Wireless & Cell Phone Request in Workday

Charges are paid through the departmental PCard. This PO will only be issued for documentation and auditing purposes. After processing 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.

http://workday.miami.edu

Create a Purchase Requisition

1. Click the Purchases worklet.

2. Click Request Non-Catalog Items.

3. Complete the initial fields:
   - Requester: (Requisition Creator’s Name)
   - Company: 200 Academy
   - Currency: USD
   - Requistion Type: Service Contract/Quote
   - Deliver-To: (Your building and room number)
   - Ship-To: (Your building and room number)
   - Program: (i.e. PG00####)

   Click OK.

4. Select the Non-Catalog Request type of Request Service.

5. Description field
   - Do NOT type credit card information. Do include:
     • Wireless user’s name (i.e. Sebastian Ibis)
     • Wireless phone number (i.e. 305-###-####)
     • Device model information (i.e.: iPhone 13, 128GB, green)
     • Last 5 digits of PCard.

6. Spend Category field
   - SC08877 - Mobile Phones

7. Supplier field
   - AT&T Mobility (Supplier ID# P15374694)
   - Verizon Wireless-Cellco Partnership_ID (Supplier ID# P18526617)
   - Sprint Communications (Supplier – ID# P19539810)
   - T-Mobile USA Inc. (Supplier ID# P46798383)

8. Supplier Contract field
   - (leave blank)

9. Start Date field
   - (leave blank)

10. End Date field
    - (leave blank)

11. Extended Amount field
    - $1.00

12. Memo field
    - (optional)
13. Click **Add to Cart**.

14. Click **Ok**.

15. Click the shopping cart icon (upper right) and choose **Checkout**.

16. Review the requisition details.

17. Attach supporting documentation such as the **Cell PDA Request Form** and email correspondences to the Purchasing Department. Click **Attachments**, then select files.

18. Click **Submit**. The current approver’s name will appear.

### Checking the Status of a Purchase Requisition

30. Click the **Purchases** worklet.

31. Find the View column and click **Requisitions**.

32. Use the search filters to find the requisition. OR Click **OK** to see all requisitions within the designated date range. **TIP:** Uncheck **Exclude Canceled** and **Exclude Closed**.

33. Scroll down to the requisition and check the **Request Status**.

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Requisition Type</th>
<th>Requesting Inventory Site</th>
<th>Document Date</th>
<th>Total Amount</th>
<th>Currency</th>
<th>Suppliers</th>
<th>Purchase Orders</th>
<th>Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>RQ-0000473564</td>
<td>Service Contract/Quote</td>
<td></td>
<td>02/01/2022</td>
<td>1.00</td>
<td>USD</td>
<td>AT&amp;T MOBILITY LLC</td>
<td></td>
<td>Draft</td>
</tr>
</tbody>
</table>

34. To view the status of a requisition **InProgress**, click the requisition number. Then scroll down and click **Process History**. The person **Awaiting Action** is the current pending approver.