# 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** |  |
| Rules | * Requisition for non-catalog (in Workday) and catalog goods (Marketplace) separately * Shop & checkout for each Supplier |
| The Marketplace (Jaggaer) |  |
| Process a **Punchout** Cart   * **View Cart Details** * **Send to Workday** * In Workday, **Checkout** |  |
| Process a **Hosted** Cart   * Click on Cart and Checkout * **Send to Workday** |  |
| * + In Workday, **Checkout**   + **Confirm each line has a spend category. If not, add one at checkout.** |  |
| * **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. |  |
| * **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. |  |
| * **Review and Submit**   + The Order Type will be: Punchout or Catalog (for Hosted)   + The Item Tags may be: Green, Hazardous, Radioactive |  |
| * 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. |  |