i. Fill in the Vendor field with the name of your Vendor.
- j. If IPR needs IT or Marketing approval (Marketing Approval list here), please open a request under IT or Marketing to get the approval prior to opening the Purchasing requests. Once approval is received, please select the appropriate box under "Approval Needed" below and enter the approved Work Order Number in the "Mktg or IT Request No" box.

▼ ATTACH REQUISITION FORM HERE.

If IPR needs IT or Marketing approval, please open a request under IT or Marketing to get the approval prior to opening the Purchasing requests. Once approval is received, please select the appropriate box under "Approval Needed" and enter the approved Work Order Number in the "Mktg or IT Request No" box.

Purchase Type: \*

Vendor: \*

Mktg or IT Request No:





Dept Unit: \*

Approval Needed:

- k. Under Work Requested\*, please fill in detail about your purchase request. Include a direct link to your product if your purchase is from an online vendor. Note that the first 50 characters will be the title under your "My Requests" view.  
In the Documents/Images: section click the Browse button and upload the IPR that you completed and any backup documents that might support the purchase. You can upload

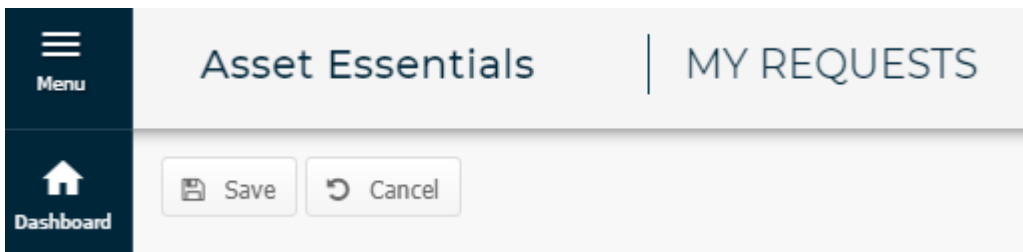
multiple files in this section.

Work requested: \*

**B** / **I** / **U** <sup>ABC</sup> |    

Documents/Images: Drag & Drop file(s) here to upload Browse

- i. Once files are uploaded, click the "Save" button up top.



- m. This will bring you back to the "My Request" screen and you should see your new request with a "WO Status" of "New Request P/A"
- n. This will trigger the approval process and automated emails.
- o. As the requests moves through the process you will receive notification emails at each step or you can go to your "My Requests" at any time to see where in the process the requisition is sitting.

**Forms:**

[Purchasing Forms](#)