### Goods in UMarketplace/Workday (Catalogs)

http://workday.miami.edu

#### Find the Purchases Portlet and Leave

1. Log into Workday and click the **Purchases** worklet

2. Click **Connect to Supplier Website**.

3. Click **Connect**.

#### Leave Workday / Enter UMarketplace (catalogs)

4. Go to **Showcases** and select the catalog (Ex: Paramount)

5. Add items and click **Transfer Your Order**. HINT: Each catalog may have a different checkout button such as Checkout, Punchout, Transfer Order or Submit.

6. **Name This Cart**. This will help distinguish this order from all other orders.

7. Click **View Cart Details**.

#### Leave UMarketplace / Transfer Cart To Workday

8. Click **Send to Workday**.
9. Review the shopping carts. To delete an item, select it and click the trash icon. **Hint:** Multiple shopping carts may appear.

10. The Checkout screens contain the following sections:
   - *Shipping Address*
   - *Information*
   - *Attachments*
   - *Review and Submit*

**Shipping Address Tab**
To change the ship to address, click the stacked lines icon and search for the correct address.

Check Apply Ship-To Address Changes to All Lines.

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

Click **Next**.

**Information Tab**
Choose a *Requisition Type*.

*Sourcing Buyer* – Leave blank.
*High Priority* – Leave blank. If the order needs special attention, contact the approvers as needed.
*Memo to Supplier* – Leave blank. Many vendors don’t receive these notes. For special instructions, wait for the requisition to get completely approved, then contact the vendor with the PO # and instructions.

Click **Next**.
**Attachments Tab**
Drag and drop or click **Select files**. Attachments documents as needed.

**Review and Submit Tab**
Upon entering the screen, **Errors** and **Alerts** appear. Once all fields are corrected, the messages will remain but the requisition can be submitted. **HINT:** Work left to right. If the errors still appear after completing all fields, try deleting information in ALL editable fields. Then fill them in again.

Scroll down to the section **Goods** or **Services** depending on what is in your cart.

Complete the following fields for all line items.
- Spend Category (former “sub object code”)  Ex SC08234 – Gas Cylinders; For assistance, view the FRS/FDM See Conversion Tool below.
- Requested Delivery Date (optional)  
  **HINT:** Type the room number and click enter.
- Ship-To Address (physical address + room)
- Ship to Contact (employee name)
- Deliver to (room number)
- Memo (optional)
- Program, Grant, Gift or Project
- Cost center and additional worktags will autopopulate.

11. Click **Submit**. The pending approver appears.

12. To view more requisition details click **Details and Process**.

13. Click **Process** (former “History”) to view the requisitions history and Purchase Order.

14. Click **Done**.
**Common Spend Category Conversions**

*Note, the FRS/FDM Conversion Tool is not compatible with Internet Explorer. To access the FRS/FDM Conversion Tool, please use either Microsoft Edge, Mozilla Firefox, Google Chrome, or Apple Safari. FRS/FDM Conversion Tool is not recommended for use on mobile devices.*

http://workday-finance.it.miami.edu/resources/frs-to-fdm/index.html

<table>
<thead>
<tr>
<th>Sub Object and Description</th>
<th>Spend Category and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3233 Chemical</td>
<td>SC08200 Chemicals</td>
</tr>
<tr>
<td>3218 Clerical Supplies</td>
<td>SC08218 Clerical Supplies</td>
</tr>
<tr>
<td>3229 Copy / Pub /Print-Supplies</td>
<td>SC08229 Photocopy, Publishing, &amp; Printing Supplies</td>
</tr>
<tr>
<td>3223 Equipment Supplies</td>
<td>SC08203 Equipment Supplies (non-housekeeping)</td>
</tr>
<tr>
<td>3213 Food Supplies</td>
<td>SC08208 Food Supplies</td>
</tr>
<tr>
<td>3619 Meetings -Subsistence</td>
<td>SC08619 Food / Beverage during the a business meeting</td>
</tr>
<tr>
<td>3623 Food Service</td>
<td>SC08623 Food Service – Interdepartmental UM Dining Services</td>
</tr>
<tr>
<td>3624 Entertain - FoodBevRec</td>
<td>SC08624 Entertainment – Food, Beverage, Reception</td>
</tr>
<tr>
<td>3234 Gas Cylinders</td>
<td>SC08234 Gas Cylinders</td>
</tr>
<tr>
<td>3800 Hotel Conf &amp; Seminars</td>
<td>SC08800 – Hotel Conferences &amp; Seminars</td>
</tr>
<tr>
<td>3219 Instructional Supplies</td>
<td>SC08219 Instructional Supplies</td>
</tr>
<tr>
<td>4268 Managed Equip Maintenance</td>
<td>SC08047 Managed Equipment Maintenance</td>
</tr>
<tr>
<td>5105 Non Food Supplies</td>
<td>SC08621 Goods Services for Personal Use</td>
</tr>
<tr>
<td>3811 Other Outside Svcs.</td>
<td>SC08811 Outside Services</td>
</tr>
<tr>
<td>5904 Printing</td>
<td>SC08229 Photocopy, Publishing, &amp; Printing Supplies</td>
</tr>
<tr>
<td>3225 Technical Supplies</td>
<td>SC08225 Technical Supplies Other</td>
</tr>
</tbody>
</table>