Canteen Catalog Orders in UMarketplace

http://workday.miami.edu

**Locate the Purchases Worklet on the Homepage**

1. Log into Workday and click the **Purchases Worklet** located on the homepage.

2. Click **Connect to Supplier Website** under **Actions**.

3. To update the **Company** field, click the **menu bar** and then **OK**.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Connect to Supplier Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company</strong></td>
<td>200 Academy</td>
</tr>
<tr>
<td><strong>Repeater</strong></td>
<td>Ydelayne Barshko (DR Lawy)</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
</tr>
</tbody>
</table>
4. Click Connect

Enter UMarketplace

5. Go to Showcases and click on the Canteen catalog.

6. Browse by search box:
   - Category
   - Product description
   - SKU number

   Then click the magnifying glass.

   Or

   Browse by category by clicking on the corresponding picture.

7. Add items, go to the cart, and click Place Your Order.

   TIP: Each catalog may have a different checkout button, such as: Place Your Order, Checkout, Transfer Order, Submit, etc....
8. The **Name this cart** field is optional and helps differentiate one order from another.

9. Click **View Cart Details**

   ![Screen showing View Cart Details button]

**Exit UMarketplace / Transfer Cart To Workday**

10. Click **Send to Workday**

   ![Screen showing Send to Workday and Assign Cart buttons]

**Checkout in Workday: Review Cart/Checkout, Edit Default Shipping Address, Information, Attachments, Line Defaults, Review and Submit**

11. Review the shopping cart. To delete an item, select it and click the **trash icon**.

   **TIP:** If multiple orders were previously worked on, then the associated items will appear, so delete the items that are not needed. Otherwise, all orders will go through when submitted.

   Click **Checkout**
**Shipping Address**

To change the Default Deliver-To, click the menu bar icon.

Check Apply Deliver-To changes to all lines

To change the Default Ship-To Address, click the menu bar icon.

Check Apply Ship-To Address Changes to All Lines

**TIP:** Use Alternate Address has to be left unchecked

Click Next

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**Information**

Select Goods as the Requisition Type by clicking the menu bar icon.

**Sourcing Buyer** – Leave blank.

**High Priority** – Leave blank.

**Memo to Suppliers** - Many suppliers do not receive notes. Any special instructions, please contact the supplier directly.

**Internal Memo** – This field is not mandatory, but a memo can be typed to speed up the approval process.

Click Next

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**Attachments**

No attachments are required.

Click Next
**Line Defaults**

If you have multiple lines and would like your corresponding worktag *(Program, Grant, Gift or Project)* to be applied to each line on the Review and Submit page, then scroll to bottom of the page and select **Use Default Worktags**.

If a split is needed, then select **Use Default Splits**.

Click **Next**.

**Review and Submit Tab**

Error messages will appear and will remain even after the fields are corrected. However, they will not prevent you from submitting the requisition unless there is a true error in place.

Scroll down to your **Goods** line(s) and fill in the following:

1. **Spend category** – fill in line by line.

2. **Corresponding Worktag (Program, Grant, Gift or Project)** – fill in line by line only if the Line Defaults page was not previously used. **TIP** – worktag field is located past the spend category field on the right hand side of the page.
12. Click **Submit**. The name of the pending approver will appear.