

Creating a Non-Catalog Purchase Requisition (Req)

Use this tutorial to request a purchase order (PO) for non-catalog goods and/or services. View the [full Purchase Order Process](#).

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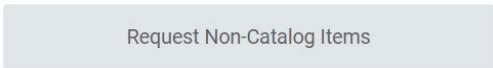
Example: RQ-0000##### is a request to purchase goods and/or services with UM funds. If fully approved, the req will close, and a PO will be issued.

Before Creating a Req

Gather the following information:

- **Catalog vs. Non-Catalog** - Be aware suppliers with catalogs in UMarketplace, may only accept [catalog](#) POs. E.g., Staples, VWR, Canteen.
- **Quote** - Using the [supplier's contact information](#) in UMarketplace, contact the supplier to obtain a quote. **Tip:** Due to frequent price changes, instead of pulling pricing off the internet contact the supplier for a quote. Outdated pricing may require a change order and full re-approval.
- **Driver Worktag** (E.g., PG00### or GR00####) and the corresponding UM Company (E.g., 200 Academy or 500 MSOM)
- [Spend Category](#)
- **Shipping Address** – Building name, physical address, and room number

Creating a Req

1. Log into Workday	https://workday.miami.edu
2. Click the Purchases icon.	 Purchases
3. Click Request Non-Catalog items.	
4. Complete the fields with your information. Important: In the <i>Ship-To</i> field, replace Accounts Payable with the needed shipping address.	<p>Company * <input type="text" value="x 200 Academy ..."/></p> <p>Requester * <input type="text" value="x Michelle Roy ..."/></p> <p>Currency * <input type="text" value="x USD"/></p> <p>Requisition Type <input type="text" value="x Goods"/></p> <p>Deliver-To <input type="text" value="x Gables One Tower > Floor 04 > ... Room 400.34"/></p> <p>Ship-To * <input type="text" value="x 1320 S Dixie Hwy Gables One Tower 400.34 Coral Gables, FL 33146-2926 United States of America"/></p>


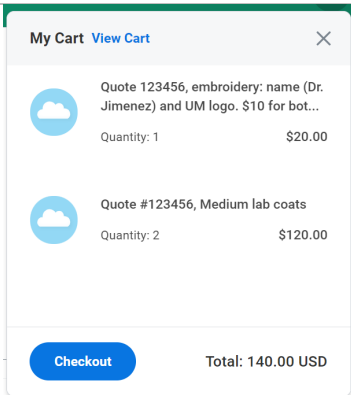
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<p>TIP: Type either a Program, Grant, Gift or Project number. Split accounting can be applied later, on the <i>Summary</i> page before submitting the requisition.</p> <p>TIP: The remaining fields on this page will auto-populate.</p> <p>Click Ok.</p>	<table border="1"> <tr> <td>Program</td> <td><input type="text" value="PG000999 Director University Purchasing"/></td> <td>⋮</td> </tr> <tr> <td>Grant</td> <td><input type="text"/></td> <td>⋮</td> </tr> <tr> <td>Gift</td> <td><input type="text"/></td> <td>⋮</td> </tr> <tr> <td>Project</td> <td><input type="text"/></td> <td>⋮</td> </tr> </table>	Program	<input type="text" value="PG000999 Director University Purchasing"/>	⋮	Grant	<input type="text"/>	⋮	Gift	<input type="text"/>	⋮	Project	<input type="text"/>	⋮
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Gift	<input type="text"/>	⋮											
Project	<input type="text"/>	⋮											
<p>TIP: Before adding items to the cart, note if any discounts appear that may need to be applied to the line-item pricing. E.g., If “10% UM discount” appears at the bottom of the quote, apply the 10% off to each line item. Then, the total PO amount will match the quoted total amount.</p>													
<p>5. To add the first line item to the cart, select either <i>Request Goods</i> or <i>Request Service</i>.</p> <p>Important: To itemize, repeat this step for each item listed on the quote with separate pricing. For example, if the quote contains three items with pricing, complete this step three separate times.</p>	<p>Non-Catalog Request Type</p> <p><input type="radio"/> Request Goods</p> <p><input type="radio"/> Request Service</p> <p>TIP: A requisition can contain both goods and services. For example, a projector would be a <i>Good</i>, whereas installation of the projector would be a <i>Service</i>.</p>												
<p>Important: If the item will be invoiced more than once, select <i>Request Service</i>. Selecting goods may result in needing to create another requisition or initiating a change order before payments can be processed</p>													
<p style="text-align: center;">Services</p>	<p style="text-align: center;">Goods</p>												
<p>Description – Type the quote number and the description of the first line item, as it appears on the quote. Type any other information such as scope of work.</p> <p>Spend Category</p> <p>Supplier – Important: The supplier’s contact information in the quote must match the supplier’s contact information in UMarketplace.</p> <p>Supplier Contract – (leave blank)</p> <p>Start Date - (date of service or today’s date)</p> <p>End Date - (date of service or today’s date)</p> <p>Extended Amount – (total amt. for this item)</p> <p>Memo - (Optional) E.g., General description of what it is and who it is for, payments such as deposits, and other relevant information. See example on next page.</p>	<p>Item Description – Type the quote number and the description of the first line item, as it appears on the quote. Type any other information such as scope of work.</p> <p>Supplier Item Identifier – Type the item # that appears on the quote.</p> <p>Spend Category</p> <p>Supplier – Important: The supplier’s contact information in the quote must match the supplier’s contact information in UMarketplace.</p> <p>Supplier Contract – (leave blank)</p> <p>Quantity – (as it relates to the <i>Unit Cost</i>)</p> <p>Unit Cost - (price per unit)</p> <p>Unit of Measure (E.g., <i>each, box, pack, kit</i>)</p> <p>Extended Amount (See <i>Quantity x Unit Cost</i>)</p> <p>Memo - (Optional) E.g., Describe what it is and who it is for, payments such as deposits, and other relevant information.</p>												
<p>Click Add to Cart. Repeat for each additional goods or services item.</p> <p style="text-align: center;">Tip: See examples on next page.</p>													

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<p>Service Request Details</p> <p>Description * Quote 123456, embroidery: name (Dr. Jimenez) and UM logo. \$10 for both lab coats</p> <p>Spend Category * SC08117 - Cost Of Uniforms ... ?</p> <p>Supplier * UNIFORMS DIRECT, INC. ... ?</p> <p>Supplier Contract ... ?</p> <p>Start Date 08/28/2023</p> <p>End Date 08/28/2023</p> <p>Extended Amount 20.00 ?</p> <p>Memo</p>	<p>Goods Request Details</p> <p>Item Description * Quote # 123456, Medium lab coats</p> <p>Supplier Item Identifier Style 1095</p> <p>Spend Category * SC08117 - Cost Of Uniforms ... ?</p> <p>Supplier * UNIFORMS DIRECT, INC. ... ?</p> <p>Supplier Contract ... ?</p> <p>Quantity * 2</p> <p>Unit Cost 60.00 ?</p> <p>Unit of Measure * Each ... ?</p> <p>Extended Amount 120.00</p> <p>Memo For Dr. Jimenez</p>
<p>6. After all items have been added to the cart, click the shopping cart icon. (upper right)</p>	
<p>7. To remove any unwanted items in the cart, click View Cart.</p> <p>Or</p> <p>To continue processing the req, click Checkout.</p>	
<p>8. To attach the quote and any additional supporting documentation, click Attachments, then Select files.</p> <p>Tip: To upload additional documents, click Upload.</p>	<p>Attachments</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Drop files here</p> <p>or</p> <p>Select files</p> </div> <p>Attachments</p> <p>PDF Uniforms Direct Quote 8.23.23.pdf ✓ Successfully Uploaded!</p> <p>Attachment Category</p> <p>External <input checked="" type="checkbox"/></p> <p>Comment Quote</p>

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9. Click **Submit** to begin the approval process. The requisition number will appear.
(E.g., RQ-0000123456)

Submit

Checking the Req Status

For instructions, view the [Checking Requisition Status](#) tutorial.