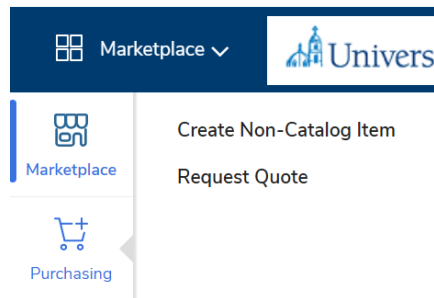


Create Requisition

Non-Catalog Items

1. The non-catalog item is restricted to suppliers with active contracts. If you do not have an active contract with a supplier, you can request a quote and create a requisition from the quote.
2. Login to Unimarket through Workday as shown in the **Accessing Unimarket** QRG. Once in Unimarket, click **Purchasing** on the left hand side of the screen and then click **Create Non-Catalog Item**.



3. Select the supplier you want to use from the drop-down menu. Next, provide the item name, quantity, unit price, and unit of measure. Click **Add to Cart** at the bottom, then add any other items for this requisition. Put all items/charges on a separate line.

A screenshot of the 'Create a Non-Catalog Item' form. The form has a title bar 'Create a Non-Catalog Item'. Below the title bar, there are three input fields: 'Supplier' (a dropdown menu), '*Item Name' (a text field), and '*Category' (a dropdown menu with a search icon). The form is designed for adding new items to a requisition.

4. After you have added all the items to your cart, click the cart icon in the top right corner. Scroll through your cart and check that all items are correct. Once verified, click **Checkout** to bring your cart back to Workday.

A screenshot of the shopping cart interface. At the top, there are links for 'Add to Shopping List' and 'Clear Shopping Cart'. The cart contains three items, each from 'Fisher Scientific'.

PRODUCT	QUANTITY	PRICE	SUBTOTAL
Test Line 1	3	\$100.00/ Each	\$300.00
Test Line 2	4	\$30.00/ Each	\$120.00
Test Line 3	6	\$18.00/ Each	\$108.00

Supplier Total: \$528.00

[Checkout](#)

5. Once back in Workday, review your items once again to confirm all items are correct. Then, click **Checkout** again at the bottom.

A screenshot of the 'View Cart' interface. It shows a summary of the cart items and an 'Edit' section for the selected item.

Company	Requester	Requisition Type	Total Amount	Currency
University of San Diego	Connor Old	Unimarket	\$528.00	USD

Item	Quantity	Unit Price	Total
Test Line 1	3	\$300.00	\$300.00
Test Line 2	4	\$120.00	\$120.00
Test Line 3	6	\$108.00	\$108.00

Edit	
Description	Test Line 1
Supplier Item Identifier	USD515
Spend Category	Supplies
Supplier	Fisher Scientific Company LLC
Supplier Contract	(empty)
Quantity	3
Unit of Measure	Each
Unit Cost	100.00
Extended Amount	300.00
Memo	

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.

6. 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.
7. You will receive notification of successful submission of the requisition.

You have submitted Requisition: REQ-10025353, Requester: Connor Old, Date: 03/19/2026, Amount: 568.92 USD

8. 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.
9. 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.