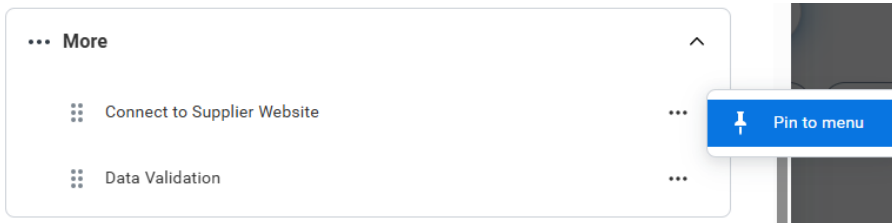
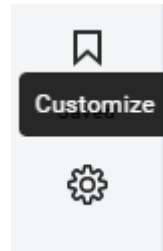


Accessing Unimarket

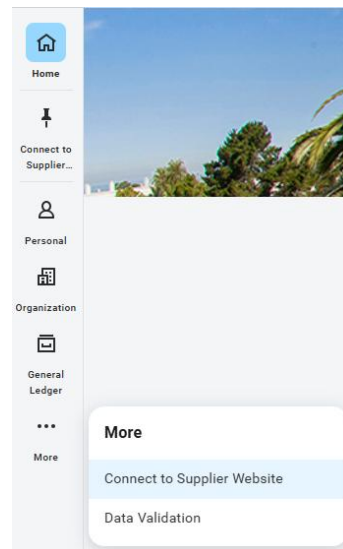
1. Login to Workday. Customize the menu to have the Unimarket link at the top. Click the **Customize** icon in the bottom left corner. Scroll down to the section **More** and click **Related Actions** on the **Connect to Supplier Website** icon, then click **Pin to Menu**. Click **Save Changes** and the link to Unimarket will be a Menu option.



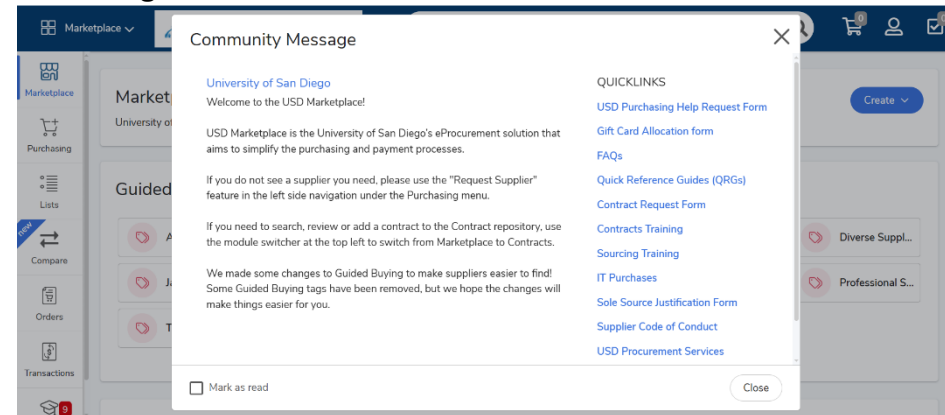
2. You can click the thumbtack or you can find the **Connect to Supplier Website** link by hovering over **More**. Click **Connect to Supplier Website** again. Then, change the Requisition Type as **Unimarket**. Click **OK** at the bottom, then click **Connect** again.

Connect to Supplier Website

Requester	*	x Connor Old	...
Company	*	x University of San Diego	...
Currency	*	x USD	...
Requisition Type		x Unimarket	...
Deliver-To		University of San Diego > Maher Hall > Maher Hall MH-111	...
Ship-To	*	x 5998 Alcala Park San Diego, CA 92110 United States of America	...



3. When you land in Unimarket, you will be greeted by the **Community Message** alerting you to some helpful information and links. The message and links can be found in the **Learning Center** located in the bottom left as well. Mark the message as read and close it. In the future, this community message will only pop up if it has been changed.



4. You are now in the Marketplace. The Guided Buying tabs at the top can help you find what you are looking for. Additionally, there are 20 catalogs setup for various suppliers such as Amazon, B&H, ODP, and more.
5. In Unimarket, you are adding items to your cart to then checkout and submit a requisition in Workday. Once the requisition is approved, a Purchase Order (PO) will be generated and sent to the supplier. There are three ways to add items to your cart in Unimarket: shop from a catalog, Request for Quote and add the quote to your cart after the supplier responds, Create Non-Catalog Item which is only available for suppliers with active contracts in Unimarket.