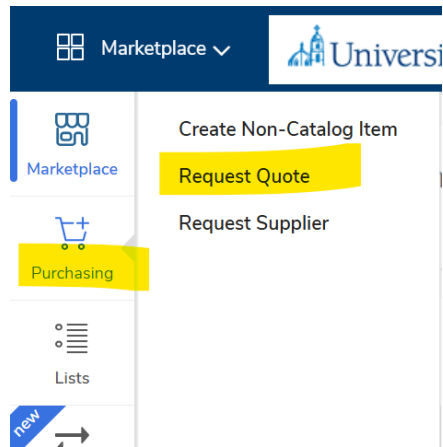


Request Quote

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**.

Request Quote

University of San Diego

Header Suppliers Attachments Email Confirm

*RFQ Name

*RFQ Description

Suppliers must respond by this date.

*Response Date (To) 5:00 PM

Suppliers will be sent a reminder on this date.

*Reminder Date 12:00 PM

*Contact Name Connor Old

*Contact Email cold@sandiego.edu

< Back Continue > Last Cancel Finish

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.

RFQ Request Quote QRG

Header					
SUPPLIER	EMAIL	STATE	PRICE	EXPIRY DATE	QUOTE NAME
Connor	cold@sandiego.edu	New			
RFQ ID USD-Q100031					
RFQ Name Request Quote QRG					
State Issued					
Description Test					
Created Date 9/19/2025 12:34 PM					
Response Date 10/10/2025 5:00 PM					
Contact Name Connor Old					
Organization (USD_ORG) University of San Diego					
Contact Email cold@sandiego.edu					

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.

RFQ Request Quote QRG

Header					
SUPPLIER	EMAIL	STATE	PRICE	EXPIRY DATE	QUOTE NAME
Connor	cold@sandiego.edu	Quoted	\$100.00	10/10/2025 12:00 AM	Request Quote QRG
RFQ ID USD-Q100031					
RFQ Name Request Quote QRG					
State Issued					
Description Test					
Created Date 9/19/2025 12:34 PM					
Response Date 10/10/2025 5:00 PM					
Contact Name Connor Old					
Organization (USD_ORG) University of San Diego					
Contact Email cold@sandiego.edu					

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.

Quote Request Quote QRGUniversity of San Diego > ConnorAdd to Cart

Quote NameRequest Quote QRG
Quote Reference
State
Attachments

Published Date
N/A
Expiry Date
10/10/2024 12:00 AM
Request Quote QRG

Supplier
Buyer
Connor Old
old@unimarket.com
Connor

Items

Item	Quantity	Unit Price	Subtotal	Tax	Requisition	Order
Request Quote QRG Line 1	1	\$100.00 / Each	\$100.00	\$0.00		
Description Test						
			Subtotal	\$100.00		
			Tax	\$0.00		
			Total	\$100.00		

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.

View Cart

Company
University of San Diego

Requester
Connor Old

Total Amount
\$100.00

Currency
USD

1 item

Request Quote QRG Line 1
\$100.00

1

Edit

Description

Request Quote QRG Line 1

Supplier Item Identifier

USD534

Spend Category

Supplies

Supplier

Roth Staffing Companies LP

Supplier Contract

(empty)

Quantity

1

Unit of Measure

Each

Unit Cost

100.00

Extended Amount

100.00

Memo

Checkout

Continue Shopping

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.