## Creating a Dell Requisition in Workday/UMarketplace

http://workday.miami.edu

<table>
<thead>
<tr>
<th>Create a Requisition for Goods (catalog)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log into Workday.</td>
<td><a href="https://workday.miami.edu">https://workday.miami.edu</a></td>
</tr>
<tr>
<td>2. In the search box type, “create req.”</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Create Requisition" /></td>
<td></td>
</tr>
<tr>
<td>If the Create Requisition link does not appear, click All of Workday.</td>
<td></td>
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<tr>
<td>3. Click Create Requisition.</td>
<td></td>
</tr>
<tr>
<td>4. Complete the fields as follows:</td>
<td></td>
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<tr>
<td>a. <strong>Company</strong> – The company should correspond to the driver work tag (Program, Grant, Gift, or Project)</td>
<td></td>
</tr>
<tr>
<td>b. <strong>Requester</strong> – Leave this as yourself, even when ordering on behalf of someone else.</td>
<td></td>
</tr>
<tr>
<td>c. <strong>Currency</strong> – USD</td>
<td></td>
</tr>
<tr>
<td>d. <strong>Requisition Type</strong> – Goods</td>
<td></td>
</tr>
<tr>
<td>e. Click OK.</td>
<td></td>
</tr>
<tr>
<td>5. Click Connect to Supplier Website.</td>
<td></td>
</tr>
<tr>
<td>6. Click Connect.</td>
<td></td>
</tr>
<tr>
<td>7. Go to the Showcases section and click the Dell logo.</td>
<td></td>
</tr>
<tr>
<td>8. Find and add items to the cart.</td>
<td></td>
</tr>
<tr>
<td>a. Some items are specific to <em>Academic versus UHealth</em>.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Academic vs UHealth" /></td>
<td></td>
</tr>
<tr>
<td>b. For assistance with compatibility, specialized bundles and quotes, contact your corresponding IT Purchasing Department.</td>
<td></td>
</tr>
</tbody>
</table>

**UHealth:** Quotes ServiceNow [https://umiami.service-now.com/self-service/home.do](https://umiami.service-now.com/self-service/home.do)
Questions [UHealth-IT-Procurement@miami.edu](mailto:UHealth-IT-Procurement@miami.edu) or (305) 243-1189

**Academy:** UMIT Procurement [umit-procurement@miami.edu](mailto:umit-procurement@miami.edu) or (305) 284-2000
9. Check out from Dell and Transfer the cart to UMarketplace.
   a. Add to Cart.
   b. Go to Cart.
   c. Create Order Requisition.
   d. Submit Order Requisition.

10. Transfer the cart from UMarketplace to Workday.
   a. Click View Cart Details.
   b. Click Send to Workday.

11. Review the shopping cart.

   Previous carts may also appear.
   To delete an item, select it on the left and click the trash icon on the right.

   Click Checkout.

12. The Checkout screens contain the following sections:
    - Shipping Address
    - Information
    - Attachments
    - Line Defaults
    - Review and Submit

**Shipping Address Tab**
13. To change the address, click the menu icon.
    Type the street address numbers followed by a space and the room number (ex “1320 400.36”)

14. Check Apply Ship-To Address Changes to All Lines.
    Do not touch the Use Alternate Address box.
    To load an address into Workday, contact the Purchasing data team at 305-284-5751.

15. Click Next.

**Information Tab**
17. Sourcing Buyer – (leave blank)
18. High Priority – (leave blank)
19. Click Next.
Attachments Tab
20. Attach supporting documentation by clicking Select Files.
21. Click Next.

Default Lines Tab
22. Skip down to the last section on this screen.
If using one driver worktag, click Use Default Worktags. Type the Driver Worktag.
For split accounting, click Use Default Splits. Type the first % and Driver Worktag (Program, Grant, Gift or Project). Click “+” on the left side. The split will appear. Type the second % and Driver Worktag.

Review and Submit Tab
23. Complete the Spend Category field for each line item.

Computer Related Spend Categories:

- Keyboard, mouse, cords, and computers < $2,500 per component
  SC08235 Computer Hardware & Software Non-Capital

- Computers > $2,500 per component
  SC09425 Capital Computers – UM Owned

- Apple Care, warranties, and computer maintenance agreements
  SC08551 Computer Maintenance Agreement

24. Review the requisition details.
25. Submit.