

BROWNBUILYS e-MARKETPLACE IN WORKDAY



The BrownBuys e-Marketplace gives all faculty and staff access to multiple supplier catalogs in one location, and it allows users to comparison shop among suppliers for similar products. Follow the steps below to get started.

1. To create an order using BrownBuys, enter all or part of **Connect to Supplier Website** in the Search box
2. On the **Connect to Supplier Website** screen in the **Requisition Type** field, select **Standard** from the drop-down menu
3. Review the pre-populated worktags and change, if needed. To change, remove existing worktags by selecting the "x" and typing in the driver worktag (i.e. cost center, grant, project, spendable gift, or endowment). Type in optional worktags as required. Consult your Cost Center Manager for additional information. Select **OK** to link to BrownBuys

4. On the Connect to Supplier Website screen, select **Connect** to review the BrownBuys supplier showcase

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description
	BrownBuys	Yes		e-Marketplace Connect

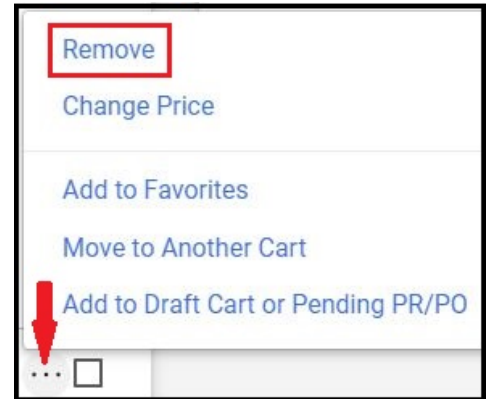
5. Select a supplier to shop and add items to your cart



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- When done, follow the prompts to check out; your order will display in BrownBuys. To remove an item, select the three dots next to the item you want deleted and select **Remove**
- Select **Submit to Workday** to complete the order
Note: Adding an order description is optional
- On the **View Cart** screen, review the spend category that has defaulted in. If the spend category does not populate or is not accurate, you can change it on the next screen
- Select **Checkout** to continue



Checkout Screen

Note: The Requisition ID at the top of the screen is the BrownBuys requisition number that aligns to this Workday requisition

- Shipping Address** - Verify the Deliver-To and Ship-To addresses; if either is incorrect, select the **More** icon (...) at the bottom of the screen, and **Edit Address**
 - Requisition Information** - In the **Memo to Suppliers** field, enter a cell # and/or specific information for delivery (28 characters or less)
 - Goods and/or Services** - Enter a **Spend Category**, if necessary, by selecting the prompt and searching for the category
10. Select **Submit** to complete the process

Requisition Information	
Request Date *	06/14/2021
Currency *	x USD
Requisition Type *	x Standard
Submitted by	Hilliard, Angel (314800)
Document Link	
Memo to Suppliers	401-863-1000 4th floor

Additional Information

- Dell** and **America To Go** orders route to a Cost Center Manager for approval before the purchase order is issued.
- Orders for all other suppliers will require approval if the requisition amount is \$3,000 or more.
- All purchase orders are sent electronically and immediately, following any needed approval. If an order is cancelled with the supplier, email purchasing@brown.edu to close the Workday purchase order.

