Locate the Purchases Worklet on the Homepage
1. Log into Workday and click the Purchases Worklet located on the homepage.

2. Click Connect to Supplier Website under Actions.

3. To update the Company field, click the menu bar and then OK.
4. Click **Connect**

Enter UMarketplace

5. Go to **Showcases** and click on the **Canteen** catalog.

6. Browse by search box:
   - **Category**
   - **Product description**
   - **SKU number**

   Then click the **magnifying glass**.
   
   Or
   
   Browse by category by clicking on the corresponding picture.

7. Add items, go to the cart, and click **Place Your Order**.

**TIP:** Each catalog may have a different checkout button, such as: **Place Your Order, Checkout, Transfer Order, Submit, etc.**
8. The **Name this cart** field is optional and helps differentiate one order from another.

9. Click **View Cart Details**

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**Exit UMarketplace / Transfer Cart To Workday**

10. Click **Send to Workday**

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**Checkout in Workday: Review Cart/Checkout, Edit Default Shipping Address, Information, Attachments, Line Defaults, Review and Submit**

11. Review the shopping cart. To delete an item, select it and click the **trash icon**.

**TIP:** If multiple orders were previously worked on, then the associated items will appear, so delete the items that are not needed. Otherwise, all orders will go through when submitted.

Click **Checkout**
**Shipping Address**

To change the Default Deliver-To, click the menu bar icon.

Check Apply Deliver-To changes to all lines

To change the Default Ship-To Address, click the menu bar icon.

Check Apply Ship-To Address Changes to All Lines

**TIP:** Use Alternate Address has to be left unchecked

Click Next

**Information**

Select Goods as the Requisition Type by clicking the menu bar icon.

*Sourcing Buyer* – Leave blank.

*High Priority* – Leave blank.

*Memo to Suppliers* - Many suppliers do not receive notes. Any special instructions, please contact the supplier directly.

*Internal Memo* – This field is not mandatory, but a memo can be typed to speed up the approval process.

Click Next

**Attachments**

No attachments are required.

Click Next
**Line Defaults**

If you have multiple lines and would like your corresponding worktag (*Program, Grant, Gift* or *Project*) to be applied to each line on the Review and Submit page, then scroll to bottom of the page and select **Use Default Worktags**.

If a split is needed, then Select **Use Default Splits**.

Click **Next**

**Review and Submit Tab**

Error messages will appear and will remain even after the fields are corrected. However, they will not prevent you from submitting the requisition unless there is a true error in place.

Scroll down to your **Goods** line(s) and fill in the following:

1. **Spend category** – fill in line by line.

2. **Corresponding Worktag (Program, Grant, Gift or Project)** – fill in line by line only if the Line Defaults page was not previously used. **TIP** – worktag field is located past the spend category field on the right hand side of the page.
12. Click **Submit**. The name of the pending approver will appear.