### Creating a Dell Requisition in Workday/UMarketplace

http://workday.miami.edu

**Create a Requisition for Goods (catalog)**

1. Log into Workday.

2. Click the Purchases icon.

3. Click Connect to Supplier Website.

4. Complete the fields as follows:
   
a. **Company** – **200 Academy** (TIP: The company should correspond to the driver work tag: Program, Grant, Gift, or Project)
   
b. **Requester** – Leave this as *yourself*, even when ordering on behalf of someone else.
   
c. **Currency** – USD
   
d. **Requisition Type** – **Goods**
   
e. **Deliver-To** (TIP: Type your *room number* and search for the corresponding building.)
   
f. **Ship-To** (TIP: If the address is **1320 S. Dixie Hwy room 400**, type “1320 400.”)
   
g. Enter only one of the following: Program, Grant, Gift, or Project
   
h. Do not change the Cost Center, Legacy Value or Additional Worktags. Only clear these fields when typing a new Program, Grant, Gift, or Project.

5. Click OK.

6. Go to the Showcases section and click the Dell logo.

   a. Find and add items to the cart. TIP: Some items are specific to **Academic** versus **UHealth**.

   b. For assistance with compatibility, specialized bundles and quotes, contact your UMIT Procurement at umit-procurement@miami.edu or (305) 284-2000
7. Check out from Dell and Transfer the cart to UMarketplace.
   a. Click **Add to Cart**.
   b. Click **Go to Cart**.
   c. Click **Create Order Requisition**.
   d. Click **Submit Order Requisition**.

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

9. Review the shopping cart.
   Previous carts may also appear.
   To delete an item, select the item (left side) then click the trash icon (right side).
   Click **Checkout**.

10. **Sourcing Buyer** – (leave blank)
11. **High Priority** – (leave blank)
12. **Internal Memo** – Delivery building name, room number, contact, and phone number.

13. Attach supporting documentation by clicking **Select Files**.

14. If using one driver worktag, click **Use Default Worktags**.
    Type the Driver Worktag.
    For split accounting, click **Splits** icon. 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.

15. 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**

16. Review the requisition details and click **Submit**.