Bottled Water Services

This form is used for a blanket / standing order for bottled water services. The vendor that UMDNJ is contracted with is selected and the correct commodity code is prepopulated.

- 1. Fill in the Catalog No. with N/A
- 2. Fill in *Quantity with* how much you want the blanket / standing order to be (do not use the \$)
- 3. Fill in Unit Price with 1
- 4. Fill in *Packaging* with 1
- 5. Select the **Goo** button to add and go to Cart.
- 6. Then follow the steps in the cheat sheet *Finalizing The Cart*.

