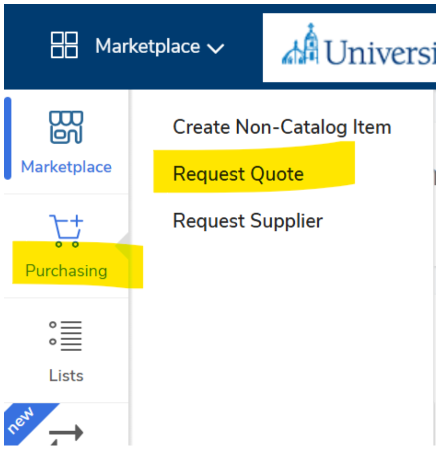
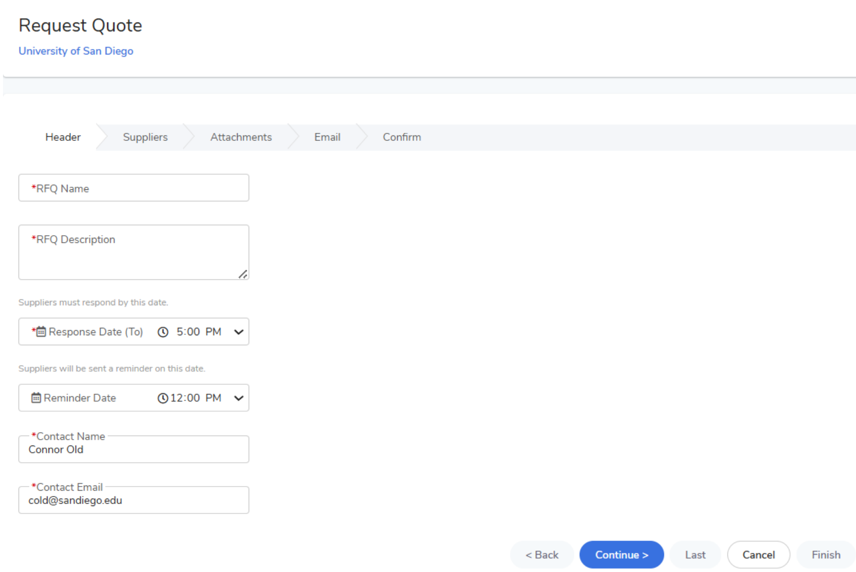
Request Quote

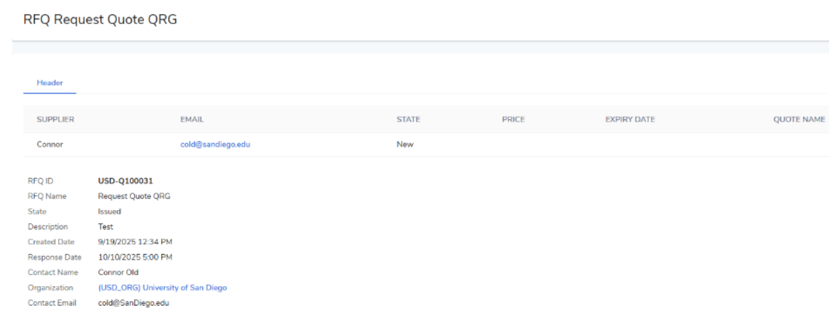
1. Login to Unimarket from Workday as shown in the **Accessing Unimarket** QRG. Once in Marketplace, click **Purchasing** then **Request Quote**.



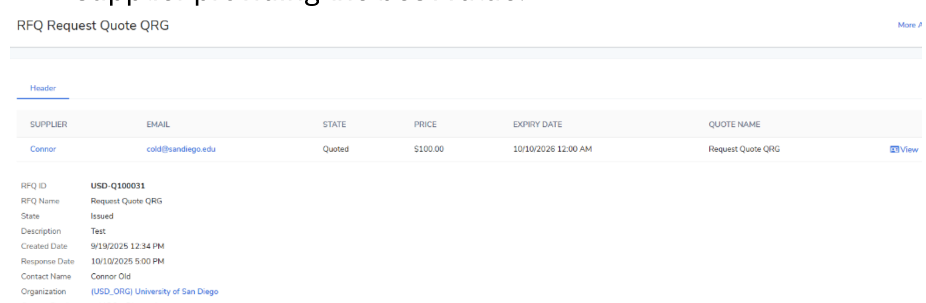
2. Complete all required information and provide as much description as possible of the goods or services needed. Please put the **Response Date** at least 2 weeks out so the supplier has enough time to respond. Click **Continue**.



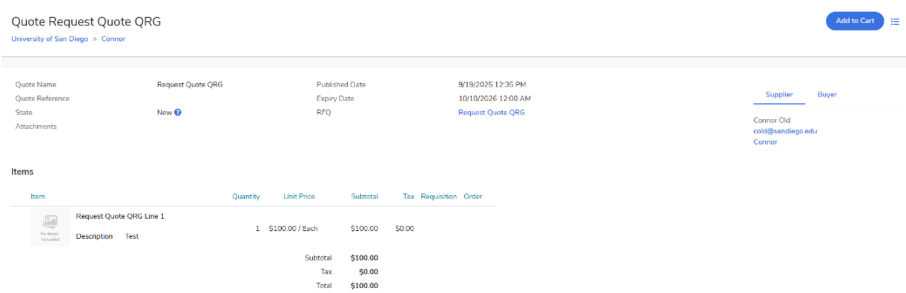
3. Click **Add Supplier** and select the supplier(s) from the dropdown. You can add more than one supplier to meet competitive bid requirements. If a supplier you want to request a quote from is not yet in Unimarket, you will need to submit a supplier request form (see **Request Supplier** QRG).
4. Add any necessary attachments.
5. Review and confirm the information and click **Finish.** Unimarket will send your request for quote to each supplier.



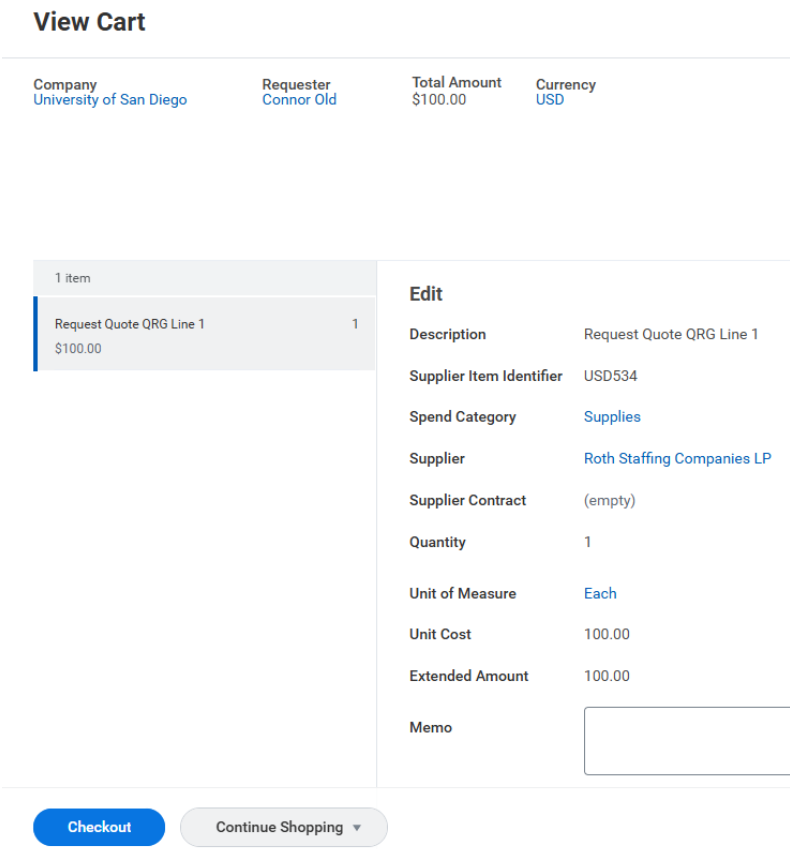
6. Suppliers will need to respond with a line-by-line electronic quote; an attachment of their quote is not enough by itself. As suppliers respond, you can review the quotes by clicking **Transactions** > **Requests for Quote** and clicking **View** on each quote. You can review each quote and select the supplier providing the best value.



7. Once you have reviewed the quote(s) and selected the supplier you will be using, click **View** and then click **Add to Cart** at the top right. This will add the quote to your cart in Unimarket.



8. Click **Checkout** in Unimarket to bring your cart back to Workday. In Workday, review your cart to make sure that the items are correct, then click **Checkout** again.



9. Review the line level detail for accuracy, in particular your **Cost Center** and **Worktags**. You may have to scroll to the extreme right to locate the cost center. If everything looks correct, click submit.
10. You will receive notification of successful submission of the requisition.
11. Once the requisition has been approved, a Purchase Order (PO) number will be assigned and issued to the supplier through Unimarket.
12. 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.