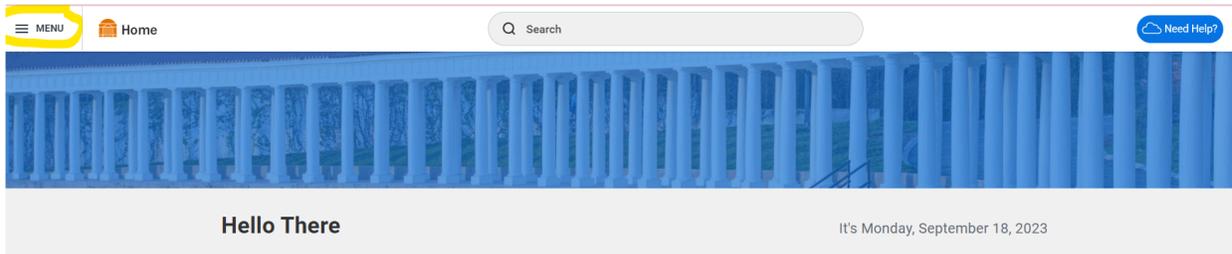


Workday Requisitions Instructions and assigning a shopping cart

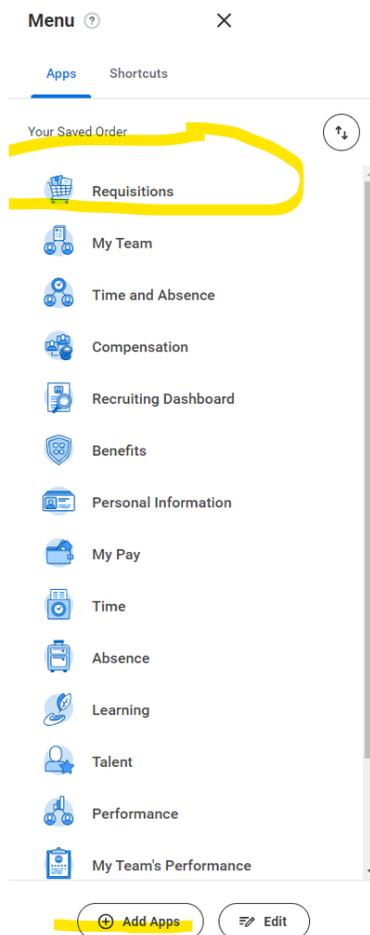
Step 1: Log on to Workday.

Step 2: Click the “Menu” button on the top left of the screen.



Step 3: Click the “Requisitions” App.

***Note:** if “Requisitions” does not show up for you, you will have to add the App to your menu by clicking the “+Add Apps” button.



Step 4: Under “Ordering Methods” section click the “Connect to Supplier Website” button.

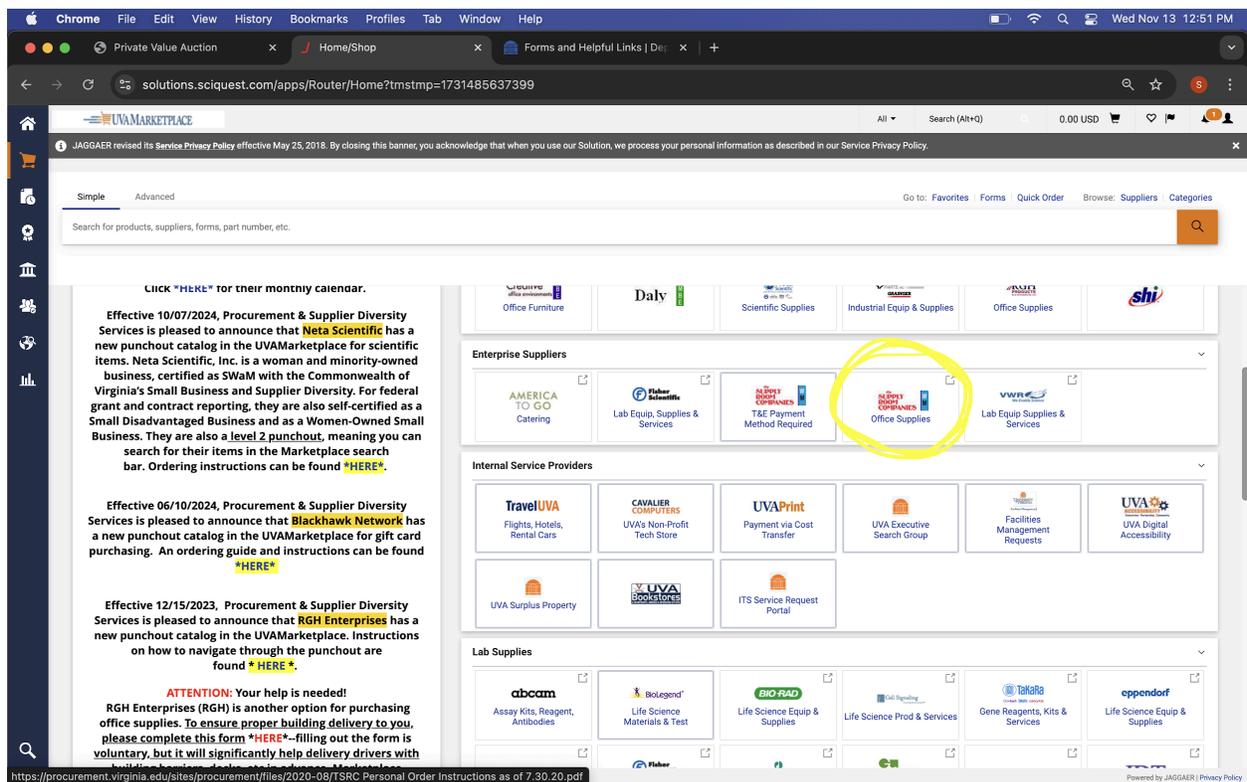
The screenshot shows a web interface for managing requisitions. On the left, a 'Requisitions' panel shows 'No Open Requisitions' with a blue shopping bag icon. On the right, a 'Requisition Details' panel lists information for Bella Hicks, including company, currency (USD), and ship-to address. Below this, the 'Ordering Methods' section contains three links: 'Request Non-Catalog Items', 'Connect to Supplier Website' (highlighted with a yellow circle), and 'Add from Templates and Requisitions'.

Step 5: Click the white “Connect” button in the top right of the screen.

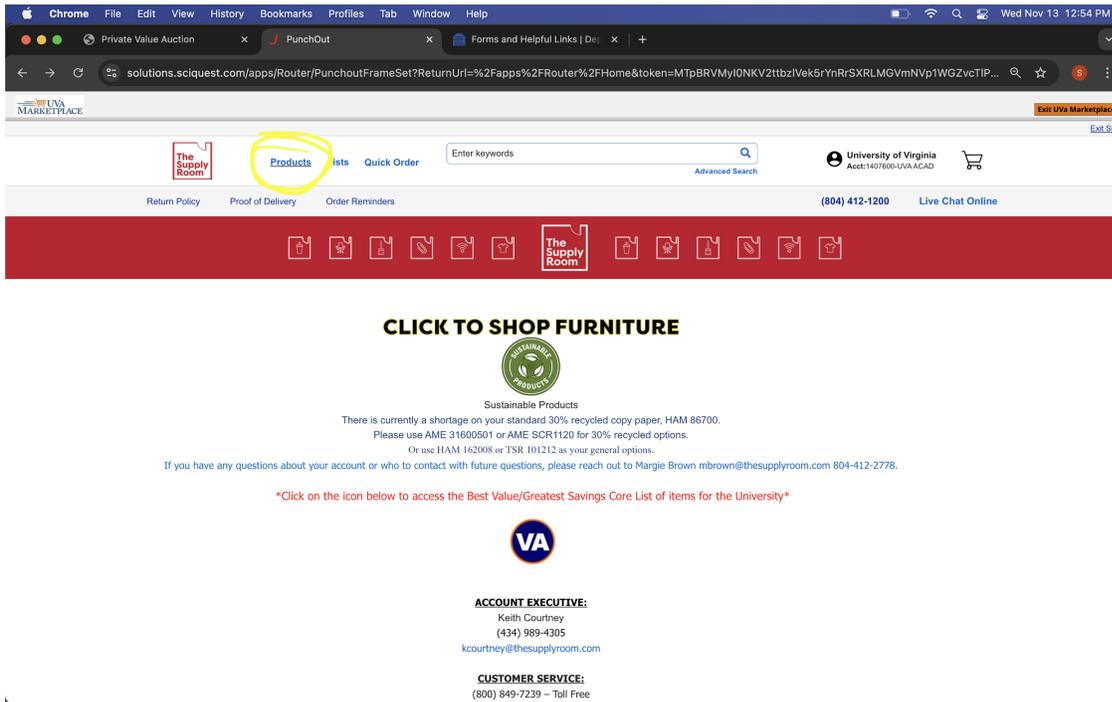
The screenshot shows a modal window titled 'Connect to Supplier Website'. At the top, it displays the company name 'The Rector & Visitors of the University of Virginia', the requester 'Bella Hicks', and the currency 'USD'. Below this is a table of 'Supplier Websites' with one entry: 'UVA Marketplace'. The 'Connect' button in the top right of the table row is highlighted with a yellow circle. At the bottom of the modal, there are 'Continue Shopping' and 'Cancel' buttons.

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	UVA Marketplace	<input checked="" type="checkbox"/>		UVA Marketplace	Connect

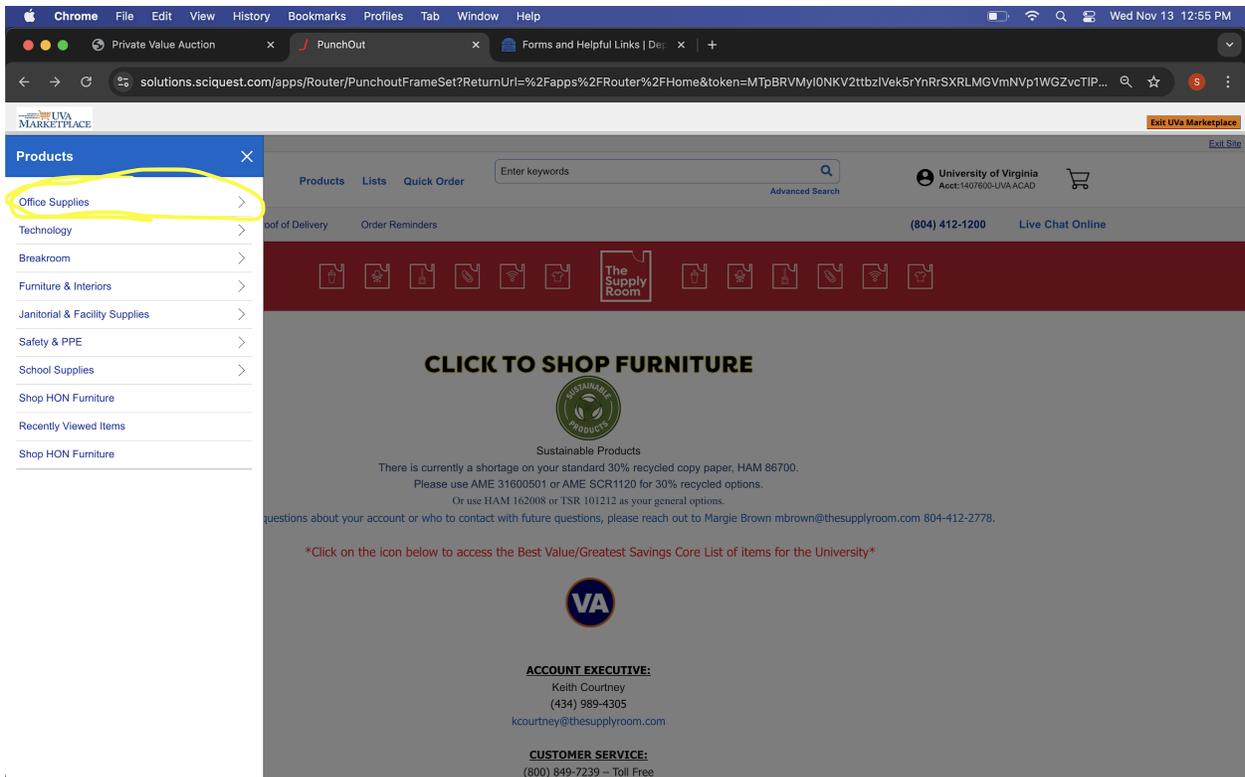
Step 6: Click “Office Supplies” under the “Enterprise Suppliers” tab as the supplier. Make sure not to use Safari or Microsoft Edge as there might be more issues using these browsers compared to Google Chrome.



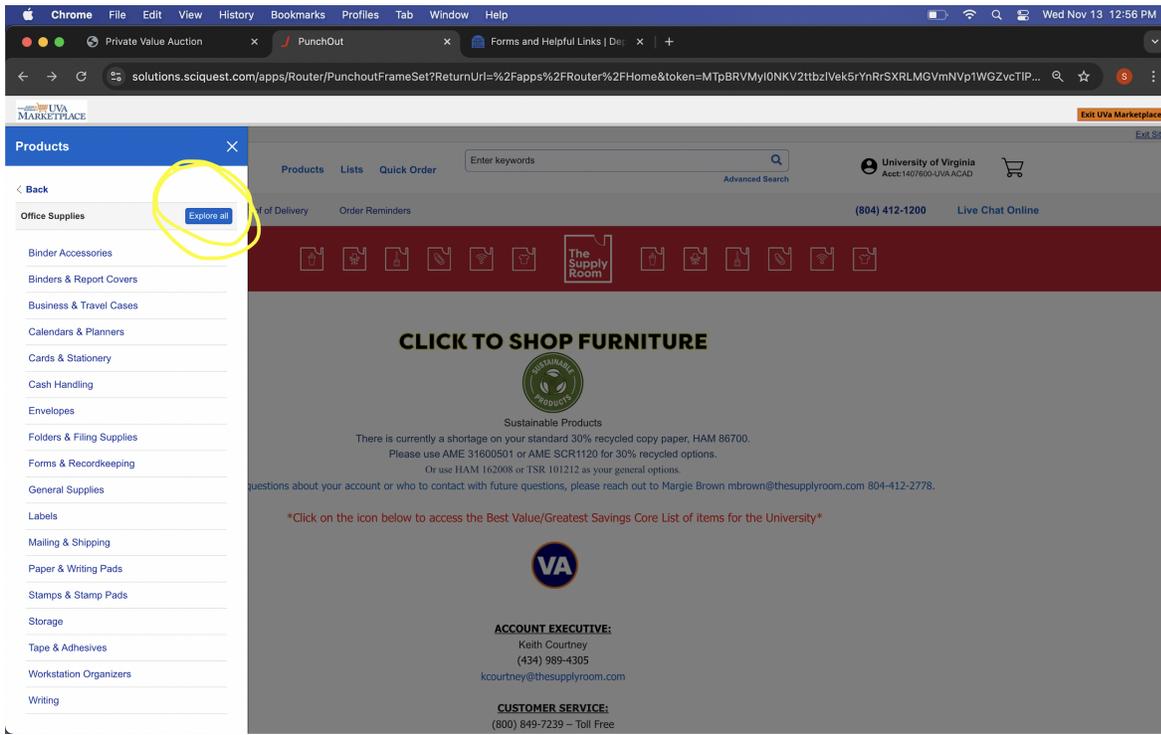
Step 7: Select “Products” on the upper left hand side of the screen



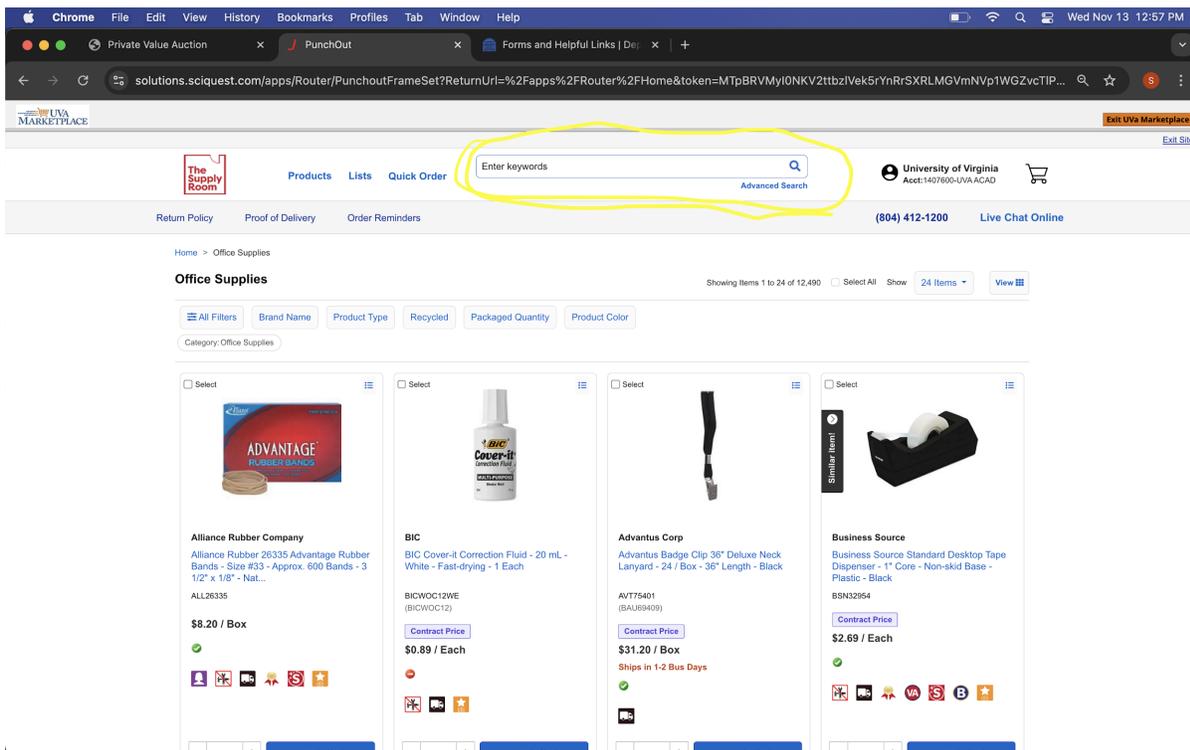
Step 8: Select “Office Supplies”



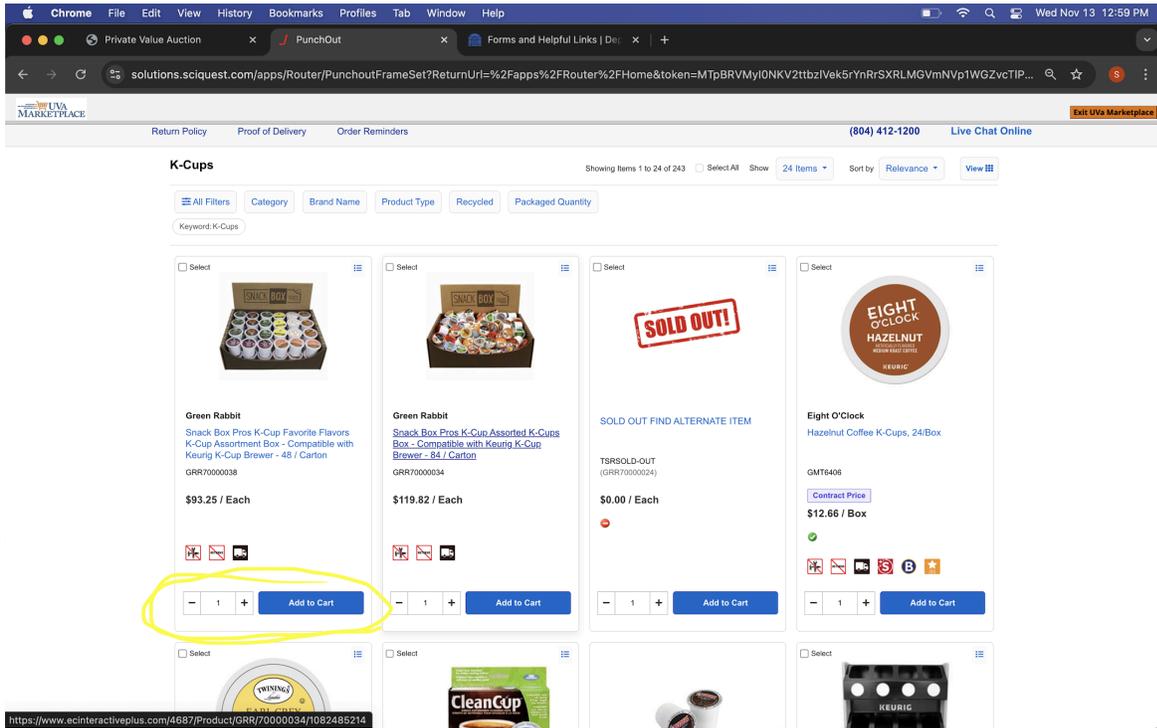
Step 8B: Select "Explore All"



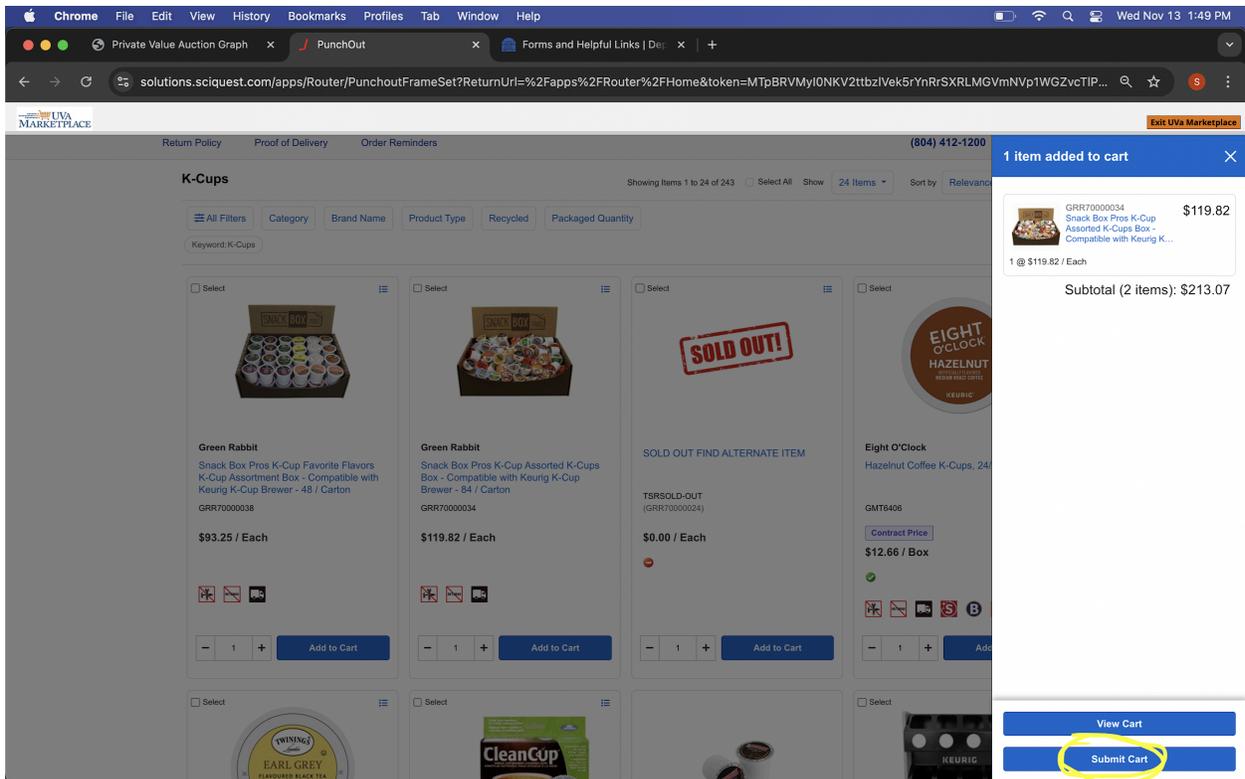
Step 9: Search for an item



Step 10: Select Item and Quantity and then click the blue “Add to Cart” button



Step 10: When everything you need is added to your cart, click “Submit Cart”



Step 11: Click "Assign Cart"

The screenshot shows the UNAMarketplace Shopping Cart interface. The cart contains two items from TSRC, Inc. with a total value of 213.07 USD. The 'Assign Cart' button is highlighted with a yellow circle in the top right corner of the cart area.

Shopping Cart Summary:

- Cart Name: 2024-11-13 YDQ7AE 01
- 2 Lines
- Supplier: TSRC, Inc. - 2 Items - 213.07 USD
- Total (213.07 USD)
- Subtotal: 213.07
- Total: 213.07

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Snack Box Prox K-Cup Assorted K-Cups Box - Compatible with Keurig K-Cup Brewer - 84 / Carton	GRR70000034	EA	119.82	Qty: 1 EA	119.82
Snack Box Prox K-Cup Favorite Flavors K-Cup Assortment Box - Compatible with Keurig K-Cup Brewer - 48 / Carton	GRR70000038	EA	93.25	Qty: 1 EA	93.25

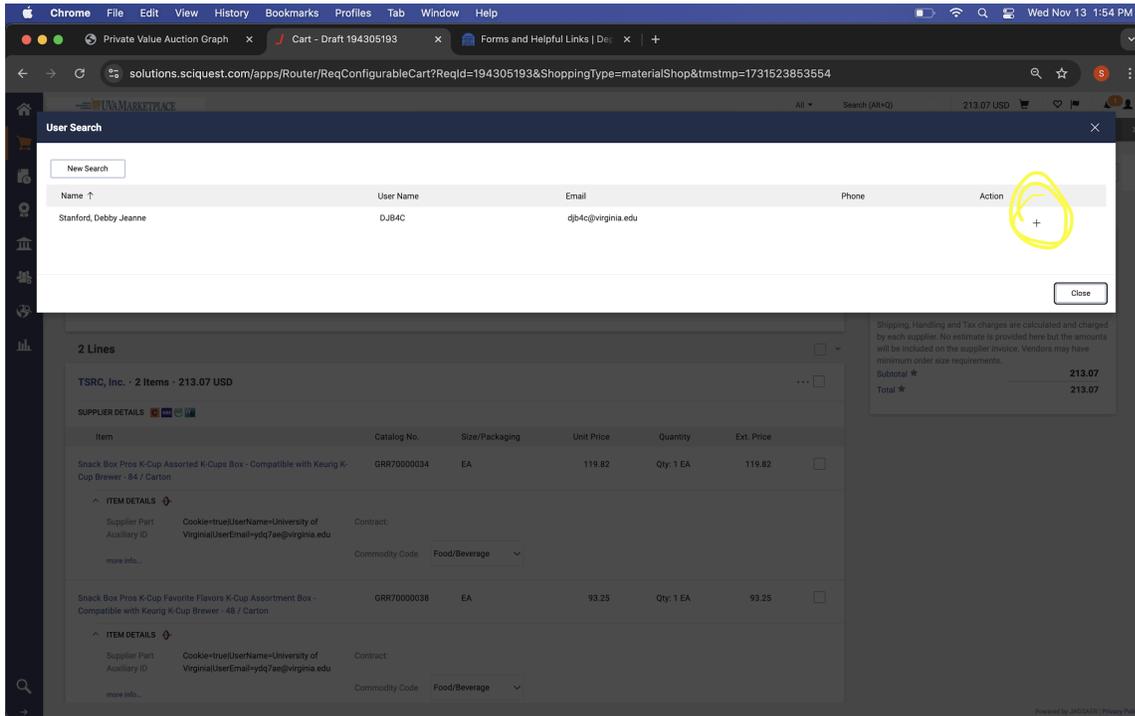
Step 11B: Type in the department administrator that will be responsible for approving the purchase (For this example it will be "Debbie Stanford") under First and Last name then click Search.

The screenshot shows the UNAMarketplace User Search dialog box. The 'Last Name' field contains 'Stanford' and the 'First Name' field contains 'Debbie'. The 'Search' button is highlighted in orange.

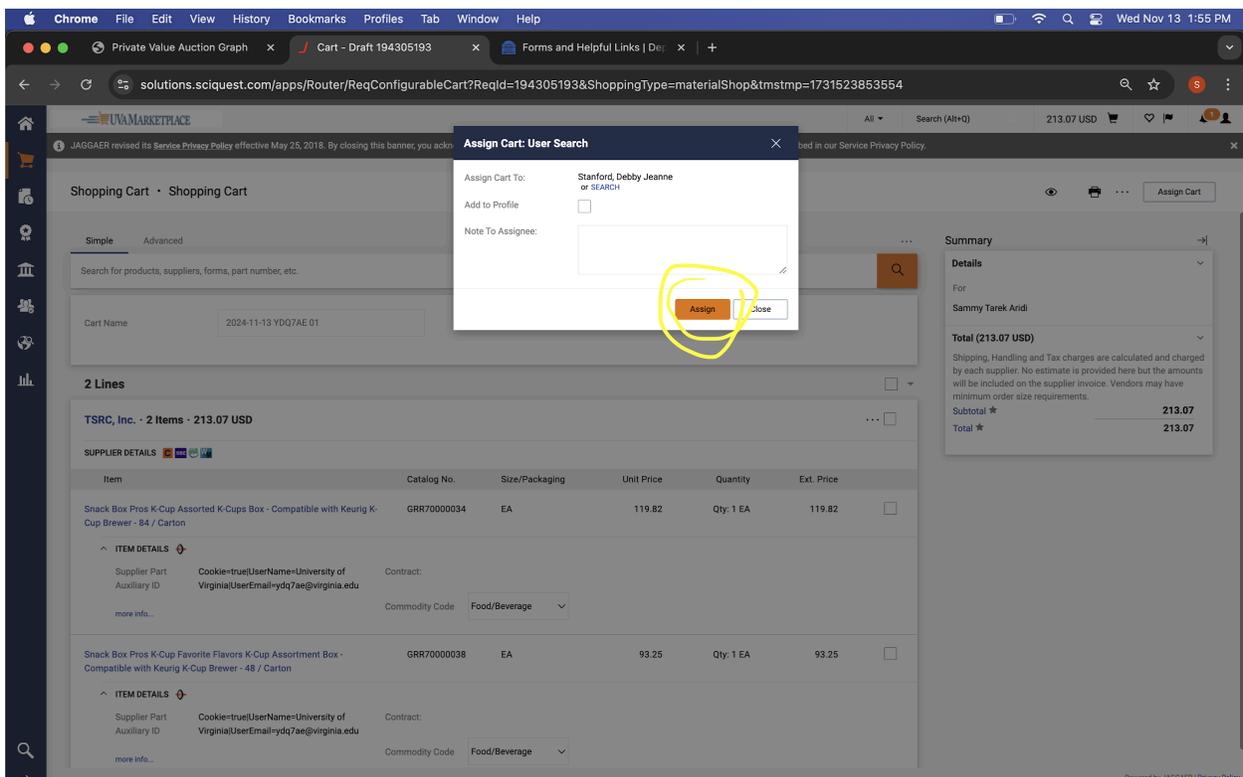
User Search Fields:

- Last Name: Stanford
- First Name: Debbie
- User Name: (empty)
- Email: (empty)
- Role: (dropdown menu)
- Results Per Page: 10

Step 11C: After finding them, click the plus sign on the right hand side of the screen.



Step 11D: Click Assign and add notes for reason of purchase and the worktag being used for the purchase (Additionally any other important information the assignee should know)



Step 12: Your order should now be assigned to your department administrator. They will make sure everything looks correct and place the order on your behalf.

