

# UNIVERSITY OF MIAMI CAMPUS STORE

## HOW TO PLACE A DEPARTMENT ORDER

### 1. Obtain a quote from the Campus Store:

Apparel & Gifts:

Email: [0475mgr@follett.com](mailto:0475mgr@follett.com)

Technology:

Email: [1403540@follett.com](mailto:1403540@follett.com) or

[n.patel@follett.com](mailto:n.patel@follett.com)

### 2. Provide the following information when obtaining a quote:

- Item
- Item Details: Size/Color/Logo
- Quantity
- Date Needed
- Price Point

Choose in stock Items for faster delivery.

### 3. Create a purchase order in Workday, payable to:

Supplier ID: p15307302, Follett Corporation

Once you obtain your merchandise, submit the Follett invoice to Accounts Payable for payment processing, [APOCR@miami.edu](mailto:APOCR@miami.edu).



View the selection:

<https://www.bkstr.com/miamistore>