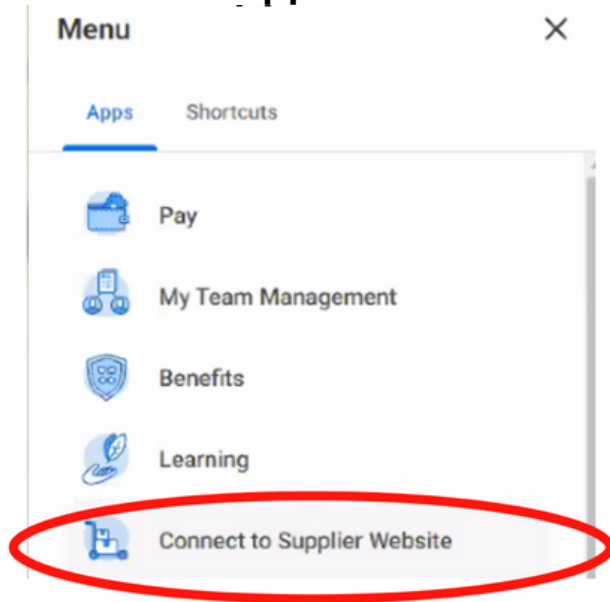


Add a Contract

1. Log into workday and click the left hand menu and select **Connect to Supplier**



2. Select **Unimarket** as requisition type

Requester * Theresa Robinson Harris ...

Company * University of San Diego ...

Currency * USD ...

Requisition Type

Deliver-To

Ship-To *

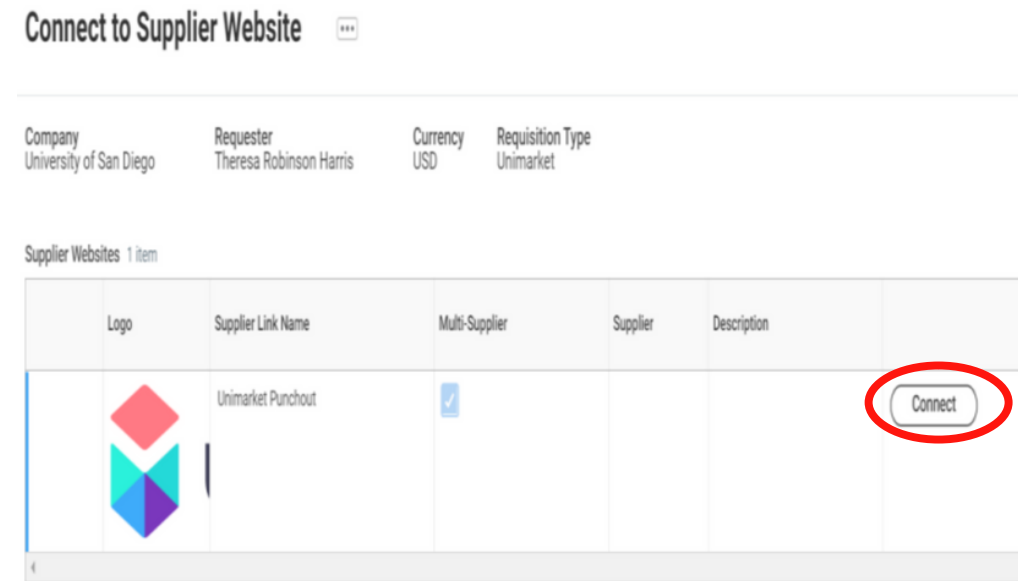
Gift

Search

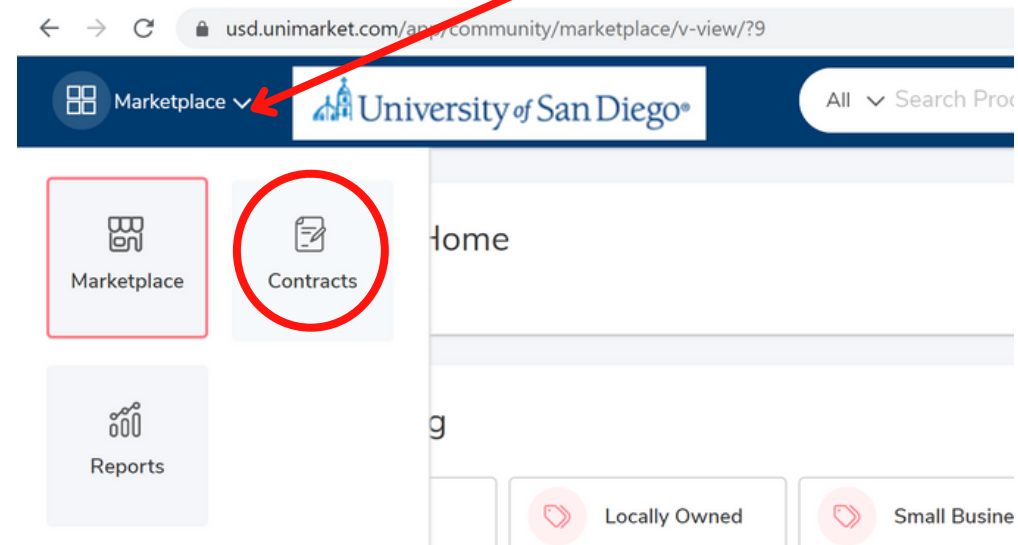
- ☐ Misc
- ☐ Projecto - Integration Use Only
- ☐ Services
- ☐ Subaward
- ☐ Supplies
- ☐ TMA - TPO - Integration Use Only
- ☒ Unimarket

OK Cancel

3. Click **Connect** until you are able to connect to the supplier website

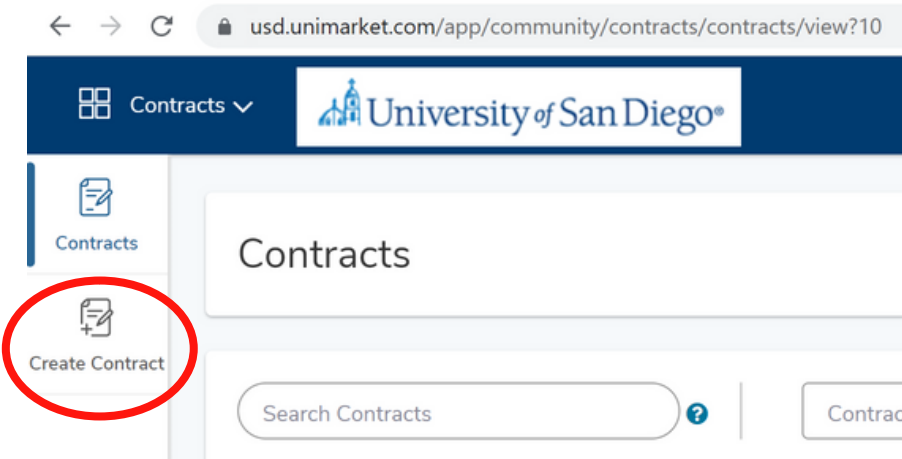


4. Click the **Marketplace** on the left hand side, then click on **Contracts**



Add a Contract

5. Click **Create Contract**



usd.unimarket.com/app/community/contracts/contracts/view?10

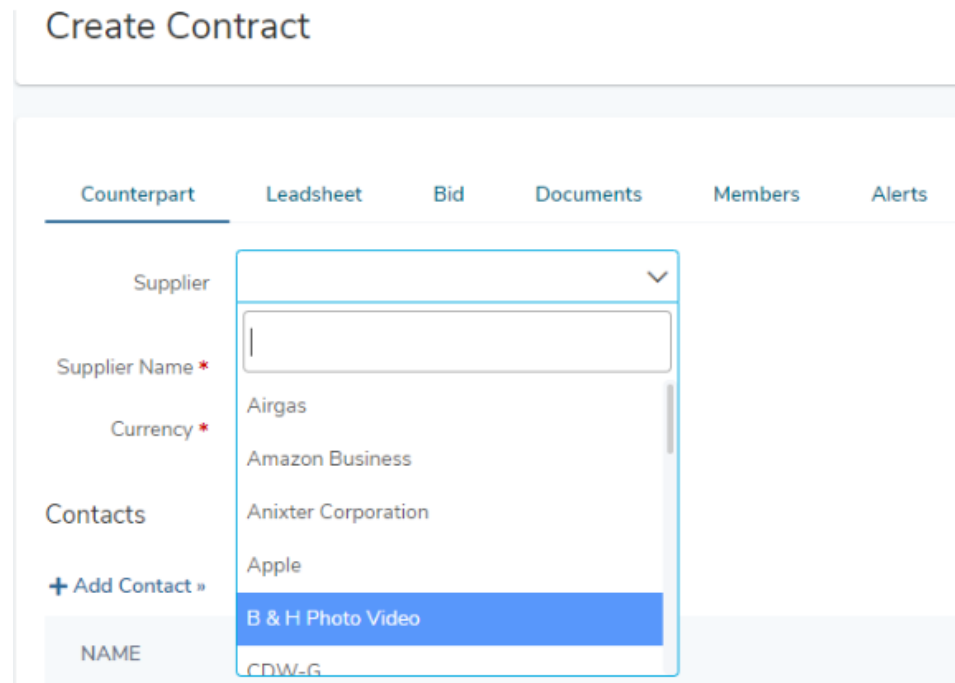
Contracts ▾ University of San Diego®

Contracts

Create Contract

Search Contracts ? Contract

6. Select the supplier from the dropdown, add all the required information and click **Continue**



Create Contract

Counterpart Leadsheet Bid Documents Members Alerts

Supplier

Supplier Name *

Currency *

Contacts

+ Add Contact »

NAME

Airgas

Amazon Business

Anixter Corporation

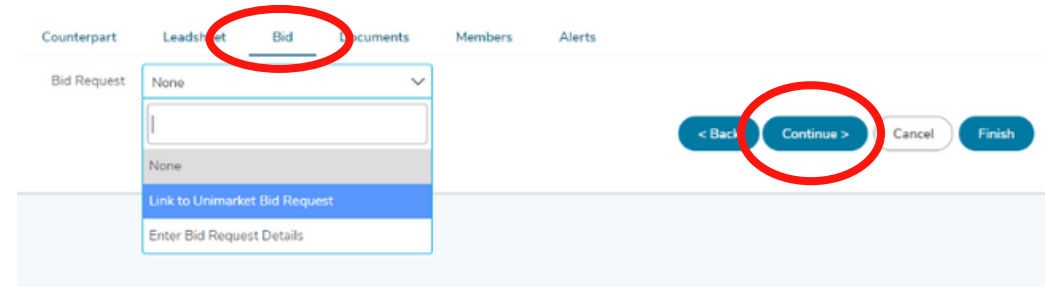
Apple

B & H Photo Video

CDW-G

7. Complete all the required information on the Leadsheet, including the start and end date of the contract, then click **Continue**

7. If bids were requested through the system you may link them here, then click **Continue**



Counterpart Leadsheet Bid Documents Members Alerts

Bid Request

None

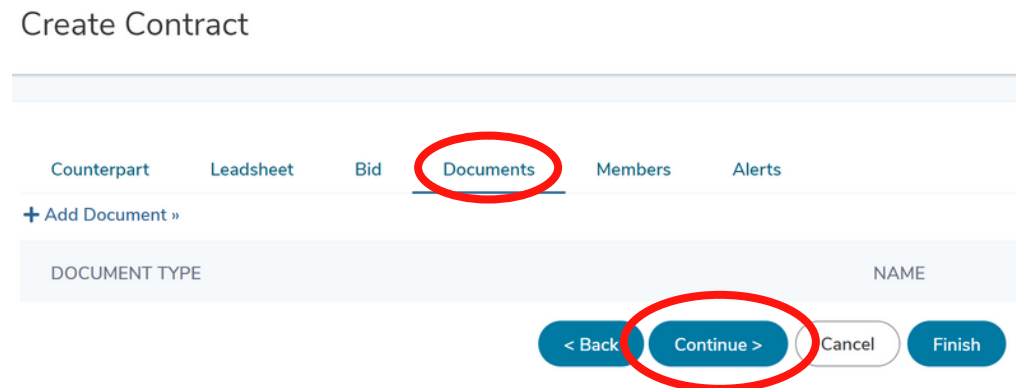
None

Link to Unimarket Bid Request

Enter Bid Request Details

< Back Continue > Cancel Finish

8. At this point you can attach your contract by clicking “**Add Document**” or drag and drop the document from your computer. Click **Continue**



Create Contract

Counterpart Leadsheet Bid Documents Members Alerts

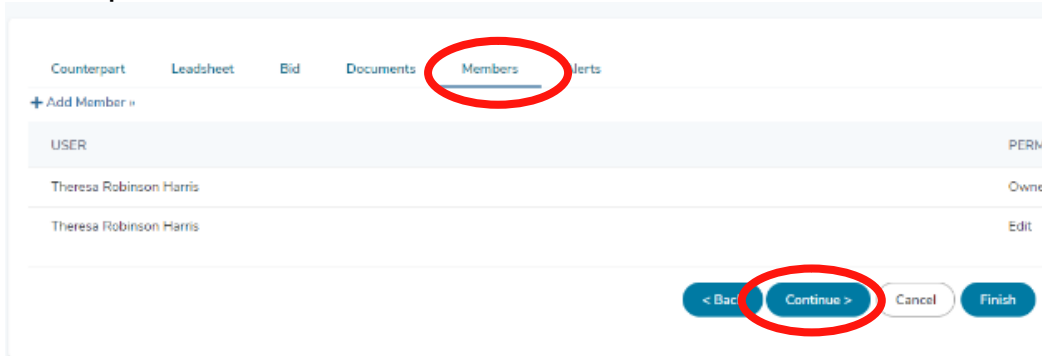
+ Add Document »

DOCUMENT TYPE NAME

< Back Continue > Cancel Finish

Add a Contract

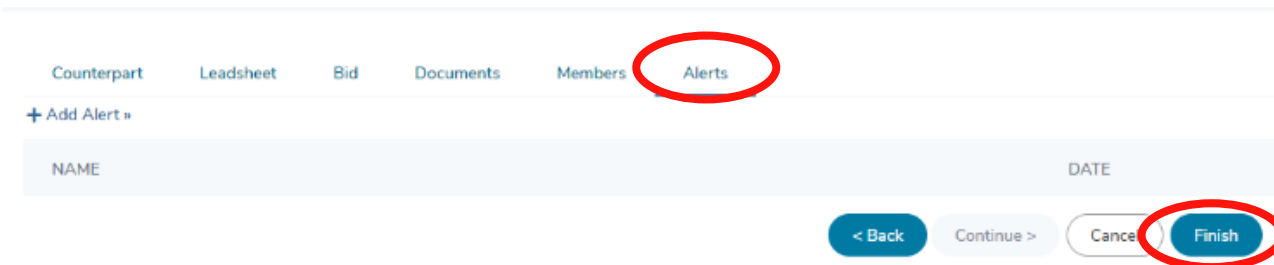
9. Under Members, add anyone from your team who needs to have access to this contract, and set their permission level. Click **Continue**



COUNTERPART	LEADSHEET	BID	DOCUMENTS	MEMBERS	ALERTS
+ Add Member »					
USER					PERMISSION
Theresa Robinson Harris					Owner
Theresa Robinson Harris					Edit

< Back Continue > Cancel Finish

9. You may add any alerts that is helpful to your management of the contract here then click **Finish**



COUNTERPART	LEADSHEET	BID	DOCUMENTS	MEMBERS	ALERTS
+ Add Alert »					
NAME					DATE

< Back Continue > Cancel Finish

10. The system will assign a unique contract number and the document will now be available under your list of contracts.