Searching for Supplier Information in UMarketplace

Use this guide when searching for supplier information related to purchase orders for 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.

   **Important:** 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.

   **Tip:** Although only two addresses appear on the Summary screen, more addresses may be found in the Contacts and Locations menu.
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<td>2. <strong>Active vs Inactive:</strong></td>
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|   | 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. |

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<td><strong>Closing the Window</strong></td>
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<td><strong>Company 500 Only</strong> - When creating a requisition, navigating back to Workday may cause the Company number to be 200. Either close the internet window or navigate back to Workday and begin the requisition by typing “Create Requisition” in the search field.</td>
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