Searching for Supplier Information in UMarketplace

Use this guide when searching for supplier information related to purchase orders for Academic or Miller School of Medicine.

http://workday.miami.edu

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Navigating to UMarketplace

1. Log into Workday.
   https://workday.miami.edu
2. Click Purchases.
3. Click Connect to Supplier Website.
4. Since we are not currently creating a requisition, click OK.
5. Click Connect.

Searching for the Supplier

6. From the left-hand column, click the Supplier icon. From the drop-down menu, click Search for a Supplier.
7. Type the supplier’s name.

Search subway

TIP: Search for similar names and DBAs (Doing Business As):
• Compass Group vs Chartwells (DBA)
• University of Central Florida vs UCF
• L&M Group USA vs L & M Engraving vs L & M of South Miami
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Reviewing the Supplier's Information

1. **Location** - Always match the address on the quote with the address in UMarketplace. Be aware, if the addresses do not match and a requisition is created, the order may never get reach the supplier or at the time of invoicing another requisition will need to be created.

   **TIP:** If the addresses do not match and a requisition is created, the order may never reach the supplier. Also, another requisition may need to be created.

2. **Active vs Inactive:**
   a. Active = green checkmark & Complete status
   b. Inactive = red “X” & Rejected status
   To activate, Submit a New Supplier Request form.

3. **Supplier ID:**
   a. “P” = Purchase Order
   b. “SUP” = Supplier Request (Check Request)

4. **Contact Information**
   If the correct supplier is Active and has a Supplier ID beginning with “P,” contact the phone number listed to get a quote.

Closing the Window

**Company 500 Only** - When creating a requisition, navigating back to Workday may cause the Company number to be 200. Either close the internet window or navigate to...
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back to Workday and begin the requisition by typing "Create Requisition" in the search field.