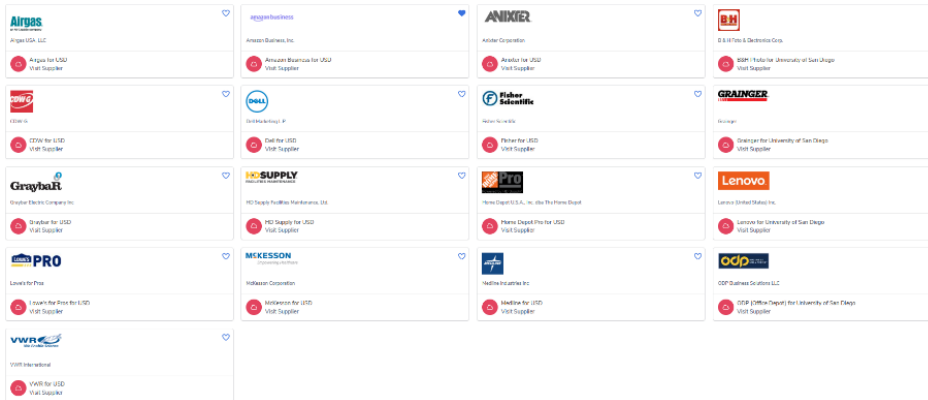


Create Requisition

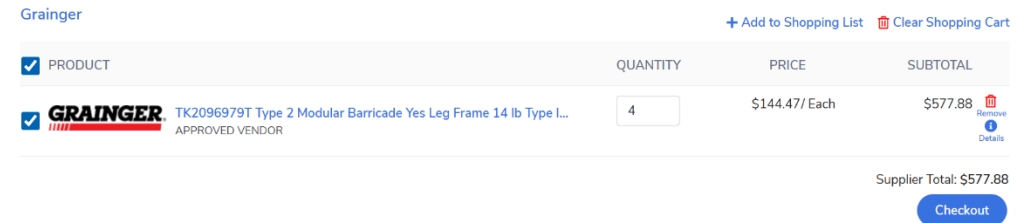
For Catalog Items

1. Login to Unimarket through Workday as shown in the **Accessing Unimarket QRG**.
2. Select one of the supplier catalogs by clicking on the pink cloud to be redirected to the suppliers' website.



3. Add the items you wish to purchase to your cart.
4. Click **Checkout** or **Submit Cart** to return your cart of items to the Unimarket checkout screen.

5. Review your cart for accuracy, then click **Checkout** in Unimarket to bring your cart of items to Workday.



6. Your cart will now be returned to Workday. The items you added to your cart from the supplier catalog will be used to create your requisition on the next page. Click **Checkout**
7. Review the line level detail for accuracy, in particular your **Cost Center** and **Worktags**. You can scroll all the way to the right in the Goods section to locate the worktags and make changes as needed. Click **Submit** once all changes have been made.

[Back](#)

Cart

Delivery Method

☐ Ship

Ship Availability

Showing product availability for ZIP Code 97403

Grainger Products

 APPROVED VENDOR
Type 2 Modular Barricade: 45 in Overall Ht, 24 in x 45 in, High-Intensity Prismatic, Type II
Item # 3UTY5

Qty
4
Remove
Save for Later

Your Price
\$144.47 / each
Total \$577.88

[Print](#) [Email](#) [Checkout Feedback](#)

Submit Cart

Cart Summary	
Subtotal	\$577.88
Estimated Shipping	\$30.04
Estimated Total	\$607.92
Availability, shipping & tax are not final until the order is received from your company.	

Goods

1 Item						
	Order	Image	Item	Purchase Item	Item Description	*Spend Category
					TK2096979T Type 2 Modular Barricade Yes Leg Frame 14 lb Type II High-Intensity Prismatic Orange/White Yes	Supplies

Services

Submit

Save for Later

Continue Shopping

...

NOTE: Requisitions under \$500 will not require any workflow approval and the PO will be issued automatically at the time the Workday Requisition is completed. Requisitions between \$500 and \$5,000 will be issued upon approval of the Cost Center Manager.

8. You will receive notification of successful submission of the requisition.

You have submitted Requisition: REQ-10025352, Requester: Connor Old, Date: 03/19/2026, Amount: 622.67 USD

9. You can view the status of your requisition(s) by typing in **My Requisitions** in the search bar. Once the requisition has been approved, a Purchase Order (PO) number will be assigned and issued to the supplier through Unimarket.
10. You will receive an email confirmation that your PO has been issued to the supplier from support@unimarket.com with your PO number. Your suppliers will need to reference this PO number on invoices.

NOTE: Requisitions under \$500 will not require any workflow approval and the PO will be issued automatically at the time the Workday Requisition is completed. Requisitions between \$500 and \$5,000 will be issued upon approval of the Cost Center Manager.