
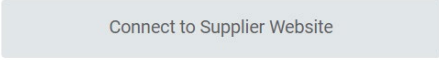
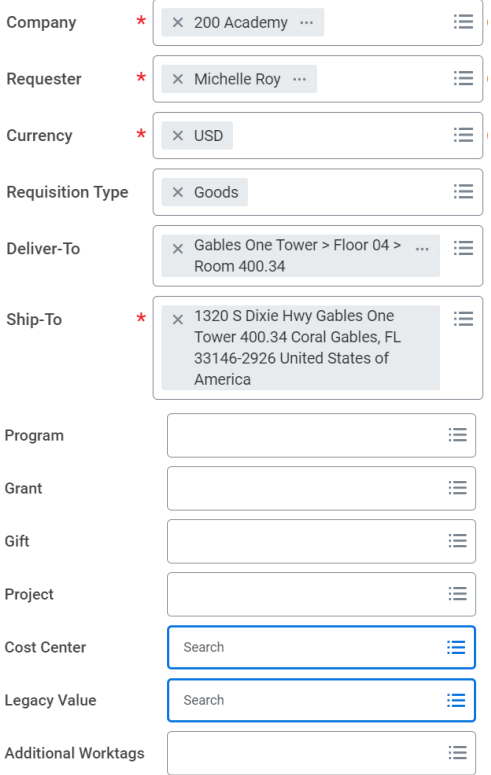
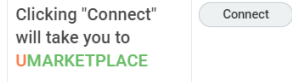

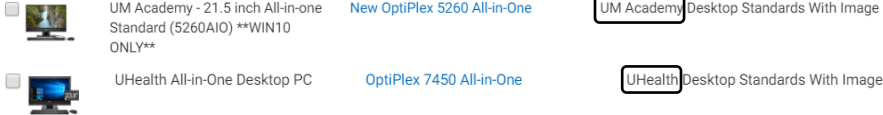






Creating a Dell Requisition in Workday/UMarketplace

<http://workday.miami.edu>

Create a Requisition for Goods (catalog)	
1. Log into Workday.	https://workday.miami.edu
2. Click the Purchases icon.	 Purchases
3. Click Connect to Supplier Website .	
4. Complete the fields as follows: <ol style="list-style-type: none"> <i>Company</i> – 200 Academy (TIP: The company should correspond to the driver work tag: Program, Grant, Gift, or Project) <i>Requester</i> – Leave this as yourself, even when ordering on behalf of someone else. <i>Currency</i> – USD <i>Requisition Type</i> – Goods <i>Deliver-To</i> (TIP: Type your room number and search for the corresponding building.) <i>Ship-To</i> (TIP: If the address is 1320 S. Dixie Hwy room 400, type “1320 400.”) Enter only one of the following: Program, Grant, Gift, or Project Do not change the Cost Center, Legacy Value or Additional Worktags. Only clear these fields when typing a new Program, Grant, Gift, or Project. 	
i. Click OK .	
5. Click Connect .	
6. Go to the <i>Showcases</i> section and click the Dell logo.	
a. Find and add items to the cart. TIP: Some items are specific to <i>Academic</i> versus <i>UHealth</i> .  b. For assistance with compatibility, specialized bundles and quotes, contact your UMIT Procurement at umit-procurement@miami.edu or (305) 284-2000	

7. Check out from Dell and Transfer the cart to UMarketplace.

- a. Click **Add to Cart**. 
- b. Click **Go to Cart**. 
- c. Click **Create Order Requisition**. 
- d. Click **Submit Order Requisition**. 

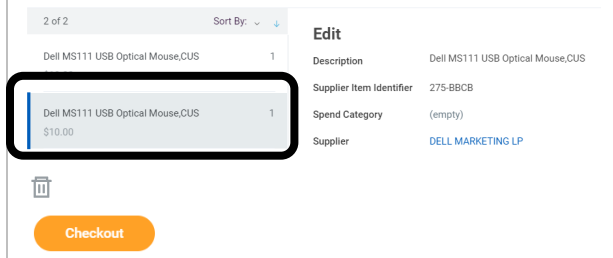
8. Transfer the cart from UMarketplace to Workday.

- a. Click **View Cart Details**. 
- b. Click **Send to Workday**. 

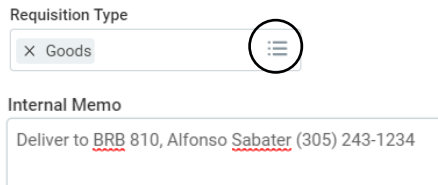
9. Review the shopping cart.

Previous carts may also appear.
To delete an item, select the item (left side) then click the trash icon (right side).

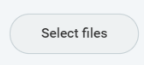
Click **Checkout**.



- 10. *Sourcing Buyer* – (leave blank)
- 11. *High Priority* – (leave blank)
- 12. *Internal Memo* – Delivery building name, room number, contact, and phone number.

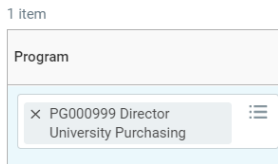


13. Attach supporting documentation by clicking **Select Files**.



14. If using one driver worktag, click **Use Default Worktags**.
Type the Driver Worktag.

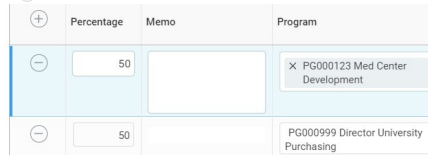
- Use Default Worktags
- Use Default Splits
- None of the above



OR

For split accounting, click **Splits** icon. Type the first % and Driver Worktag (Program, Grant, Gift or Project). Click “+” on the left side. The split will appear. Type the second % and Driver Worktag.

- Use Default Worktags
- Use Default Splits
- None of the above



15. Complete the *Spend Category* field for each line item.

Computer Related Spend Categories:

- Keyboard, mouse, cords, and computers < \$2,500 per component
SC08235 Computer Hardware & Software Non-Capital
- Computers > \$2,500 per component
SC09425 Capital Computers – UM Owned
- Apple Care, warranties, and computer maintenance agreements
SC08551 Computer Maintenance Agreement

16. Review the requisition details and click **Submit**.