

HOW TO: MAKE A UNIMARKET PURCHASE

You can also always send Melanie or Angela an Amazon wish list and they can place the order for you instead!

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STEP 1:

Navigate to your MySanDiego Portal's Home Page and click **Workday**.

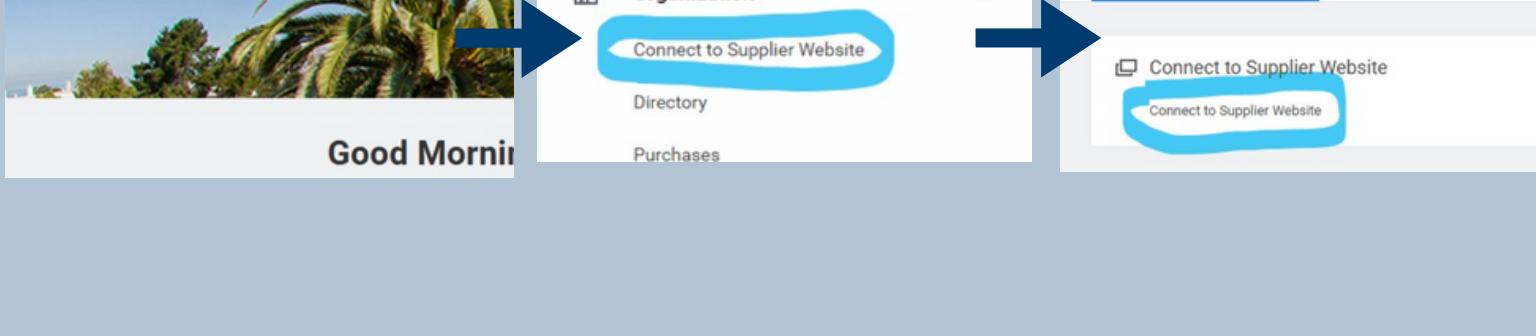


STEP 2:

Once in Workday, click **MENU** in the top left corner.

Then under **Organization**, click **Connect to Supplier Website**.

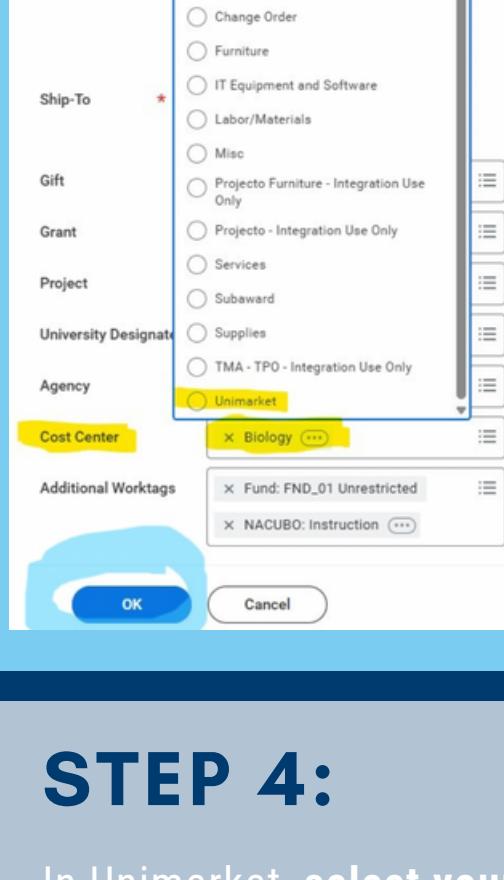
Next, click the **Connect to Supplier Website** link on the following page.



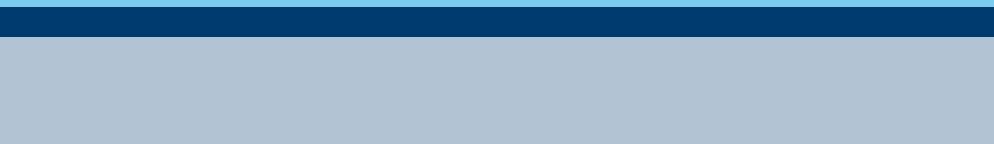
STEP 3:

This tab will open.

Under **Requisition Type**, scroll down to select **Unimarket**.
Under **Cost Center**, select **Biology**.
Next, press **OK**.

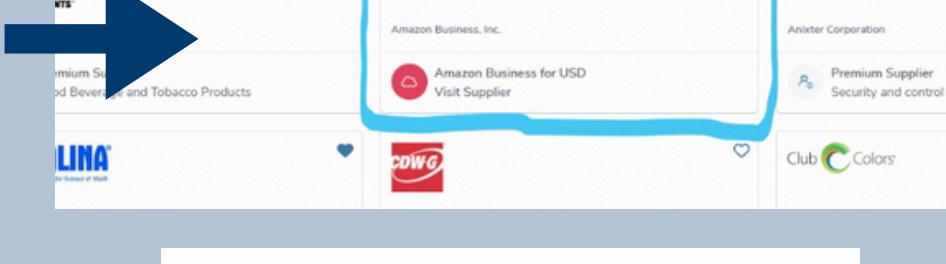


On the next page, click **Connect**, which will direct you to the **Unimarket** website.



STEP 4:

In Unimarket, select your preferred vendor (e.g., Amazon Business), then click View Supplier.



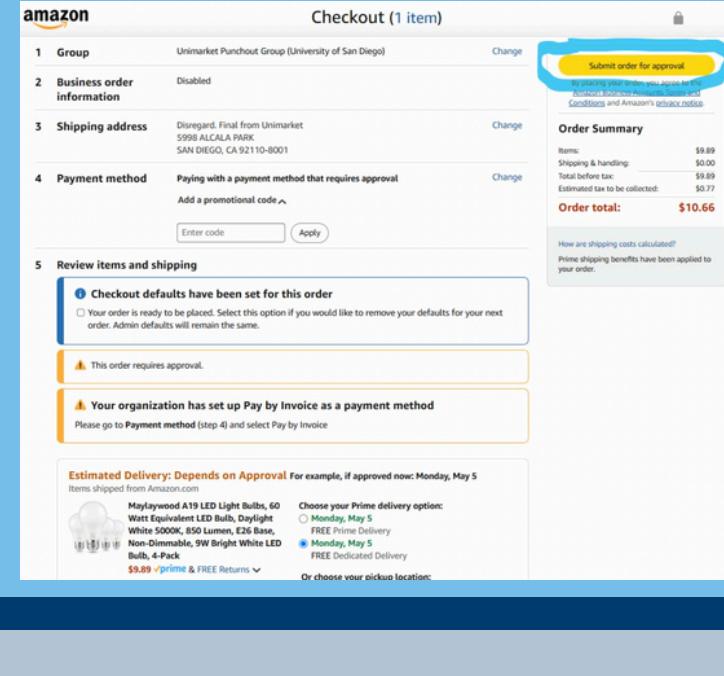
Next, click the vendor name again and you will be redirected to vendor's website (may take a few minutes).



STEP 5:

Add the supplies you need to the cart.

When ready, click Submit order for approval (Amazon) or Return Cart to Purchasing Applications (other vendors)

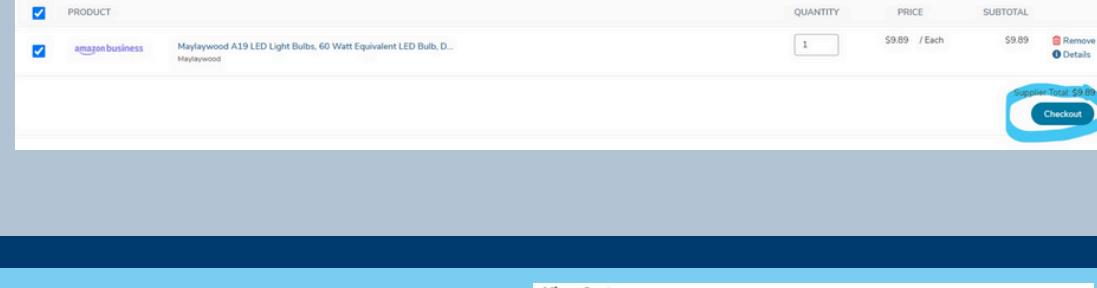


The screenshot shows the Amazon Checkout page for a single item. The item is a Maylaywood A19 LED Light Bulbs, 60 Watt Equivalent LED Bulb, Daylight White 5000K, 850 Lumen, E26 Base, Non-Dimmable, 9W Bright White LED Bulb, 4-Pack. The price is \$9.89, and it includes Prime & FREE Returns. The order summary shows a total of \$10.66. The 'Submit order for approval' button is highlighted with a yellow box.

STEP 6:

On the next page, make sure that all the items from the cart are correct.

Click Checkout



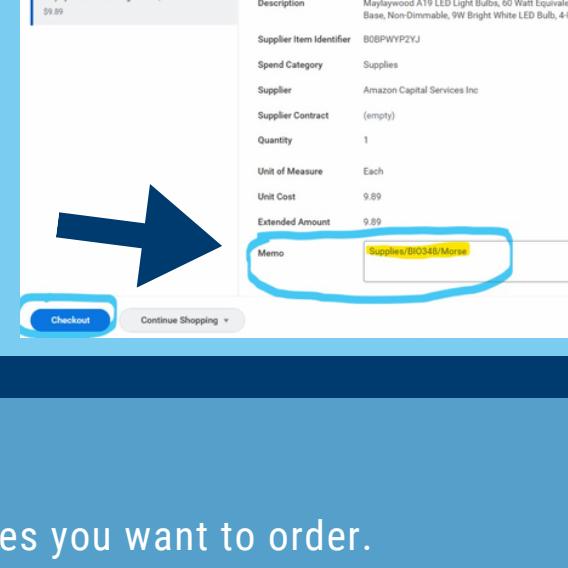
The screenshot shows the Amazon Shopping Cart page. It lists an item: Maylaywood A19 LED Light Bulbs, 60 Watt Equivalent LED Bulb, Daylight White 5000K, 850 Lumen, E26 Base, Non-Dimmable, 9W Bright White LED Bulb, 4-Pack. The quantity is 1, the price is \$9.89 / Each, and the subtotal is \$9.89. The 'Checkout' button is highlighted with a yellow box.

STEP 7:

It should take you to this page.

Fill in the Memo line for every item and write "Supplies/[Class]/[Last Name]".

Then click Checkout.

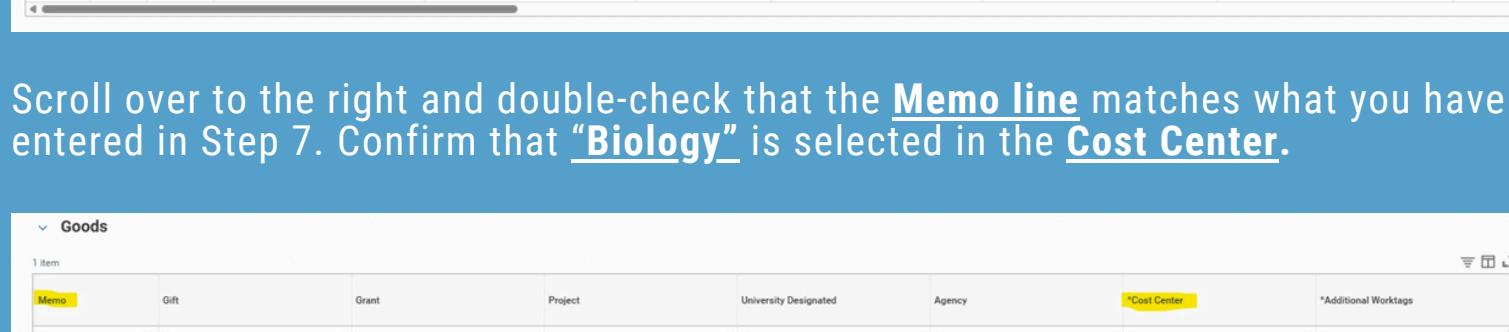


The screenshot shows the View Cart page in Purchasing Applications. It displays the same item: Maylaywood A19 LED Light Bulbs, 60 Watt Equivalent LED Bulb, Daylight White 5000K, 850 Lumen, E26 Base, Non-Dimmable, 9W Bright White LED Bulb, 4-Pack. The memo field contains "Supplies/BIO348/Morse". A large blue arrow points to this field, which is highlighted with a yellow box.

FINAL STEP!

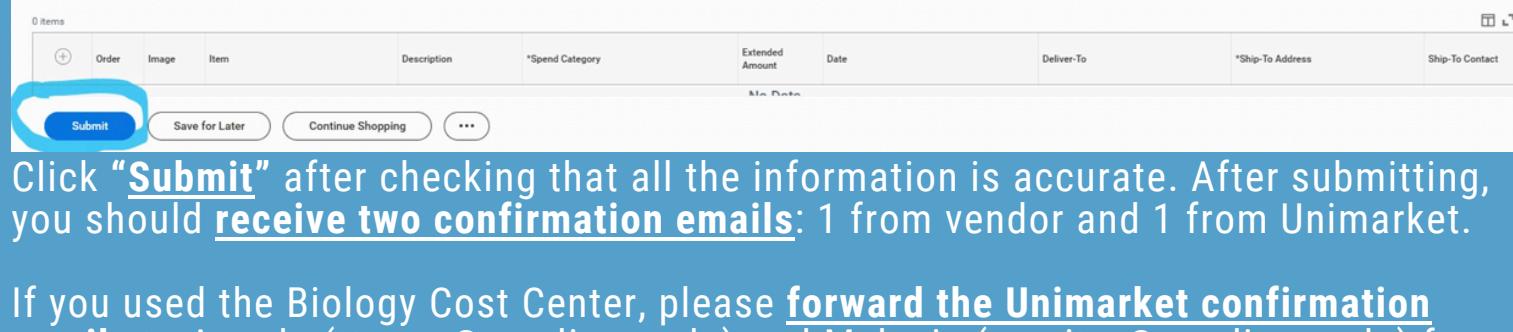
Review that the Item Description matches the supplies you want to order.

Spend Category should state "Supplies", and confirm that the Quantity, Unit Cost, and Extended Amount are correct.



The screenshot shows the Goods table in Purchasing Applications. The item is the same as before. The 'Spend Category' field is highlighted with a yellow box and contains "Supplies". The quantity is 1, the unit cost is \$9.89, and the extended amount is \$9.89.

Scroll over to the right and double-check that the Memo line matches what you have entered in Step 7. Confirm that "Biology" is selected in the Cost Center.



The screenshot shows the Goods table in Purchasing Applications. The item is the same. The 'Cost Center' field is highlighted with a yellow box and contains "Biology". Other fields like 'Memo' and 'Gift' are also highlighted with yellow boxes.

Click "Submit" after checking that all the information is accurate. After submitting, you should receive two confirmation emails: 1 from vendor and 1 from Unimarket.

If you used the Biology Cost Center, please forward the Unimarket confirmation emails to Angela (ttsang@sandiego.edu) and Melanie (mwriter@sandiego.edu) for budget tracking purposes. Include the class number related to the purchase in the email. Thank you very much!

QUESTIONS?

**ASK ANGELA (TTSANG@SANDIEGO.EDU) OR
MELANIE (MWRITER@SANDIEGO.EDU)**

