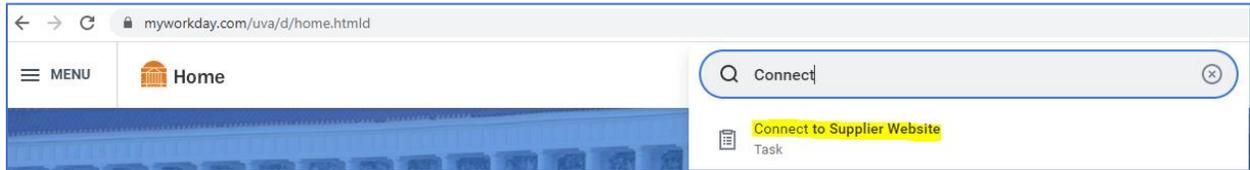


Accessing UVA Marketplace and the America To Go (ATG) Punchout

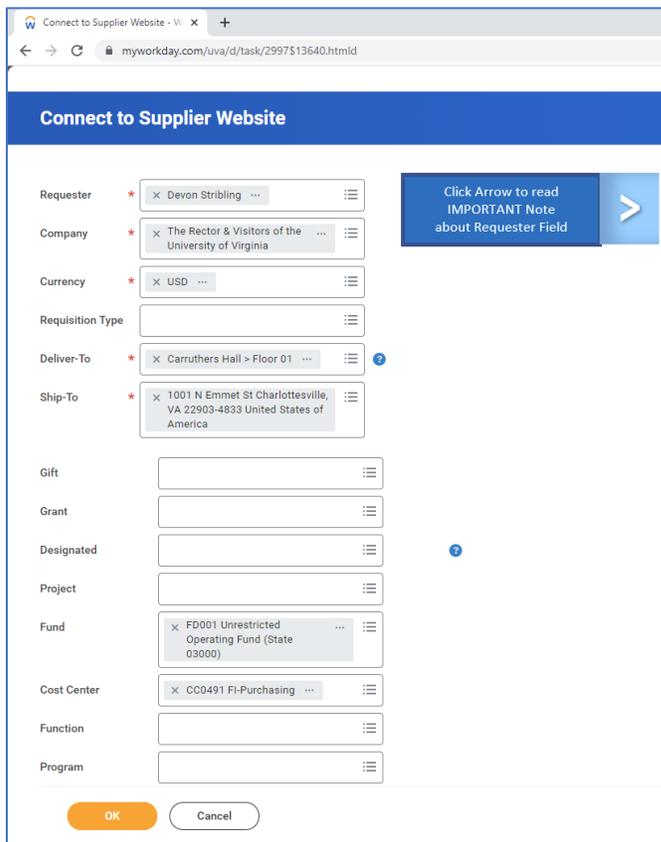
Accessing UVA Marketplace

1. Search and select 'Connect to Supplier Website' on your Workday Home screen.

Note: You can also set this as a 'Shortcut' in Workday for easier access to this Task. Information can be found on PGs 9 & 10 of [this](#) Quick Reference Guide (QRG).



A screen like to the one below should appear.

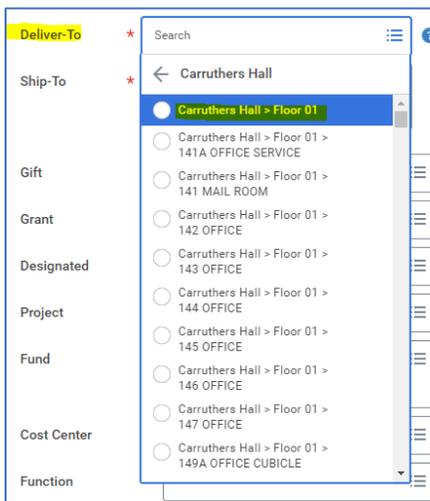
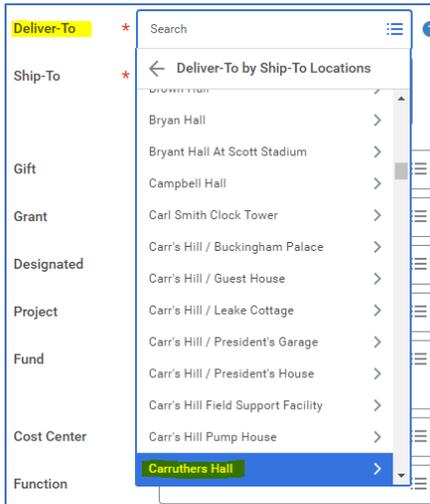
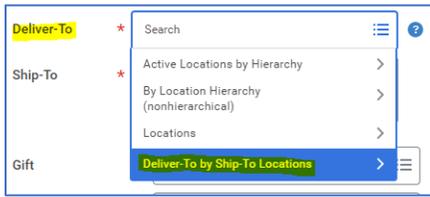
A screenshot of the 'Connect to Supplier Website' task form in Workday. The form is titled 'Connect to Supplier Website' in a blue header. It contains several fields for data entry, each with a dropdown menu icon on the right. The fields are: Requester (selected: Devon Stirling), Company (selected: The Rector & Visitors of the University of Virginia), Currency (selected: USD), Requisition Type, Deliver-To (selected: Carruthers Hall > Floor 01), Ship-To (selected: 1001 N Emmet St Charlottesville, VA 22903-4833 United States of America), Gift, Grant, Designated, Project, Fund (selected: FD001 Unrestricted Operating Fund (State 03000)), Cost Center (selected: CC0491 FI-Purchasing), Function, and Program. A blue callout box on the right side of the form says 'Click Arrow to read IMPORTANT Note about Requester Field' with a right-pointing arrow. At the bottom of the form, there are two buttons: 'OK' (orange) and 'Cancel' (white).

2. If needed, change your 'Deliver-To' address and add any worktags.

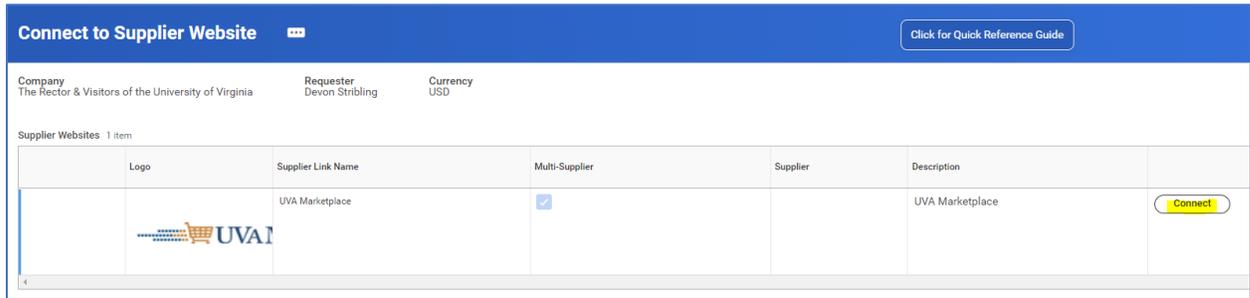
Notes:

- You can change your default 'Deliver-To' address in Workday for easier access to UVA Marketplace. Information can be found on [this Quick Reference Guide \(QRG\)](#).
 - o ****The 'Deliver-To' address on this screen does *not* have to be the exact address in which your America To Go (ATG) order is to be delivered. This is solely for the purposes of accessing UVA Marketplace.****
- Worktags are *not* a requirement to access UVA Marketplace. You may choose to enter these at the beginning stage of your ordering process (i.e., this screen) *or* at the checkout stage of your ordering process.

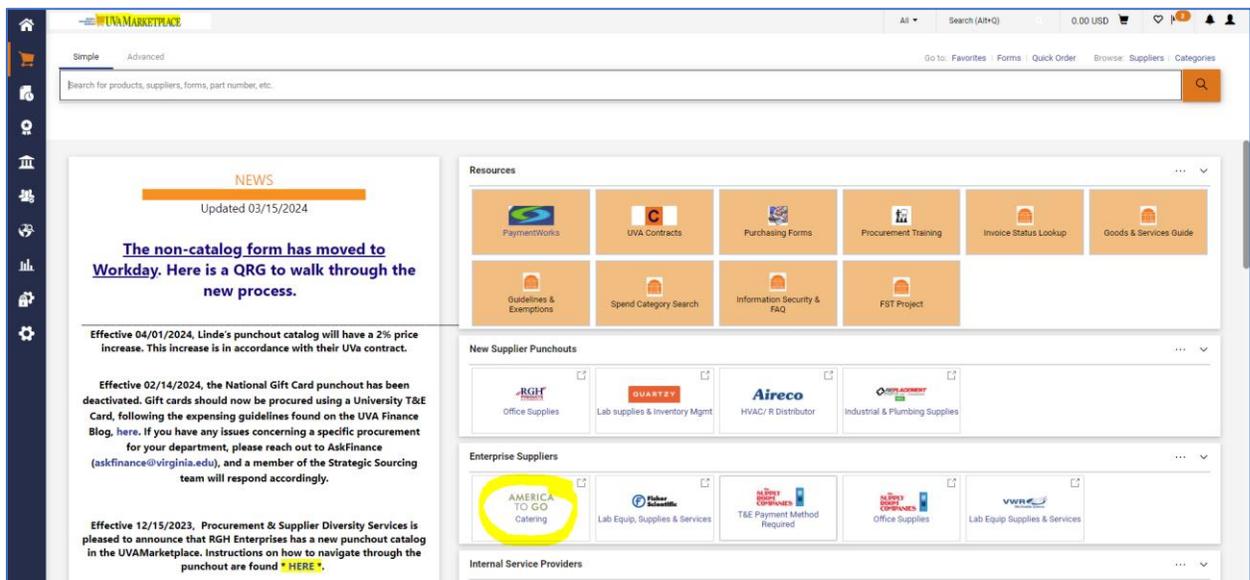
EX:



- Once you have entered all required information, click 'OK', and a screen like the one below should appear. Click 'Connect'.



- If successful, the UVA Marketplace Home screen will appear. Select the America To Go (ATG) Punchout/Catalog tile to be taken to their catering ordering platform.



NOTE: Additional resources and Quick Reference Guides (QRGs) for the America To Go (ATG) punchout can be found [here](#).