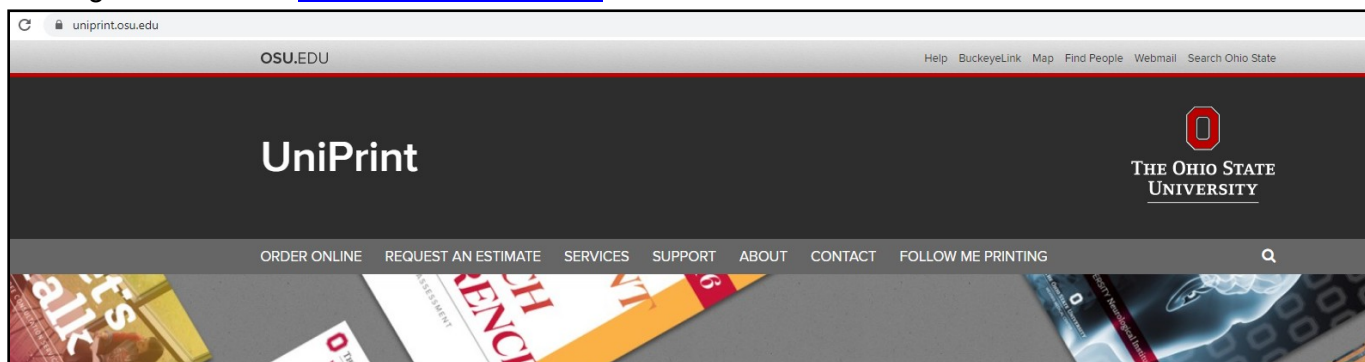# Ordering Supplies Through UniPrint – Paying in Workday

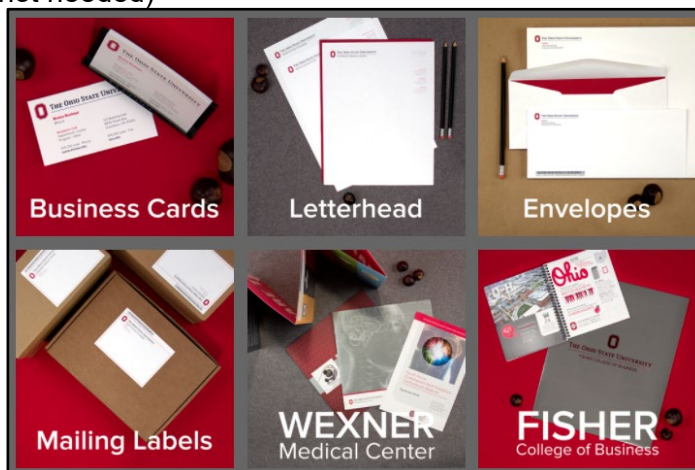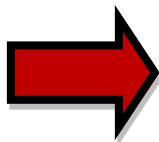*Like the old system, purchasing business cards and envelopes works in the same way.*

1. Log into **UniPrint**. https://uniprint.osu.edu/



2. Choose **Order Online** and choose: **Departmental Workday Orders**.
   a. Log in with your Name.# (@osu.edu is not needed)

**Select the item you wish to purchase.**



3. For envelopes you can select the size and if it has a window or metered envelope.
   a. **Note:** Extension has its own tab.
4. For business cards you can select to print one side or two.
5. Review the proof preview and continue to the shopping cart.
6. Leave your transaction in the shopping cart and go to **Workday** to create a requisition.

## Create Requisition in Workday

**REQUISITION TYPE:** Select from the drop-down list: **Buckeye Buy Request**

*Toggle between windows or save for later

7. Select the **OK** button.
8. Select the **Search Catalog** hyperlink.



a. Under Supplier type in UniPrint and select the option below it.
b. Click the button next to the....(Printing Services-digital, offset, signage, and other services.) Then click add to cart.



☑ 10173896 - PRINTING SERVICES-DIGITAL, OFFSET, SIGNAGE, AND OTHER SERVICES : UniPrint - Printing/Copying ☆ Priority Supplier
UniPrint - Printing/Copying (PRIORITY) | $1.00 | USD | Dollar | 10173896 - PRINTING SERVICES-DIGITAL, OFFSET, SIGNAGE, AND OTHER SERVICES | 1 Dollar | Paper not copier or printer paper (SC10489) | UNIPRINTPC01

c. Click on the **cart** in the **upper right-hand corner**.
d. Click checkout and this will populate on the Workday screen.
e. Use the amount charged on the quote from Uniprint as the Quantity. Ex. ($534.27 would be a quantity of 534.27)
f. Add your business purpose and any other important information.
g. Save for later, once the requisition is approved it will provide you the PO number.





H. Click back in to Uniprint and find the Order# under the My Account Tab (Order History) Add the Order Number and the Workday Worktags to the Memo to Suppliers area and add your business purpose (ex. Purchased 4-H publications for resale). Click the Submit

| Order# | Order Date | Total Amount | Status | |
|--------|-----------|--------------|--------|---|
| 217647 | 3/16/2021 | $114.00 USD | In Progress | Show receipt |

by      Patricia Corfman

uppliers   Order #217647 CC#.... BL#......FD#.......|

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