Create an Ad-Hoc Goods Requisition - Before creating the requisition, ensure current contract pricing has been obtained.

1. Log into Workday. [http://workday.miami.edu]

2. Click the Purchases icon.

3. Click Connect to Supplier Website.

4. Complete the fields as follows:
   a. Company – The company should correspond to the driver work tag (Program, Grant, Gift, or Project) being used.
   b. Requester – Leave as yourself, even when ordering on behalf of someone else.
   c. Currency – USD
   d. Deliver-To - Change address to your location. This is where the goods are being delivered.
   e. Ship-To Address - Remove Accounts Payable and replace with your delivery location.
   f. Driver Worktag – Type a Program, Grant, Gift, or Project. **Note: This will default to all lines created.**

5. Click Connect.

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**To avoid delivery and payment issues, always include one “hazmat fee” line item for each delivery.**

Contact the Airgas for current pricing.

**http://workday.miami.edu**
In UMarketplace, Add an Ad-Hoc Item to the Cart.

6. Click **Ad-hoc Item**.

7. **Enter Supplier – Type “P15306356.”** Be aware there are two companies called “Airgas, INC.” Be sure to select the option that notes “DRY ICE.”

8. **For each delivery, add a line item with the Description “hazmat fee.”**
   *Contact the supplier for current contract pricing.*

9. **To add another item, click **Save and Add Another**.**
   For each additional item, complete the form again.
   
   - Contact Airgas for current contract pricing. **Example below dated 2/2/21**
   - UMarketplace does not allow more than two numbers after the decimal point.

   1-box pellets (30#) $21.1004
   
<table>
<thead>
<tr>
<th>Description</th>
<th>Catalog No.</th>
<th>Quantity</th>
<th>Price</th>
<th>Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-box pellets (30#)</td>
<td></td>
<td>1</td>
<td>21.10</td>
<td>EA - Each</td>
</tr>
</tbody>
</table>

   1-box block (30#) $19.1374
   
<table>
<thead>
<tr>
<th>Description</th>
<th>Catalog No.</th>
<th>Quantity</th>
<th>Price</th>
<th>Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-box block (30#)</td>
<td></td>
<td>1</td>
<td>19.14</td>
<td>EA - Each</td>
</tr>
</tbody>
</table>

10. Done adding items? **Click **Save and Close**.**

11. To review the cart, click the shopping cart icon in the upper right corner.

12. **Click View Cart Details.**
13. To transfer the cart back to Workday, click **Send to Workday**.

14. Review items in the cart.

   To delete items that are not part of this requisition, select the item on the left. Then click the trash icon on the right side of the screen.

15. Click **Checkout**.

**Checkout**

Click the arrows to expand, review, and edit each section.

16. Complete the **Spend Category** field with **SC08225 – Technical Suppliers – Other**.

17. **Shipping Address**

   If Accounts Payable appears, replace it with your delivery location. For a demo, view the video tutorial **Edit Ship-To & Default Worktags**.

   a. Click the **Related Actions button** and select **Edit Address**. Type the street address numbers followed by a space and the room number (“1320 400.36”)

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

   c. Do not touch the **Use Alternate Address** box. Click **Apply**.

• To add a UM address, email the request to help@miami.edu.
• To add a Non-UM address, email the address and reason to hjiang@miami.edu. Copy your supervisor and smontes@miami.edu.
18. **Requisition Information**
   a. **Request Date** – (leave as is)
   b. **Currency** – USD
   c. **Requisition Type** – *Goods*
   d. **High Priority** - Checking this box does not expedite the approval process.
   e. **Sourcing Buyer** - Leave blank
   f. **Memo to Suppliers** – optional, Be aware not all suppliers will be able to see this memo.
   g. **Internal Memo** – Recommended, describe what is being ordered and who it is for. Other internal notes can also be added.

19. **Edit Default Worktags**
   - Shortcut - To edit all line items, click the **Related Actions button** and select **Edit Requisition Defaults**.
     - To edit each individual line item, type the Program, Grant, Gift or Project# for each Goods line item.

20. **Attachments** – To attach additional supporting documentation click **Select files**. A quote is not required since Airgas Dry Ice has contract pricing.

21. To begin the approval process, click **Submit**.
    
    If there are no errors, the first approver’s name will appear.

For a demo, view the video tutorial **Edit Ship-To & Default Worktags**.

Drop files here

Select files

Submit

Up Next

Susan Monors
Approval by Program Manager