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.
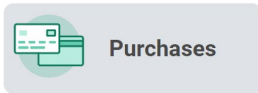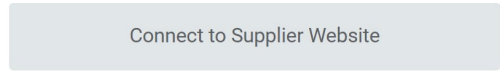http://workday.miami.edu

Contents

Navigating to UMarketplace

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

Searching for the Supplier

6.	From the left-hand column, click the **Supplier icon**. From the drop-down menu, click **Search for a Supplier**.	[Supplier icon] > Search for a Supplier
7.	Type the supplier's name.	

Search subway

TIP: Search for similar names and DBAs (Doing Business As):
- 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.

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

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2. **Active vs Inactive:**
   a. Active = green checkmark & *Complete* status
   b. Inactive = red "X" & *Rejected* status
   To activate, Submit a *New Supplier Request* form.
	✓ **AA SUBWAY, INC.** (SUBWAY STORE 18243-DINING DOLLARS)
	
	   Supplier Number: p15307363
	   Registration Status: Profile Complete

3. **Supplier ID:**
   a. "P" = Purchase Order
   b. "SUP" = Supplier Request (Check Request)
	✓ **AA SUBWAY, INC.** (SUBWAY STORE 18243-DINING DOLLARS)
	
	   Supplier Number: p15307363
	   Registration Status: Profile Complete

4. **Contact Information** If the correct supplier is *Active* and has a Supplier ID beginning with "P," contact the phone number listed to get a quote.	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·

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.