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/](https://uniprint.osu.edu/)

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

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 **Connect to Supplier Website** hyperlink.

![Create Requisition](image)

- Select **Connect**.
  - This will take you to the procure site.
  - Under Supplier type in **UniPrint** and select the option below it.
  - Select **Printing Services-digital, offset, signage, and other services**.
  - Put the **price** in the quantity area.
  - Click **Add to Cart**.
  - Click **Checkout** when ready to make the purchase. This will transfer the cart items back to Buckeye Buy.
  - Click on the **cart** in the **upper right-hand corner**.

Click on **Submit**.

![Add Request](image)

This will pull the transaction into Workday. Review and click on **Checkout**. Once the transaction is submitted in Workday, add the **requisition number** to the cart in **UniPrint** and **submit**.