GHX Marketplace: Quick Start

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

Accessing GHX Marketplace

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 In Workday, select Menu > Requisitions.
 Note: if you do not see Requisitions in your Menu, see the guide here to add apps.

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 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.
- 4. Click **Connect** on the GHX Marketplace line.



Request items from Supplier websites

 Supplier Websites

 Logo
 Supplier Link Name
 Multi-Supplier
 Supplier
 Description
 Connect

 GHX Marketplace
 GHX Marketplace
 Image: Connect
 Im

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.



GHX Marketplace: Quick Start



6. From the Search Results:

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A. Hide or show left panel

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- 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.
- **Search**: enter a value to start a new search Ι. View My Cart # Items : 0 Search Results Total · 0.00 Express Checkout IN Search : Try a new search here (Keyword, Part #, etc.) **Refine Results:** Your Search For 'gloves' Yielded 7 Results. K Sort by : Default V Refine My Results. Q Item Description Search Term: Count \$50.16 USD EA Clavies autoclave gloves provide thermal protection for handl Qty [7] × aloves : Resear M Supplier Name oducts International Corp Filter My Results: Mfg Name Filter by Price: Supplier Item # 248928 UNSPSC : 41121806 Filter by prices √Q Mfg Item # Tags Count Workday Item # Add to Eavorit H [No Tags] Universal spill control kit is effective for acids, solvents, aqueou, \$182.16 USD EA Qty Supplier Name : Research Products International Corp Vendor Category Count Mfg Name [No Categories] UNSPSC Supplier Item # : 114025 : 47131905 Vendors Count Mfg Item # Research Products ... [7] Workday Item # Add to Eavorites All the second states s Items stay neatly organized and ready for instant use \$20502 USD_FA_
- 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.

SEARCH ORITE	S CART CHECKOUT HISTORY	PUNCHOUT SUPPLIERS	QUI		
Supplier Websites					
CardinalHealth	Cardinal Health 200 Inc Cardinal Health is a global healthcare services and products company that provides a wide range of solutions for hospitals, healthcare systems, pharmacies, and other healthcare providers.				
GUYBROWN	Guy Brown Management LLC Guy Brown is offering an array of business solutions to companies of all sizes across the U.S. Our service and produ include office products, breakroom and janitorial supplies, promotional merchandise, office furniture, workwear, MRO technology solutions.	uct offerings), and			

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.

My SI	nopping Cart	
# of It Total Name	ems : 2 Value : \$40.88 USD this Cart : Provide a name for future retrieval in Checkout History [Optional] Update 10	Back Continue Shopping Checkout ✓ Sort by : ↑ Default ✓
No. 🔺	Item Description	Price
1	Staples 30% Recycled File Folders, 1/3-Cut Tab, Letter Size, Manila, 100/Box (ST56675) Supplier Name : Guy Brown Management LLC	\$10.08 USD BX Qty: 1
		Remove Item Update Item
	Supplier Item # : 116657	
	Mfg Item # : ST56675	
	Workday Item # :	
	Comments :	
2	Poxygrid Glove Dispenser Racks feature durable epoxy coated stainless steels wire. Glove rac Supplier Name : Research Products International Corp	\$30.80 USD EA Qty: 1
		Remove Item Update Item Add to Favorites
	Supplier Item # : 181061 UNSPSC : 41123302	
	Mfg Item # :	
	Workday Item # :	
	Comments :	

Additional Features: GHX Marketplace

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- 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

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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.

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