School of Natural Sciences
Granada - User Instructions

Step 1: Log in
https://granada.ucmerced.edu

Step 2: Click “Order System”

Step 3: Click “Create Order” (see below for FedEx and Praxair labels)

Step 4:
Select an account using the “Account info” dropdown menu. If your account is not available, please email SNSorders@ucmerced.edu

Step 5:
Complete each field ensuring to give valid vendor contact info. Check “add this Vendor to list” to save this vendor information to your personal vendor list. Use the comments section to provide a business purpose or justification. Be sure to state how the expense will benefit your project or the University. Click submit to complete the order summary page.

Step 6:
Use each line to request items from the vendor you specified on the summary page. This is your shopping cart. Make sure to give us the proper quantity, unit and part number. The description field should be used to identify the item or for special circumstances related to the item. Once your shopping cart is complete, click submit. This submits your order to our Procurement team and no further action is necessary.

Once you click submit, a summary of your order will be displayed. If you need to make corrections to the vendor information or to update any of your items, you can use menu at the top.

Use “Add Preparer Comments” link to send notes to our Procurement Team

Use “Add Order Documents” link to attach quotes or other documentation necessary for the purchase

Use “Add Order Line” to add more items to your shopping cart

Use “Edit” to update vendor information

A procurement team member will process your request within 4 business days. Shipping and delivery times are not under our control and may vary by vendor and item type.

FedEx and Praxair Orders:

FedEx and Praxair Orders are given special priority due to their time-sensitive nature. If you have a FedEx or Praxair order, be sure to click “Create PRAXAIR ORDER Only” or “Create FEDEX Label Only” buttons instead of “Create Order” in step 3.