

Canteen Coffee Delivery Service Purchase Orders

Use this guide to purchasing items from Canteen for Academic or Miller School of Medicine. For coffee machines and repairs contact the Canteen rep, charlotte.callahan@compass-usa.com.

<http://workday.miami.edu>

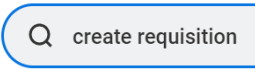
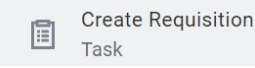
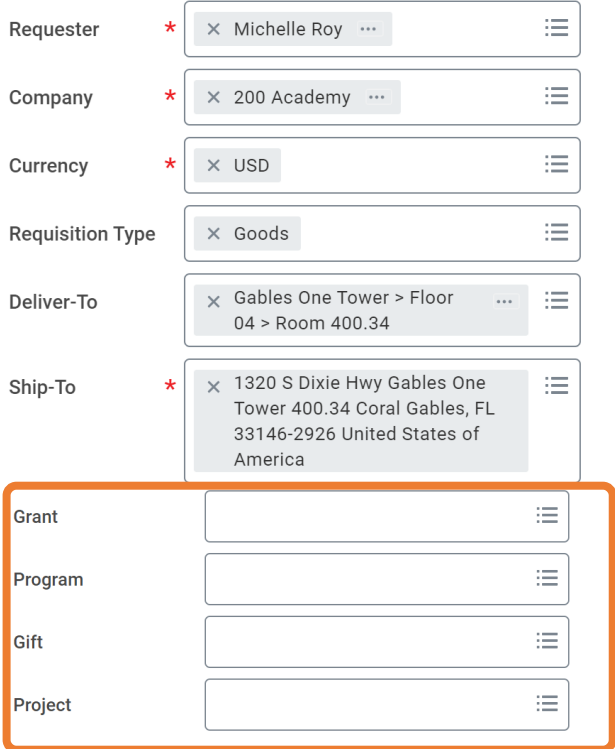

Contents

Create a Purchase Requisition

Check the Requisition Status

Invoicing


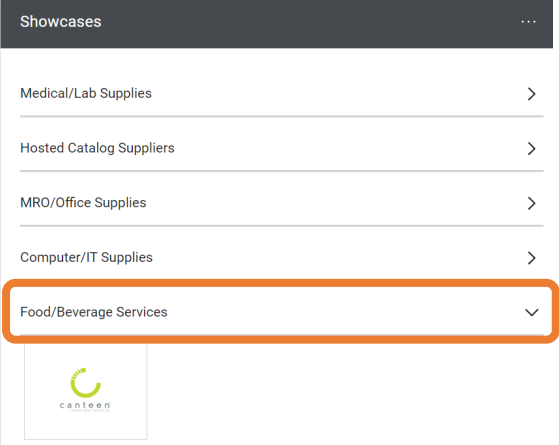
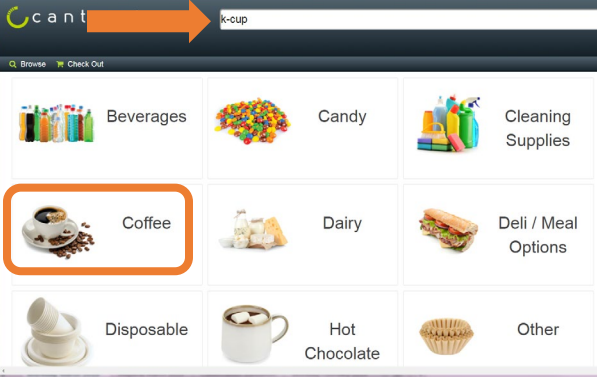
Close the PO

| Create a Purchase Requisition | |
|--|--|
| 1. Log into Workday. | https://workday.miami.edu |
| 2. From the search box, type create requisition . |  |
| 3. Select Create Requisition . |  |
| 4. Complete the requisition header fields: <ul style="list-style-type: none"> • <i>Requester</i> – (Leave this as yourself, even if ordering for another employee.) • <i>Company</i> – (200 Academy or 500 MSOM) • <i>Currency</i> – USD • <i>Requisition Type</i> – Goods • <i>Deliver-To</i> – Building name and room (E.g., type "Gables One Tower 400") • <i>Ship To</i> – Remove "Accounts Payable" and replace with the physical address and room number that should receive the order. TIP: Type the address numbers and room number. (E.g., "1320 400") • Type a driver worktag: <i>Program</i>, <i>Grant</i>, <i>Gift</i>, or <i>Project</i> – (E.g., PGXXXXXX, BGXXXXXX) TIP: The Cost Center, Legacy Value, and Additional Worktags will auto-populate based on the driver worktag. |  |
| 5. Click OK . |  |

Canteen Coffee Delivery Service Purchase Orders

Use this guide to purchasing items from Canteen for Academic or Miller School of Medicine. For coffee machines and repairs contact the Canteen rep, charlotte.callahan@compass-usa.com.

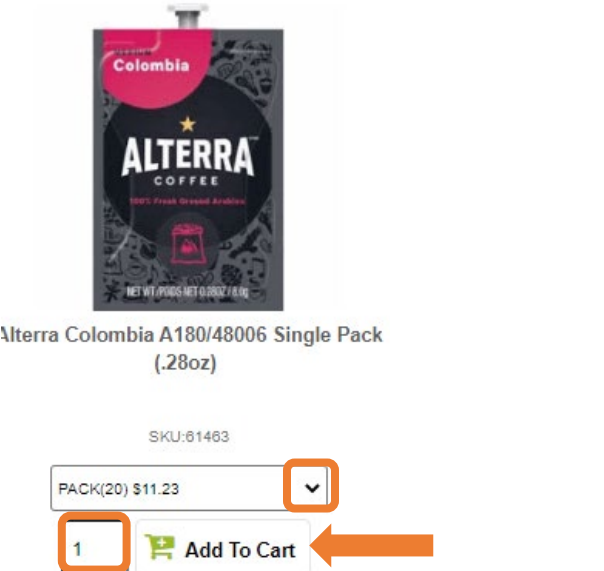
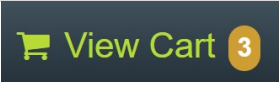











<http://workday.miami.edu>

| | |
|---|--|
| <p>6. Click Connect to Supplier Website.</p> | <p>Connect to Supplier Website</p> <p>Request goods and services from Supplier Websites</p> |
| <p>7. Click Connect.</p> | <p>Clicking "Connect" will take you to UMARKETPLACE</p>  |
| <p>8. From the <i>Showcases</i> section, find and click Canteen.</p> |  |
| <p>9. Browse by category or by typing in the search box.</p> |  |

Canteen Coffee Delivery Service Purchase Orders

Use this guide to purchasing items from Canteen for Academic or Miller School of Medicine. For coffee machines and repairs contact the Canteen rep, charlotte.callahan@compass-usa.com.

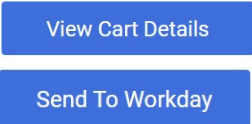

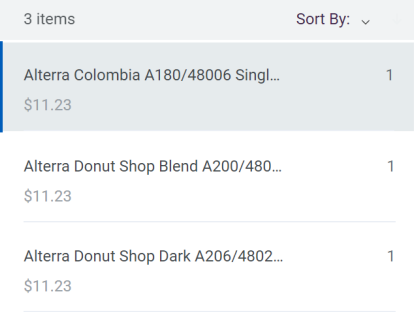

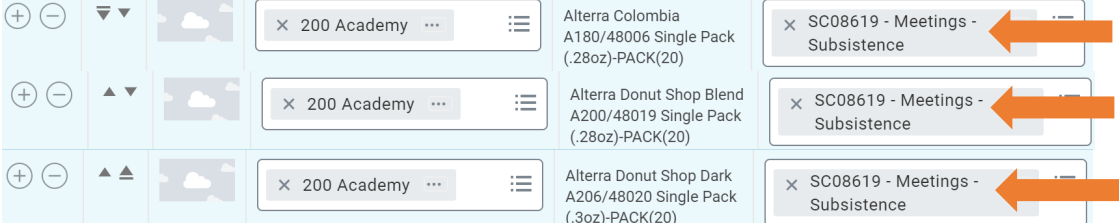
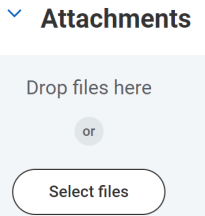

<http://workday.miami.edu>

| <p>10. Click the drop down to see available units. 11. Update the quantity. 12. Click Add to Cart.</p> |  | | | | | | | | | | | | |
|--|---|-----------------------------------|----------------------|--------------|--|--|-----------------------------------|--|--|-----------------------------------|--|--|---------|
| <p>13. To checkout, click View Cart.</p> |  | | | | | | | | | | | | |
| <p>14. Review the items, quantities, and total amount.</p> | <h3>Shopping Cart</h3> <table border="1"><thead><tr><th>Product</th><th>Package and Quantity</th><th>Total Amount</th></tr></thead><tbody><tr><td> Alterra Colombia A180/48006 Single Pack (.28oz) SKU:61463</td><td>Package Size: PACK(20) \$11.23 QTY: 1</td><td>\$11.23 Remove</td></tr><tr><td> Alterra Donut Shop Blend A200/48019 Single Pack (.28oz) SKU:61464</td><td>Package Size: PACK(20) \$11.23 QTY: 1</td><td>\$11.23 Remove</td></tr><tr><td> Alterra Donut Shop Dark A206/48020 Single Pack (.3oz) SKU:62521</td><td>Package Size: PACK(20) \$11.23 QTY: 1</td><td>\$11.23</td></tr></tbody></table> | Product | Package and Quantity | Total Amount |  Alterra Colombia A180/48006 Single Pack (.28oz) SKU:61463 | Package Size: PACK(20) \$11.23 QTY: 1 | \$11.23 Remove |  Alterra Donut Shop Blend A200/48019 Single Pack (.28oz) SKU:61464 | Package Size: PACK(20) \$11.23 QTY: 1 | \$11.23 Remove |  Alterra Donut Shop Dark A206/48020 Single Pack (.3oz) SKU:62521 | Package Size: PACK(20) \$11.23 QTY: 1 | \$11.23 |
| Product | Package and Quantity | Total Amount | | | | | | | | | | | |
|  Alterra Colombia A180/48006 Single Pack (.28oz) SKU:61463 | Package Size: PACK(20) \$11.23 QTY: 1 | \$11.23 Remove | | | | | | | | | | | |
|  Alterra Donut Shop Blend A200/48019 Single Pack (.28oz) SKU:61464 | Package Size: PACK(20) \$11.23 QTY: 1 | \$11.23 Remove | | | | | | | | | | | |
|  Alterra Donut Shop Dark A206/48020 Single Pack (.3oz) SKU:62521 | Package Size: PACK(20) \$11.23 QTY: 1 | \$11.23 | | | | | | | | | | | |
| <p>15. Click Place Your Order.</p> | <h2>Order Total: \$33.69</h2> <p><i>Order Total may not reflect taxes or shipping.</i></p> <p></p> | | | | | | | | | | | | |
| <p>16. TIP: To differentiate each order, complete the <i>Name</i> field and include the date.</p> | <p>Details ▼</p> <p>For</p> <p>Name</p> <p></p> | | | | | | | | | | | | |

Canteen Coffee Delivery Service Purchase Orders

Use this guide to purchasing items from Canteen for Academic or Miller School of Medicine. For coffee machines and repairs contact the Canteen rep, charlotte.callahan@compass-usa.com.

<http://workday.miami.edu>

| | |
|---|--|
| <p>17. Click View Cart Details then click Send to Workday.</p> |  |
| <p>18. Review the shopping cart items.</p> <p>TIP: Items from a previous shopping trip may appear. To delete an item, select the item and click the trash can icon.</p>  |  |
| <p>19. Click Checkout.</p> |  |
| <p>20. Review the requisition details.</p> <ul style="list-style-type: none"> • High Priority – To let approvers know this is urgent, check this box. • Sourcing Buyer – (Leave blank) • Memo to Suppliers – (leave blank) After the PO number is issued, contact the supplier with any special instructions. • Internal Memo – (optional) E.g., "Urgent order for Friday's meeting." | |
| <p><u>Spend Category</u> – Complete this field for each line item.</p>  | |
| <p>21. Attachments (optional)</p> |  |
| <p>22. Click Submit to begin the approval process.</p> <p>TIP: The first approver's name will appear</p> |  |

Canteen Coffee Delivery Service Purchase Orders

Use this guide to purchasing items from Canteen for Academic or Miller School of Medicine. For coffee machines and repairs contact the Canteen rep, charlotte.callahan@compass-usa.com.

<http://workday.miami.edu>

Check the Requisition Status

1. [Check the Status](#)
2. After all approvals have been obtained, a purchase order number will be issued, and sent to Canteen.
TIP: To obtain an estimated delivery date, [Search](#) for the purchase order number, and contact Canteen to request delivery day information.

Invoicing

Generally, the supplier will send the invoice directly to [Accounts Payable](#). Should you receive an invoice, [submit the invoice](#) to begin processing payment.

Close the PO

After all payments have been made, [close the purchase order](#).

For assistance, contact the PurchasingHelpDesk@miami.edu