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.*

Create a Purchase Requisition	
1. Log into Workday.	http://workday.miami.edu
2. Click **Purchases**.	Purchases
3. Click **Request Non-Catalog Items**.	Request Non-Catalog Items
4. Complete the fields:	Requester: (Requisition Creator's Name) Company: **200 or 500** Currency: **USD** Requisition Type: **Service Contract/Quote** Deliver-To: (Your building name and room number) Ship-To: (Your physical address and room number) Program: (E.g., PG00####) Click **OK**.
5. *Requisition Currency* field	USD
6. Click **Request Service**.	Request Goods Request Service

7. *Description*	Important: Do not type credit card information.
	Include:
	• Wireless user's name (E.g., Sebastian Ibis)
	• Wireless phone number (E.g., 305-###-####)
	• Device model information (E.g., iPhone14, 128 GB, silver)
	• PCard
	  ○ Last 5 digits
	  ○ Name on card

8. *Spend Category*	SC08877 – Mobile Phones
9. *Supplier*	• AT&T Mobility (ID: p15374694) • Verizon Communication Inc. (ID: p18526617) • T-Mobile USA Inc. (ID: p46798383)
10. *Supplier Contract*	(leave blank)
11. *Start Date*	(leave blank)
12. *End Date*	(leave blank)
13. *Extended Amount*	$1.00
14. *Memo*	(optional)
15. Click **Add to Cart**.	Add to Cart
16. Click the shopping cart icon. 17. (upper right)	1
18. Click **Checkout**.	Checkout
19. Review the requisition details.	
20. Attach supporting documents. (E.g., Cell PDA Request Form and email correspondences to Supply Chain)	Attachments Drop files here or Select files
21. Click **Submit**.	Submit

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Next Steps	
Check the Requisition Status.