


Dry Ice from Airgas

To avoid delivery and payment issues, always including one "hazmat fee" line item for each delivery. Contact Airgas for current pricing.

<http://workday.miami.edu>

Create a Non-Cat Requisition with Two Line Items - Before creating the requisition, ensure current contract pricing has been obtained from Airgas.																																									
1. Log into Workday.	http://workday.miami.edu																																								
2. Click the Purchases icon.	 Purchases																																								
3. Click Request Non-Catalog Items .	<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; display: inline-block;">Request Non-Catalog Items</div>																																								
4. Complete the fields as follows: a. <i>Company</i> – The company should correspond to the driver work tag (Program, Grant, Gift, or Project) being used. b. <i>Requester</i> – Leave as yourself, even when ordering on behalf of someone else. c. <i>Currency</i> – USD d. <i>Deliver-To</i> - Change address to your location. This is where the goods are being delivered. e. <i>Ship-To Address</i> - Remove "Accounts Payable" and replace with your delivery location. f. <i>Driver Worktag</i> – Type one Program, Grant, Gift, or Project. Note: This will default to all lines created.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Company</td> <td style="width: 5%;">*</td> <td style="width: 60%;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × 200 Academy ... ⋮ </div> </td> <td style="width: 15%; text-align: right;">⋮</td> </tr> <tr> <td>Requester</td> <td>*</td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × Michelle Roy ... ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Currency</td> <td>*</td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × USD ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Requisition Type</td> <td></td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × Goods ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Deliver-To</td> <td></td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × Gables One Tower > Floor 04 > ... Room 400.34 ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Ship-To</td> <td>*</td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × 1320 S Dixie Hwy Gables One Tower 400.34 Coral Gables, FL 33146-2926 United States of America ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Program</td> <td></td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × PG000999 Director University Purchasing ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Grant</td> <td></td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Gift</td> <td></td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> <tr> <td>Project</td> <td></td> <td> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ⋮ </div> </td> <td style="text-align: right;">⋮</td> </tr> </table>	Company	*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × 200 Academy ... ⋮ </div>	⋮	Requester	*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × Michelle Roy ... ⋮ </div>	⋮	Currency	*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × USD ⋮ </div>	⋮	Requisition Type		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × Goods ⋮ </div>	⋮	Deliver-To		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × Gables One Tower > Floor 04 > ... Room 400.34 ⋮ </div>	⋮	Ship-To	*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × 1320 S Dixie Hwy Gables One Tower 400.34 Coral Gables, FL 33146-2926 United States of America ⋮ </div>	⋮	Program		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> × PG000999 Director University Purchasing ⋮ </div>	⋮	Grant		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ⋮ </div>	⋮	Gift		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ⋮ </div>	⋮	Project		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ⋮ </div>	⋮
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5. Add the **hazmat** fee to the cart as a **Service**.

TIP: *Supplier* field – There are multiple “Airgas” suppliers in Workday. To choose the correct supplier, type **p15306356** and strike the Enter key.

Request Goods
 Request Service

Description * Hazmat fee required by Airgas for dry ice

Spend Category * SC08225 - Technical Supplies - Other

Supplier AIRGAS, INC. DBA AIRGAS USA, LLC DBA AIRGAS DRY ICE

Supplier Contract

Supplier Contract

Start Date 10/07/2021

End Date 11/06/2021

Extended Amount 9.00

Memo dry ice for research project XXXXXX

6. Click **Add to Cart**.

Add to Cart

7. Add the **dry ice** to the cart as **Goods**.
a. Pellets (30 lb) box = ICEPBG30
b. Block (30 lb) box = ICECB30

Example of pellets

Request Goods
 Request Service






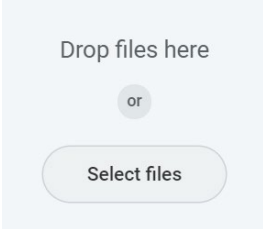


Item Description * 1 box of dry ice pellets (30 pounds)

Supplier Item Identifier ICEPBG30

Spend Category * SC08225 - Technical Supplies - Other

Supplier AIRGAS, INC. DBA AIRGAS USA, LLC DBA AIRGAS DRY ICE

Supplier Contract

	<p>Supplier Contract <input type="text"/></p> <p>Quantity * <input type="text" value="1"/></p> <p>Unit Cost <input type="text" value="24.38"/></p> <p>Unit of Measure * <input type="text" value="x Box"/></p> <p>Extended Amount 24.38</p>
8. Click Add to Cart .	
9. Click the shopping cart icon.	
10. The items will appear. Click Checkout .	
11. Review items in the cart. <i>TIP:</i> To delete items that are not part of this requisition, select the item to remove, then click the trash icon on the right side of the screen.	
12. Click Checkout .	
13. Attachments – Attach supporting documentation such as an email request from the PI. Click Select files .	
14. Click Submit to begin the internal UM approval process.	
15. The first approver's name will appear.	<p>Up Next</p> <p> Susan Montes</p> <p>Approval by Program Manager</p>