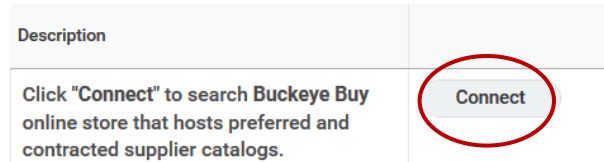
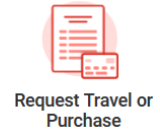


Background:

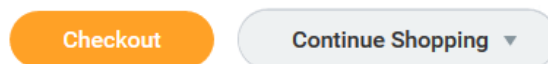
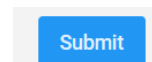
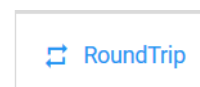
The Buckeyebuy Marketplace, previously known as eStores, will be used to procure goods and services on behalf of university if not available from an internal supplier.

Process

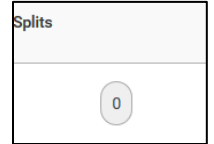
1. Type **Create Requisition** in the search bar or click the **Request Travel or Purchase** application and then select the “request to procure goods and or services” option.
2. **Company, Requester** and **Currency** will default in.
3. Select **BuckeyeBuy Request** from the drop-down menu for **Requisition Type**
4. The **Deliver-To** field is the office location you would like Marion Campus shipping and receiving to deliver any goods purchased.
5. The **Ship-To** field is where the supplier will deliver any goods purchased by the Marion Campus. Please enter the Maintenance Department address below into this field:
 - 1527 Mount Vernon Ave, Marion, Ohio 43302
6. Enter the appropriate Worktags to use on this transaction
 - Note: please keep the defaulted Function value in the **Additional Worktags** field
7. Select “OK”
8. Select “Connect to Supplier Website” on next page
9. Select “Connect” toward the right-hand side of your screen to connect to the catalog



10. Once connected, use the search bar to search for your items. Filter using any of the options on the left-hand side of the screen.
11. Navigate to a supplier website by clicking the **Roundtrip** button in the upper left-hand corner and choose your supplier from the list.
 - To checkout from a supplier website, click the Cart icon in the upper right-hand corner and select checkout to navigate back to the BuckeyeBuy catalog.
12. Once navigated back to the BuckeyeBuy catalog, select the Cart icon in the upper-right hand corner
13. Review all items are correct and click **Submit** to navigate back to Workday
14. Each item will appear as an expense item with the purchasing detail pre-populated
15. Click **Checkout** to finish your order or click **Continue Shopping** to add more items to your cart



16. After clicking **Checkout**, you will be navigated to a new screen. The **Sourcing Buyer** field can be left blank.
17. Enter a business purpose in the **Internal Memo** field. This should include the who, what, when, where and why of these expenses so that someone who knows nothing about what you do would understand the purpose. This field is required.
 - Until further notice, please also enter “Budget Manager Approved” in the internal memo field to let the Marion SFO know this expense has been verbally approved by your budget manager
18. Scroll down to see the details for each line item. Scroll over to the far right to change the Worktags or split Worktags on an item by clicking the 0 under **Split**
 - Apply a split by amount or quantity
 - The upper right-hand corner of the popup will tell you the remaining amount to split
 - Add a new Worktag line by selecting the + icon on the left-hand side of the screen and populate the appropriate Worktags. Click **Done** when finished.
19. Once finished, select **Submit** or **Save for Later**
20. View saved requisitions by entering “My Requisitions” in the Workday search bar. Click “OK” on the next page to see a list of your requisitions.



Errors and Alerts

If you accidentally forget to fill in a required field or if you enter something that is not in accordance with policy, you will either receive an Error or an Alert at the top of your screen when you try to submit or save your request for later. Click the Error or Alert button to understand what is triggering the error or alert.

Errors: an error will prevent you from entering the spend authorization until you fix the error.



Alerts: appear when something you entered might not be correct asks you to review the alert before submitting. Alerts will not prevent you from submitting your request.



Guiding Policies

[Expenditures Policy](#)

[Purchasing Policy \(effective 1/7/2021\)](#)