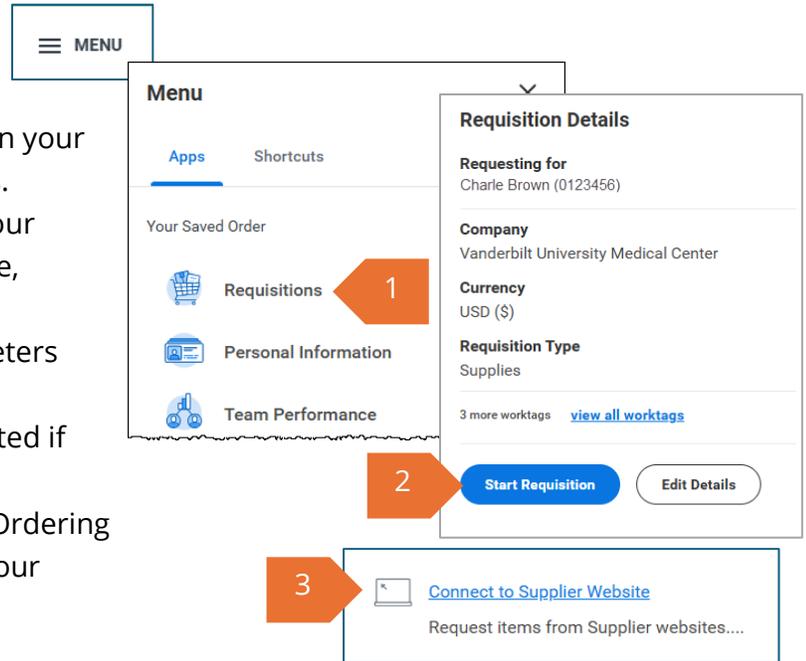




In Workday, web suppliers are access using the GHX Marketplace. Use the guide below for instructions to access the GHX Marketplace.

Accessing GHX Marketplace

- In Workday, select **Menu > Requisitions**.
Note: if you do not see **Requisitions** in your Menu, see the guide [here](#) to add apps.
- If applicable, click **Edit Details** and update your Requisition Details with your Requisition Type, Deliver-to address, and worktags (if needed).
Note: once saved, these same parameters will display the next time you create a requisition, and only need to be updated if you need to change them.
- Select **Connect to Supplier Website** under Ordering Methods. If the selection is greyed out, see your Requisition Details in step #2.
- Click **Connect** on the GHX Marketplace line.



Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	GHX Marketplace	<input checked="" type="checkbox"/>			4 <input type="button" value="Connect"/>
	Amazon Punchout	<input type="checkbox"/>	AMAZON CAPITAL SERVICES INC (PUNCH OUT)		<input type="button" value="Connect"/>

Navigation: GHX Marketplace

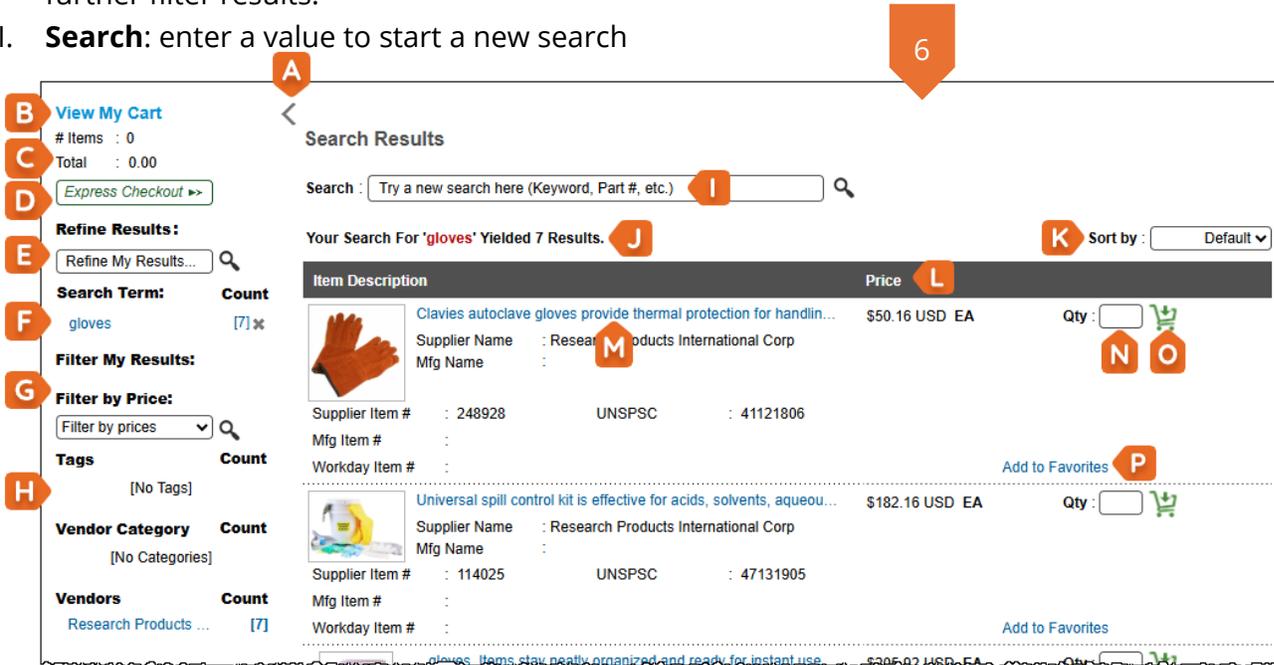
- From the GHX Marketplace, search for and select items from web suppliers, enter a search term in the **search box**. Results will be displayed from suppliers and products that have been loaded into GHX Marketplace. It does not search external Punchout Supplier websites.





6. From the **Search Results**:

- A. **Hide** or **show** left panel
- B. **View My Cart**: click to go to the detailed GHX Marketplace cart.
- C. **Shopping cart summary**: shows items currently in your GHX cart.
- D. **Express Checkout**: skips the detailed cart and checkout. Checks you out from GHX and takes you to your Workday cart.
- E. **Refine Results**: use to narrow your search results.
- F. **Count**: number of items returned. Click the X to clear the search results.
- G. **Filters**: use to filter results by a specific criteria.
- H. **Tags, Vendor Category, Vendors**: used in GHX to further identify an item. Click any blue link to further filter results.
- I. **Search**: enter a value to start a new search



- J. **Search results summary**: displays what you searched for and number of results.
- K. **Sort by**: use the drop down to change the sort.
- L. **Column heading**: click a heading to sort by that value.
- M. **Item description**: click the blue item description to view more details.
- N. **Quantity**: enter the quantity you want to order. Make note of the UOM listed in the price column in bold.
- O. **Add to Cart icon**: adds the entered quantity to your GHX cart. If no quantity is entered, the default value added is 1.
- P. **Add to Favorites**: click to add the item to your favorite **items** or **list** to quickly access in another session.

7. Punchout Suppliers have not added their goods and services to the Marketplace. Click the **Punchout Suppliers** link to view the list of punchout suppliers.





8. Click a **supplier logo** to launch the supplier's website that contains VUMC pricing.

9. When you **checkout** from a Punchout website, items are added to your GHX Marketplace **Cart**, along with any items added directly from the Marketplace.

10. To more easily identify this cart in your Checkout History, enter a Name and click Update.

11. From your GHX cart, updates can be made to any line item. You can also **Continue Shopping** or **Checkout** back to Workday.

No.	Item Description	Price	Qty
1	Staples 30% Recycled File Folders, 1/3-Cut Tab, Letter Size, Manila, 100/Box (ST56675) Supplier Name : Guy Brown Management LLC Mfg Name : Worklife Brands Supplier Item # : 116657 Mfg Item # : ST56675 Workday Item # : Comments :	\$10.08 USD BX	1
2	Poxygrid Glove Dispenser Racks feature durable epoxy coated stainless steels wire. Glove rac... Supplier Name : Research Products International Corp Mfg Name : Supplier Item # : 181061 UNSPSC : 41123302 Mfg Item # : Workday Item # : Comments :	\$30.80 USD EA	1



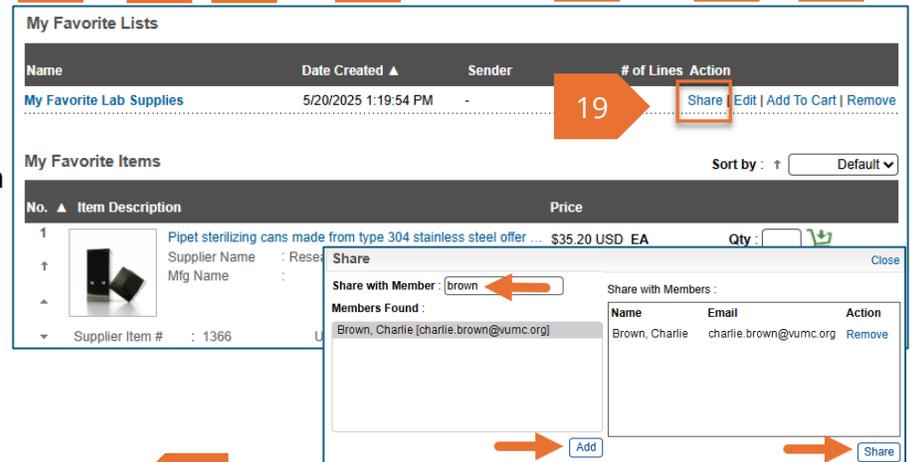
Additional Features: GHX Marketplace

12. **Search:** use to access the main search page from any page in Marketplace.
13. **Favorites:** items that have been added to a user's Favorites List(s). Users can access in subsequent sessions to expedite shopping on Marketplace. Favorites may contain items or lists. Favorites can also be shared with other users. Note that once shared, subsequent updates are not included.
14. **Cart:** click to access your GHX cart and view items that have been added.
15. **Checkout History:** Review your last 30 Marketplace orders and add to your current cart, share your cart with another user, or add a previous cart's contents to your Favorites.
16. **Punchout Suppliers:** See #7 above.
17. **Quick Order:** Can be used if you know the exact product number (Workday item master, Manufacturer, or Supplier). Allows you to enter multiple items at once. Marketplace will highlight any items that cannot be found.
18. **Alerts:** Includes communications from GHX Marketplace regarding any changes or notifications. Unread alerts show a red icon here.



Share Favorites

19. From your Favorites, click **Share** in your Favorite Lists or **Share Item** to share with another user. You will search the user's **name**, **add**, and **share**. Note the user you shared with can **accept** or **decline** the invitation.



Workday Checkout

20. When you Checkout from GHX Marketplace, you are automatically returned to the **View Cart** page in Workday.
21. To submit this requisition, select **Checkout**.
22. To continue adding items before submitting this requisition, use the **Continue Shopping** dropdown.
23. Once complete, select **Submit** from your Workday Cart to send the requisition into workflow.

