

Searching for Supplier Information in UMarketplace

Use this guide when searching for supplier information related to purchase orders for purchase orders for Academic or Miller School of Medicine.

<http://workday.miami.edu>

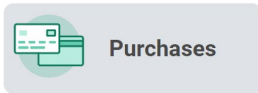
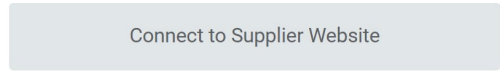


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Navigating to UMarketplace	
1. Log into Workday.	https://workday.miami.edu
2. Click Purchases .	
3. Click Connect to Supplier Website .	
4. Since we are not currently creating a requisition, click OK .	
5. Click Connect .	 Clicking "Connect" will take you to UMARKETPLACE

Searching for the Supplier	
6. From the left-hand column, click the Supplier icon . From the drop-down menu, click Search for a Supplier .	 > 
7. Type the supplier's name. Search <input type="text" value="subway"/>	
TIP: Search for similar names and DBAs (Doing Business As): <ul style="list-style-type: none">• Compass Group vs Chartwells (DBA)• University of Central Florida vs UCF• L&M Group USA vs L & M Engraving vs L & M of South Miami	

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Reviewing the Supplier's Information

1. **Location** - Always match the address on the quote with the address in UMarketplace. Be aware, if the addresses do not match and a requisition is created, the order may never get reach the supplier or at the time of invoicing another requisition will need to be created.

Important: If the addresses do not match and a requisition is created, the order may never reach the supplier. Also, another requisition may need to be created.

✓ **SUBWAY 53841, LLC**
Supplier Number: p15351540
Registration Status: Profile Complete
Registration Type: Complete Supplier Application

✓ **AA SUBWAY, INC. (SUBWAY STORE 18243-DINING DOLLARS)**
Supplier Number: p15307363
Registration Status: Profile Complete

Contact Type	Customer Care
Contact Name	CUSTOMER SERVICE
Phone Number	+1 305-284-1463
Email	aasubwayinc@gmail.com
Address	1350 MILLER RD CORAL GABLES, Florida 33146

Tip: Although only two addresses appear on the *Summary* screen, more addresses may be found in the *Contacts and Locations* menu.

AA SUBWAY, INC.
Supplier Number: p15307363
Registration Status: Profile Complete
Registration Type: Complete Supplier Application

Addresses

Show Inactive Addresses

Select an Address	Address Information
HEADQUARTERS (Primary Fulfillment)	Name: REMITTANCE
HEADQUARTERS (Primary Physical)	Address Type: Remittance
REMITTANCE (Primary Remittance)	Address ID: p16488162
	3rd Party ID: No Value
	Active: ✓
	Primary: ✓
	Country: United States
	Street Line 1: SUBWAY STORE 18243
	Street Line 2: PO BOX 248435
	Street Line 3:
	City/Town: MIAMI
	State/Province: Florida
	Postal Code: 33124-8435
	Phone: +1 305-607-9031
	Toll Free Number:
	Fax Number:
	Notes:

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<p>2. Active vs Inactive:</p> <p>a. Active = green checkmark & <i>Complete</i> status</p> <p>b. Inactive = red "X" & <i>Rejected</i> status To activate, Submit a New <i>Supplier Request</i> form.</p>	<p>✓ AA SUBWAY, INC. (SUBWAY STORE 18243-DINING DOLLARS)</p> <p>Supplier Number: p15307363</p> <p>Registration Status: Profile Complete</p>										
<p>3. Supplier ID:</p> <p>a. "P" = Purchase Order</p> <p>b. "SUP" = Supplier Request (Check Request)</p>	<p>✓ AA SUBWAY, INC. (SUBWAY STORE 18243-DINING DOLLARS)</p> <p>Supplier Number: p15307363</p> <p>Registration Status: Profile Complete</p>										
<p>4. Contact Information</p> <p>If the correct supplier is <i>Active</i> and has a Supplier ID beginning with "P," contact the phone number listed to get a quote.</p>	<table border="0"> <tr> <td>Contact Type</td> <td>Customer Care</td> </tr> <tr> <td>Contact Name</td> <td>CUSTOMER SERVICE</td> </tr> <tr> <td>Phone Number</td> <td>+1 305-284-1463</td> </tr> <tr> <td>Email</td> <td>aasubwayinc@gmail.com</td> </tr> <tr> <td>Address</td> <td>1350 MILLER RD CORAL GABLES, Florida 33146</td> </tr> </table>	Contact Type	Customer Care	Contact Name	CUSTOMER SERVICE	Phone Number	+1 305-284-1463	Email	aasubwayinc@gmail.com	Address	1350 MILLER RD CORAL GABLES, Florida 33146
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Closing the Window

Company 500 Only - When creating a requisition, navigating back to Workday may cause the Company number to be 200. Either close the internet window or navigate back to Workday and begin the requisition by typing "Create Requisition" in the search field.