

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!
Melanie Writer: mwriter@sandiego.edu Angela Tsang: ttsang@sandiego.edu

STEP 1:

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

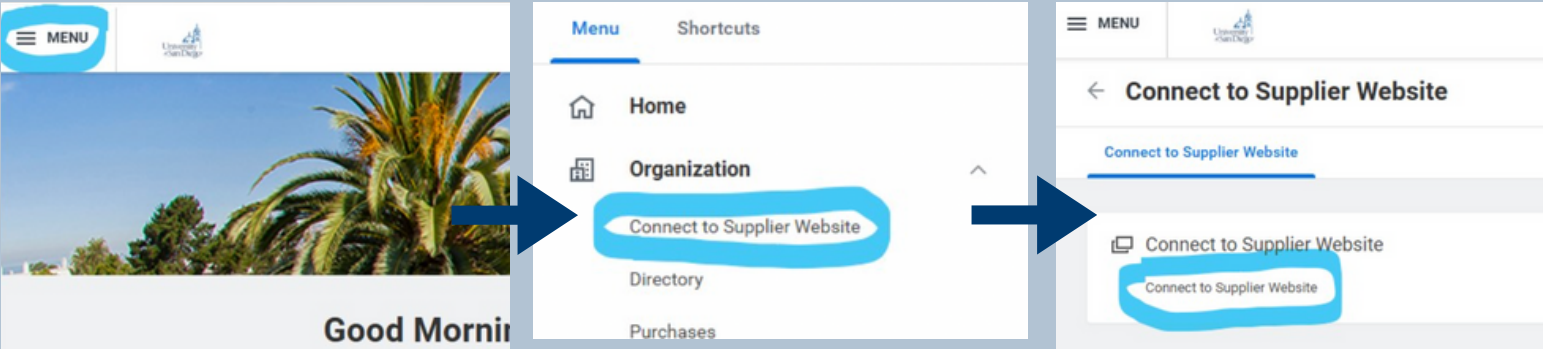


STEP 2:

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.

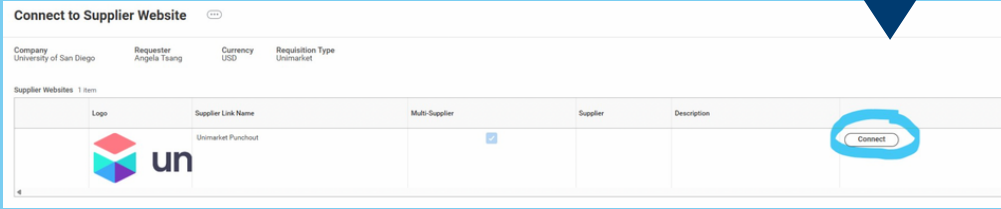
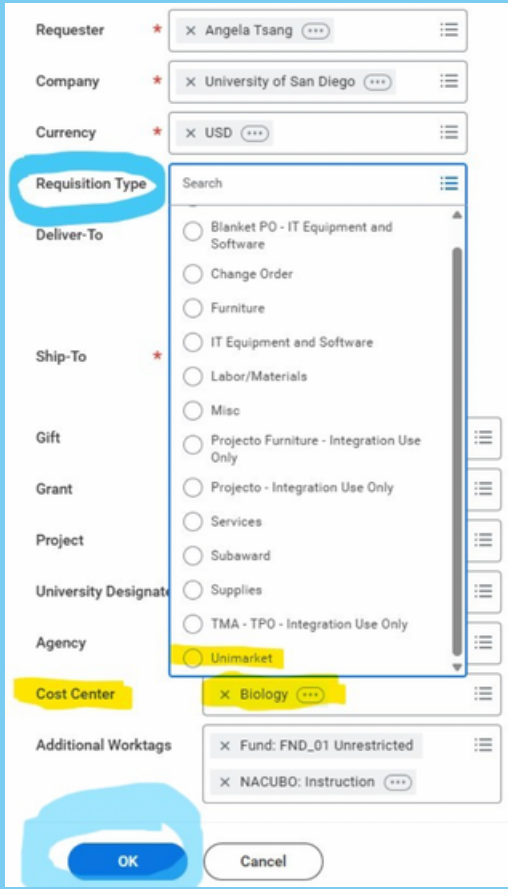


STEP 3:

This tab will open.

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

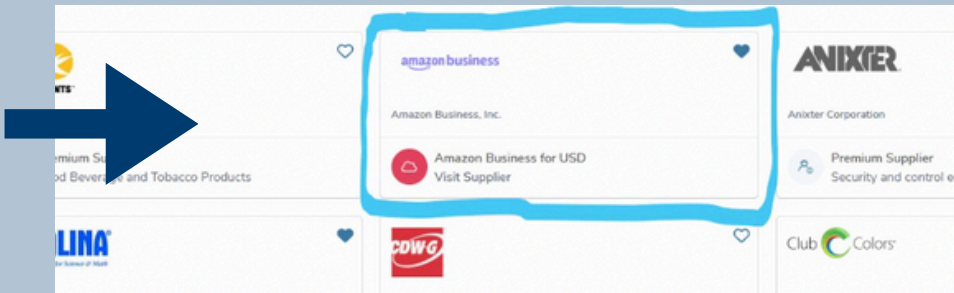
On the next page, click Connect, which will direct you to the Unimarket website.



STEP 4:

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

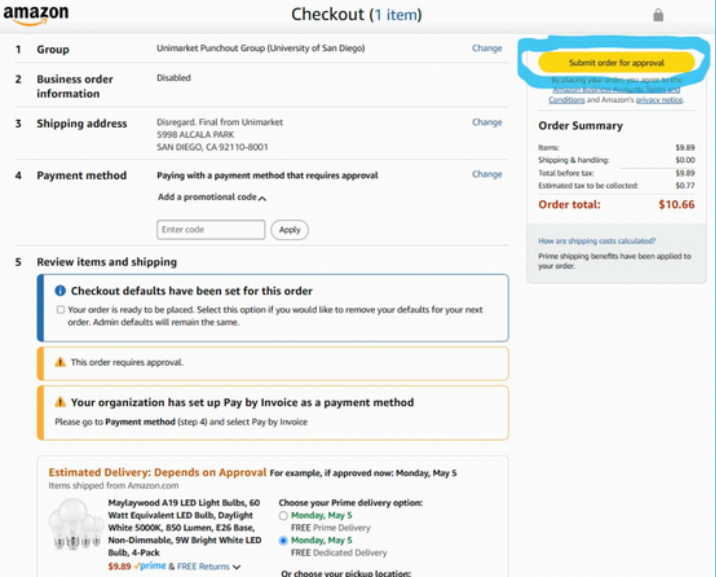
Next, click the vendor name again and you will be redirected to vendor's website (may take a few minutes).



STEP 5:

Add the supplies you need to the cart.

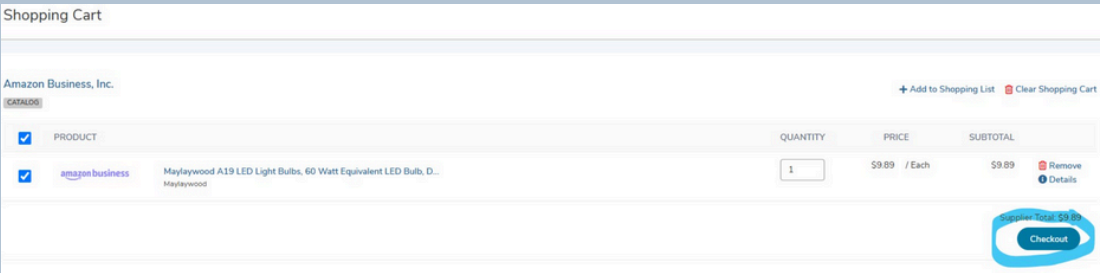
When ready, click **Submit order for approval** (Amazon) or **Return Cart to Purchasing Applications** (other vendors)



STEP 6:

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

Click **Checkout**

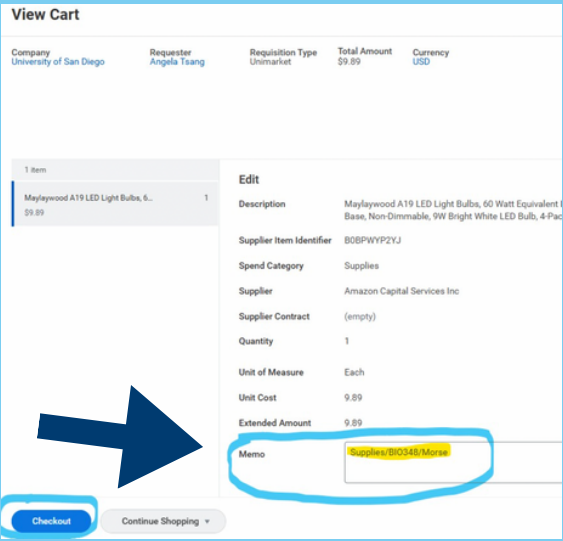


STEP 7:

It should take you to this page.

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

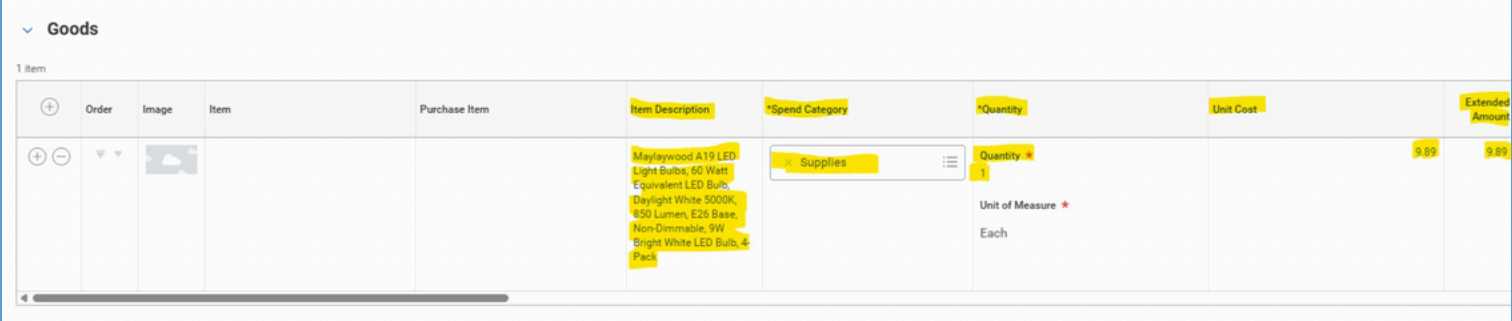
Then click **Checkout**.



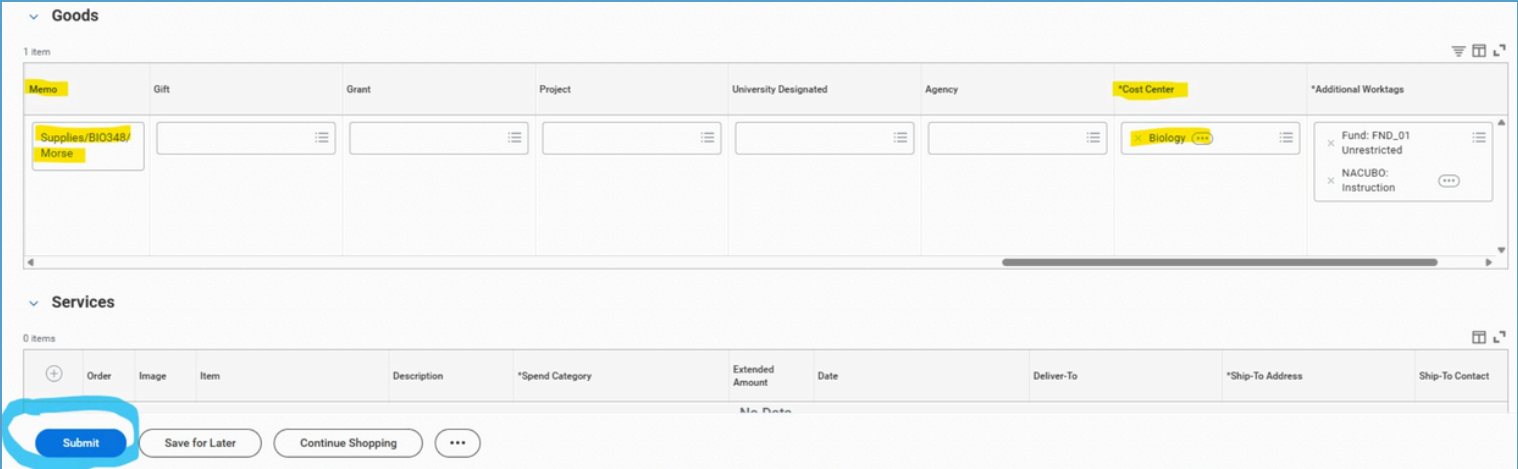
FINAL STEP!

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.



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**.



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)**

