# UR Procure to Pay – Marketplace Checkout

| **Instructions** | **Details and Screenshots** |
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| Access the Marketplace:* **Connect supplier** website (“conn supp”)
* Click **OK** to confirm your credentials, add your ship-to address, and your FAO number (Worktag). Call the P2P Center if you need help finding your ship-to address. 275-2012
* Choose **Connect**
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| Rules | * Requisition for non-catalog (in Workday) and catalog goods (Marketplace) separately
* Shop & checkout for each Supplier
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| The Marketplace (Jaggaer) |  |
| Process a **Punchout** Cart* **View Cart Details**
* **Send to Workday**
* In Workday, **Checkout**
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| Process a **Hosted** Cart* Click on Cart and Checkout
* **Send to Workday**
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| * + In Workday, **Checkout**
	+ **Confirm each line has a spend category. If not, add one at checkout.**
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| * **Information**
	+ Some Suppliers (with automated data interchange) will not process the memo from catalog orders.
	+ Internal memo is provided in the approval workflow.
	+ Estimated **Freight Amount** can be added if known.
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| * **Attachments**
 | Catalog goods > $50,000 require a business justification. |
| * + Spend Categories can be added to each line as needed. You can change a company number on one line for a Multi-Company Requisition. Change the FAO or enter splits to the far right of the line.
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| * **Review and Submit**
	+ The Order Type will be: Punchout or Catalog (for Hosted)
	+ The Item Tags may be: Green, Hazardous, Radioactive
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| * Once the requisition has been approved and a purchase order created, review the document in the Marketplace (Jaggaer) by entering the number (PURxxxxxxxx) in the **search** window or looking at the **My Purchase Orders** list.
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