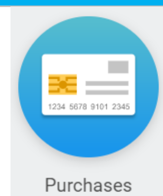
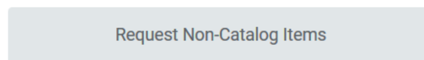
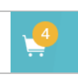
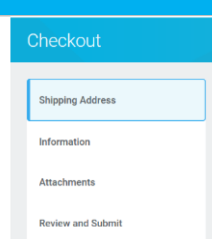
Wireless & Cell Phone Charges in Workday

Charges are paid through the departmental SPA card. This PO will only be issued for documentation and auditing purposes. After approval it will be deleted. [Cell Phones and PDA Policies and Procedures](#) *For new service complete the* [*Cell/PDA Request Form*](#) *and attach it to the Workday requisition.*

http://workday.miami.edu

Create a Purchase Requisition	
1. Click the **Purchases** worklet.	
2. Click **Request Non-Catalog Items**.	
3. *Requisition Currency* field	USD
4. Click **Request Service**.	
5. *Description* field	(Write as much information as possible, no credit card info) For example, user name, cell number, device including GB, color. Type of service: type of service, wireless user, phone #, last 5 digits of SPA card)
6. *Spend Category* field	(Medical) use SC06986 (Non-Medical) use SC06987
7. *Supplier* field	AT&T Mobility (ID: p18526522) Verizon (ID: p18526617) Sprint *(pending vendor application)*
8. *Supplier Contract* field	(leave blank)
9. *Start Date* field	(leave blank)
10. *End Date* field	(leave blank)
11. *Extended Amount* field	$1.00
12. *Memo* field	Use as needed.
13. Click **Add to Cart**.	
14. Click **Ok**.	
15. Click the shopping cart icon. (upper right)	
16. Review the shopping cart items. To delete an item select it in the left column and click the trash icon. (upper right)	
17. Click **Checkout**.	
Checkout	
18. The **Checkout** screens contain the following sections: • *Shipping Address* • *Information* • *Attachments* • *Review and Submit*	

Shipping Address Tab

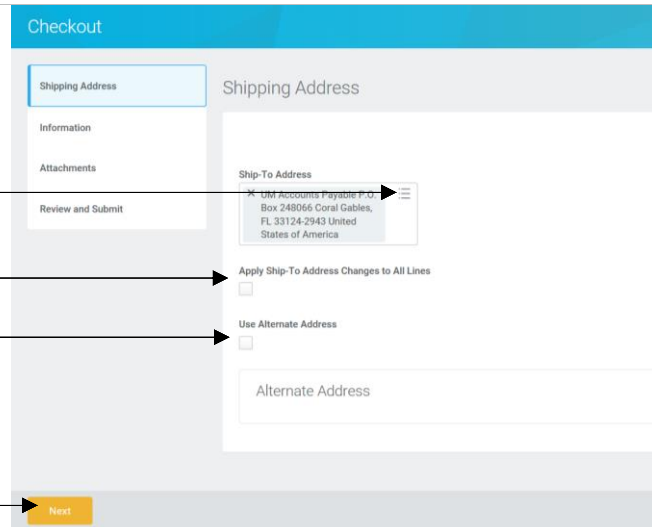
Device delivery location (building and room number)

19. To change the ship to address, click the stacked lines icon and search for the correct address.

20. Check *Apply Ship-To Address Changes to All Lines*.

Note, the Use Alternate Address should be left blank. To load an address into Workday, contact the Purchasing data team at 305-284-5751.

21. Click **Next**.



Information Tab

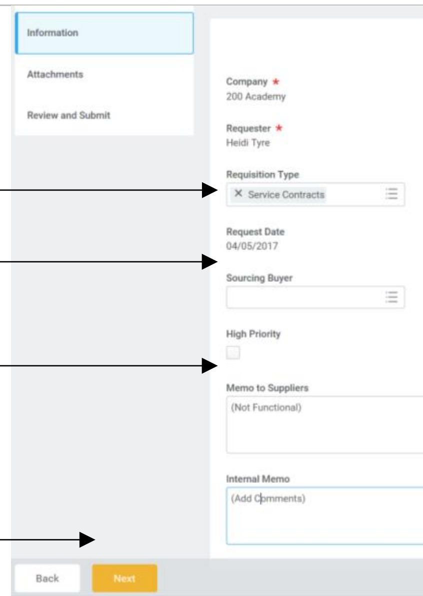
22. Requisition Type – Select **Service**.

23. *Sourcing Buyer* - Carlos Fayad
24. *High Priority* – (Leave blank)

25. *Memo to Suppliers* – Note many vendors will not receive this information. Contact them directly with any specific instructions.

26. *Internal Memo* – Note the delivery recipients name and phone number.

27. Click **Next**.

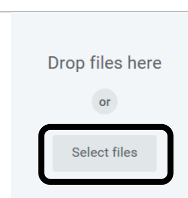


Attachments Tab

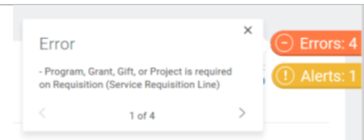
Use as needed or leave blank

28. Drag and drop the quote and attachments into the section **Drop files here** or click **Select files**.

29. Click **Next**.

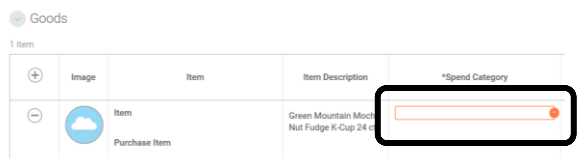


Review and Submit Tab

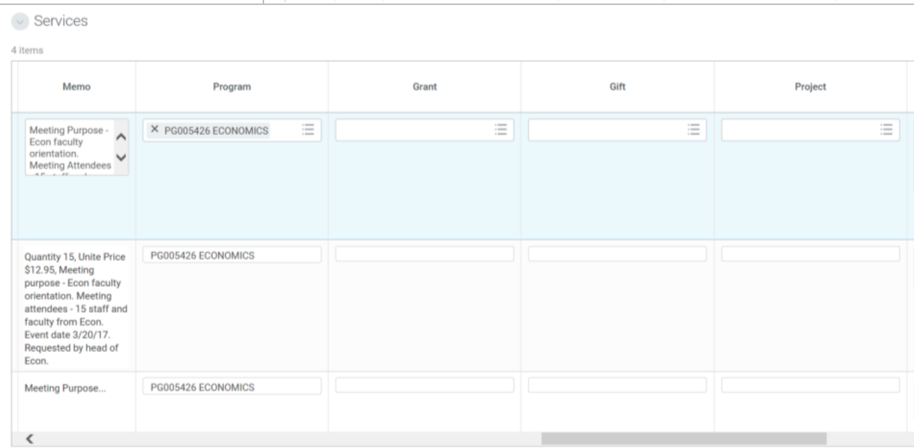


30. Upon entering this screen, *errors* and **alerts** will appear. Once all fields are completed click **Submit**.

31. Use the *Spend Category* (formerly sub object) **SC08877** field for each line item. Copy and paste for each line item.



32. Scroll to the right and complete the Worktag Driver: *Program*, *Grant*, *Gift*, or *Project*. Copy and paste into each line item. This was the "account number" linked to the SPA/ PCard that pays for monthly charges.

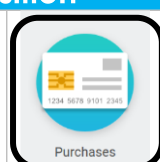


33. Click **Submit**. The current approver's name will appear.

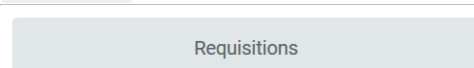
34. Click **Done**.

Checking the Status of a Purchase Requisition

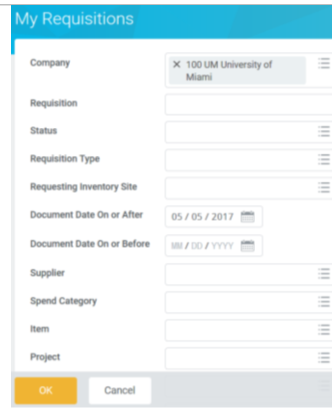
35. Click the **Purchases** worklet.



36. Click **Requisitions**.



37. Use the search filters to find the requisition.
    OR
    Click **OK** to see all requisitions within the designated date range.



38. Scroll down to the requisition and check the **Request Status**.