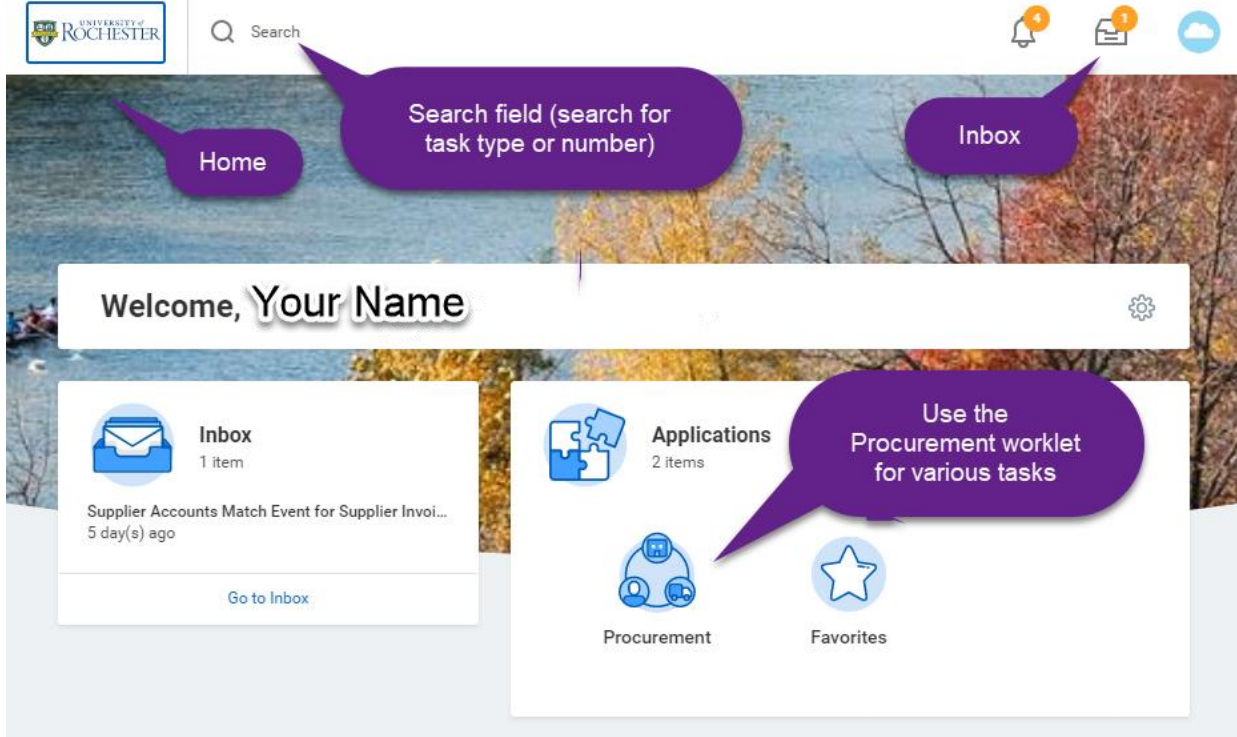
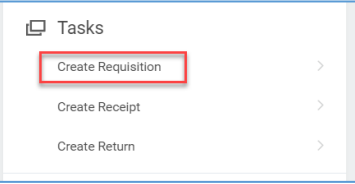
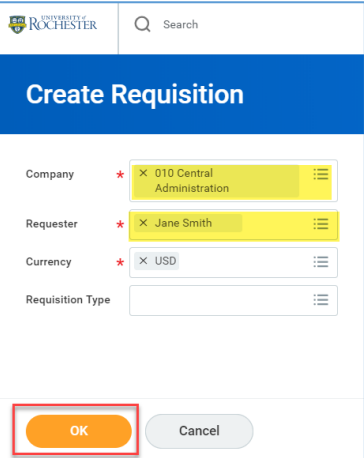
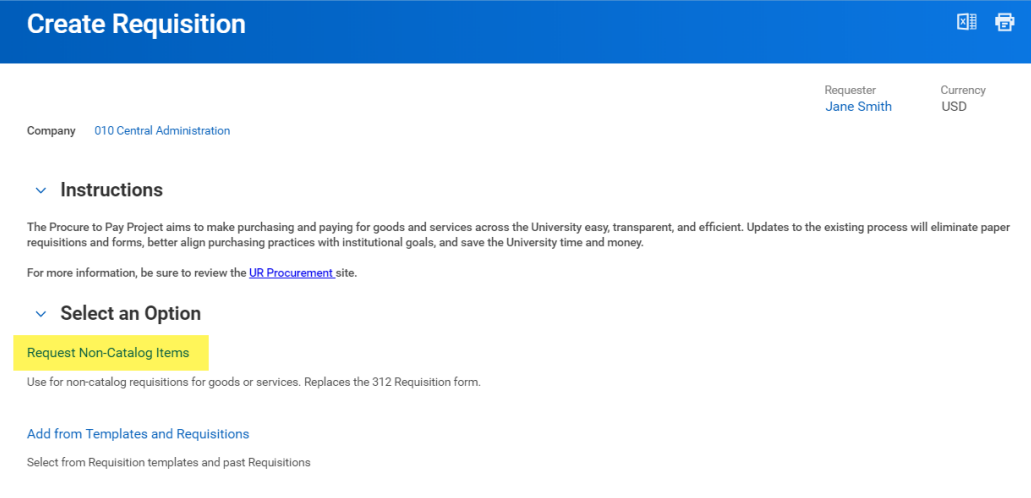
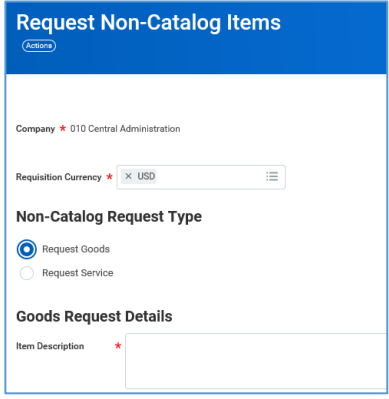
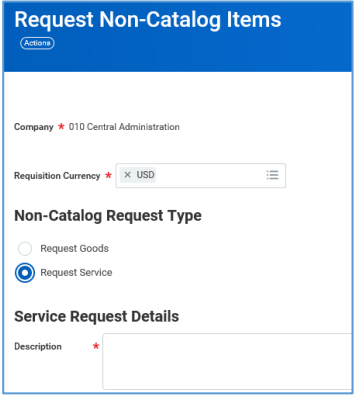
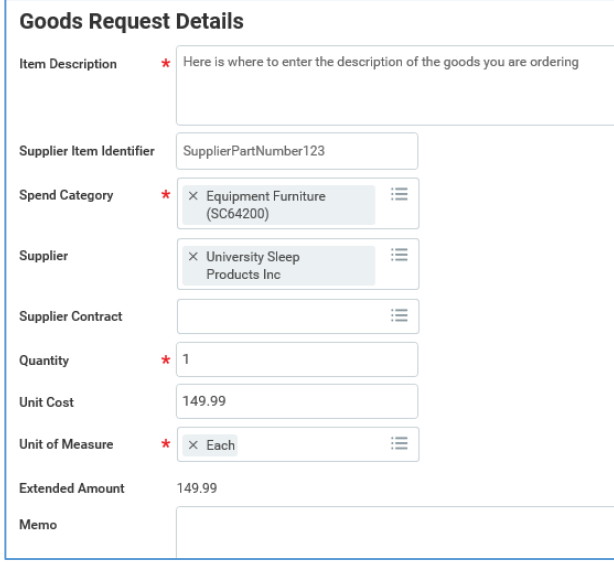
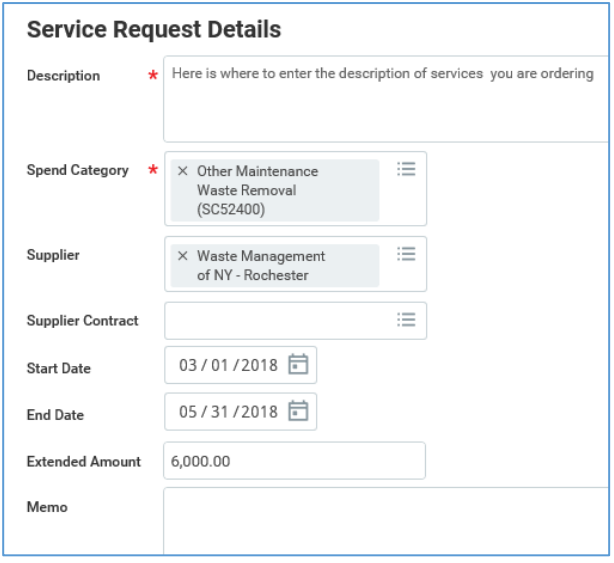


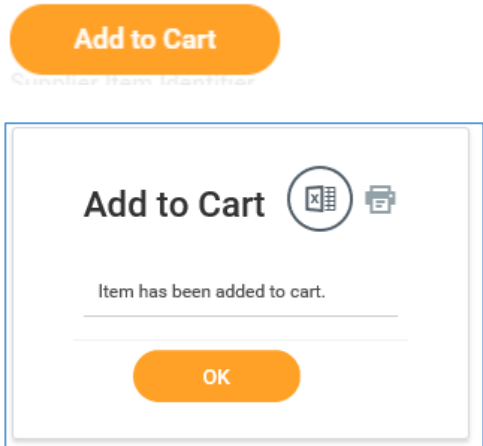

Workday Procurement – Create Requisition for Non-Catalog Goods or Services

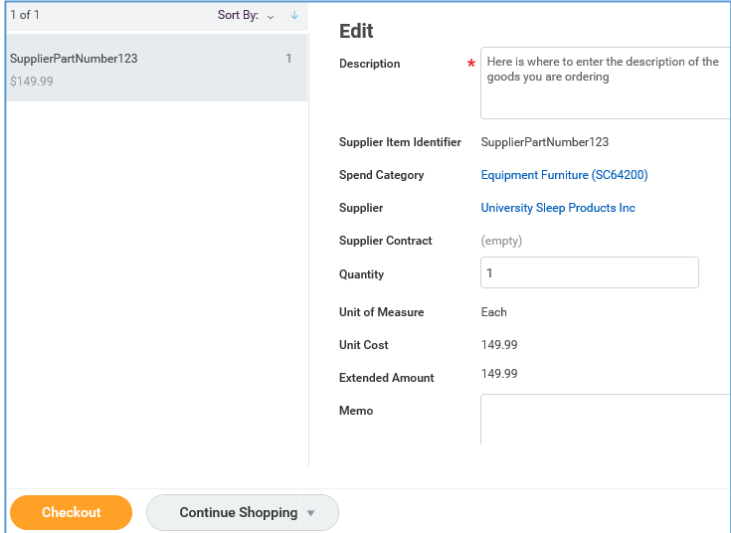
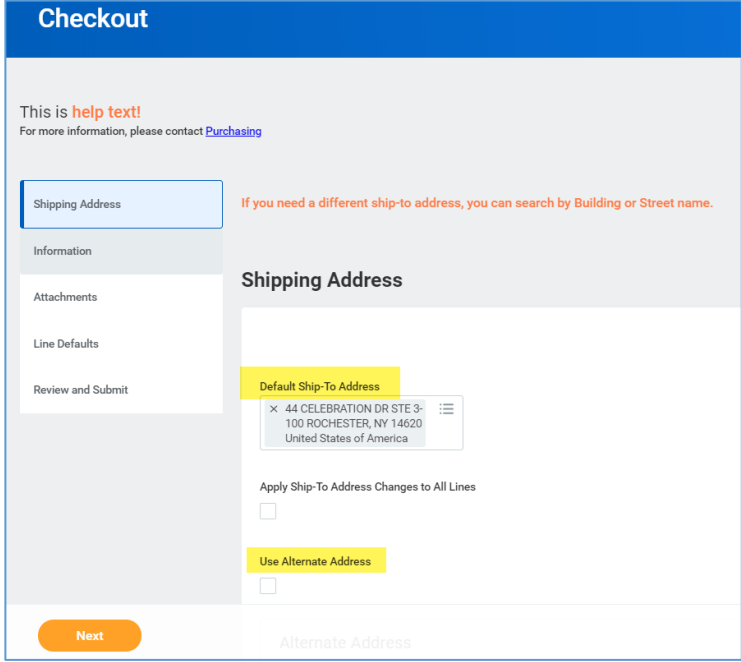
Implementation Tenant - <https://wd5-impl.workday.com/rochester3>

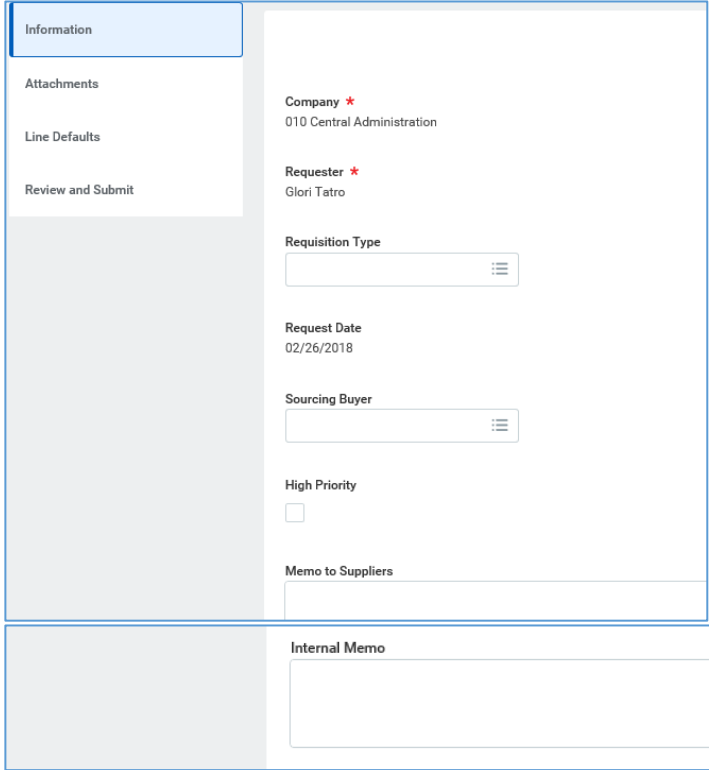
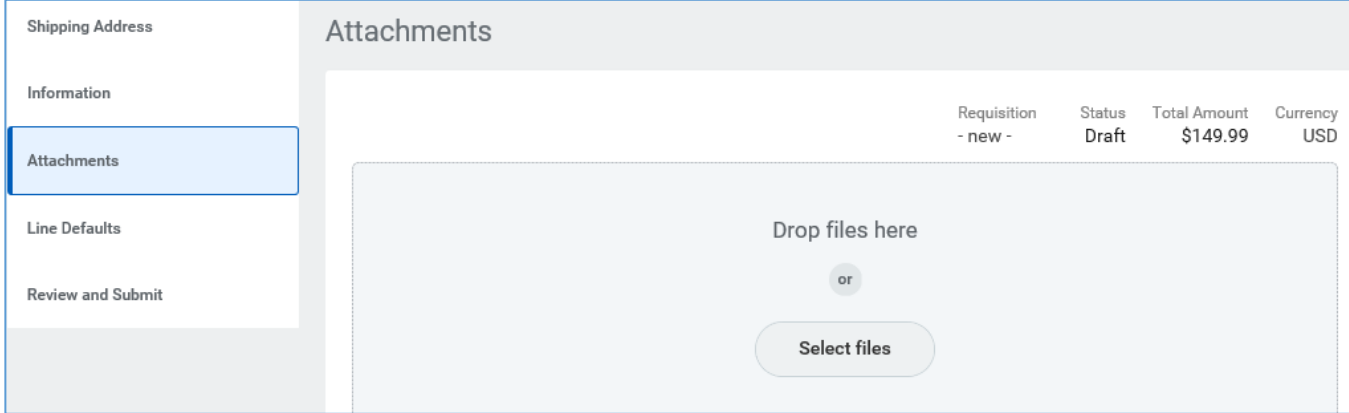
Instructions	Details and Screenshots
<p>Home page:</p> <ul style="list-style-type: none"> • Use the UR logo to return to this Home screen • Use the Global Search field with keywords • Use the Inbox icon for Workday messages • Use the Procurement dashboard for frequently used tasks and reports <ul style="list-style-type: none"> ○ Create Requisition 	
<p>Rules</p>	<p>Enter all line items from the quote Only 1 supplier per requisition Only 1 company per requisition (can have multiple FAOs within the same company) Upon final workflow approval the requisition becomes a Purchase Order (PO) and will be sent to the supplier</p>

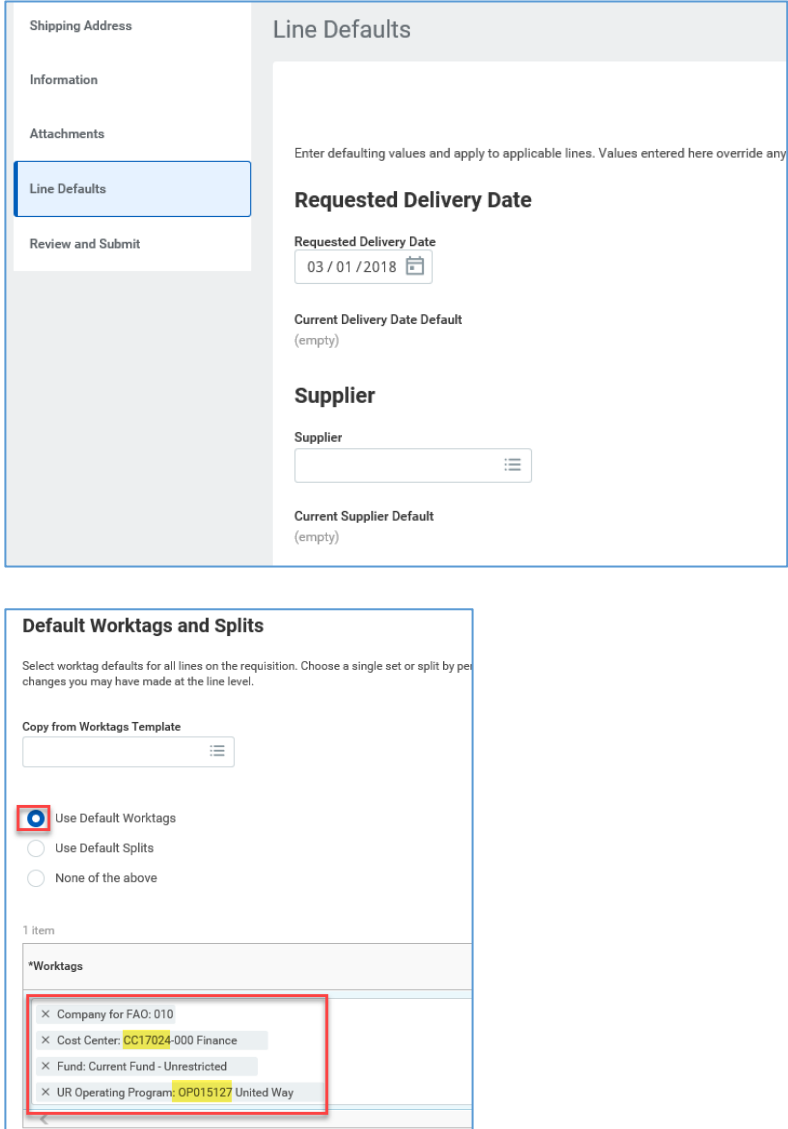
Instructions	Details and Screenshots
<p>From the <i>Procurement</i> dashboard, choose Create Requisition and enter the required information</p> <ul style="list-style-type: none"> • Select the appropriate Company • Change Requester name if doing the requisition on behalf of someone • Select <OK> 	 
<ul style="list-style-type: none"> • For non-catalog requisitions, select <Request Non-Catalog Items>. • To copy a previous non-catalog requisition or to order from a pre-defined template (covered later in this guide), select <Add from Templates and Requisitions> 	

Instructions	Details and Screenshots	
<p>Non-Catalog Request Type: Goods vs Services</p> <ul style="list-style-type: none"> The Non-Catalog request type will default to Request Goods Be sure to change the radio button selection to switch for requesting Service 	 <p>Request Non-Catalog Items</p> <p>Company * 010 Central Administration</p> <p>Requisition Currency * X USD</p> <p>Non-Catalog Request Type</p> <p><input checked="" type="radio"/> Request Goods <input type="radio"/> Request Service</p> <p>Goods Request Details</p> <p>Item Description *</p>	 <p>Request Non-Catalog Items</p> <p>Company * 010 Central Administration</p> <p>Requisition Currency * X USD</p> <p>Non-Catalog Request Type</p> <p><input type="radio"/> Request Goods <input checked="" type="radio"/> Request Service</p> <p>Service Request Details</p> <p>Description *</p>
<p>Request Non-Catalog Items – Goods vs Service continued</p> <ul style="list-style-type: none"> Shown are two samples Include the quote number in the item description, if applicable Spend Category can be searched by a partial name or the spend category number, beginning with SC Choose an existing supplier or leave the supplier blank and Procurement will initiate the Request for Quote (RFQ) to select a Supplier 	 <p>Goods Request Details</p> <p>Item Description * Here is where to enter the description of the goods you are ordering</p> <p>Supplier Item Identifier SupplierPartNumber123</p> <p>Spend Category * X Equipment Furniture (SC64200)</p> <p>Supplier X University Sleep Products Inc</p> <p>Supplier Contract</p> <p>Quantity * 1</p> <p>Unit Cost 149.99</p> <p>Unit of Measure * X Each</p> <p>Extended Amount 149.99</p> <p>Memo</p> <p>Goods request has a quantity, unit cost and unit of measure. Include the supplier part#, mfg#, lot# or serial# in the <i>Supplier Item Identifier</i> field.</p>	 <p>Service Request Details</p> <p>Description * Here is where to enter the description of services you are ordering</p> <p>Spend Category * X Other Maintenance Waste Removal (SC52400)</p> <p>Supplier X Waste Management of NY - Rochester</p> <p>Supplier Contract</p> <p>Start Date 03 / 01 / 2018</p> <p>End Date 05 / 31 / 2018</p> <p>Extended Amount 6,000.00</p> <p>Memo</p> <p>Service request has a start date, end date and extended amount</p>

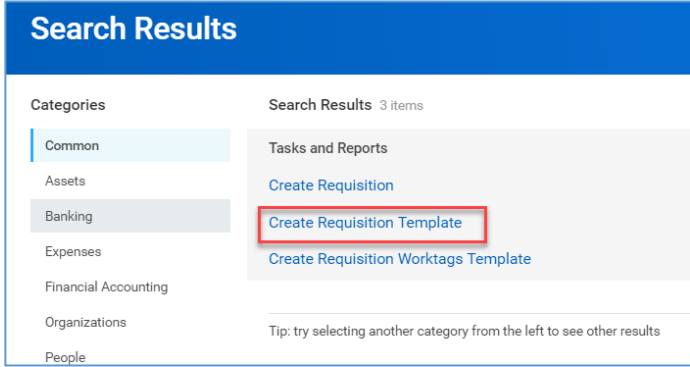
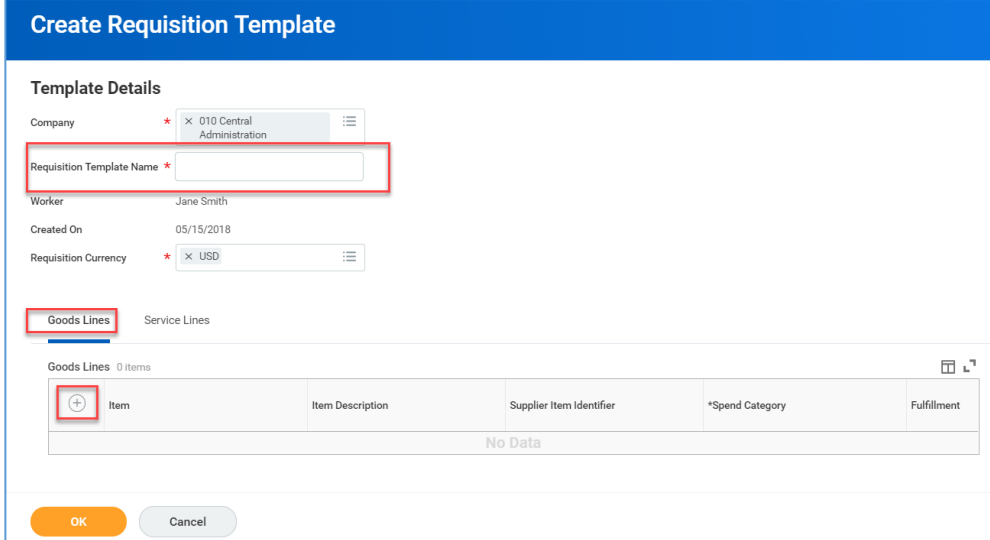
Instructions	Details and Screenshots
<p>Select <Add to Cart> And then <OK></p>	 <p>The screenshot shows a modal dialog box with a blue border. At the top, there is an orange button labeled 'Add to Cart'. Below it, the text 'Add to Cart' is displayed in a large font, followed by two circular icons: one with a grid and 'X' and another with a printer. Underneath, the message 'Item has been added to cart.' is shown. At the bottom, there is an orange button labeled 'OK'.</p>
<p>Can fill in another line if additional lines are needed</p> <ul style="list-style-type: none"> • If additional lines are needed, repeat the above step • If additional lines are needed for different suppliers, the req will split into multiple purchase orders. Therefore it is recommended to hold off and finish the current request for a given supplier • If no additional lines are needed, select the shopping cart icon 	 <p>The screenshot shows a web page header for 'Request Non-Catalog Items'. The header is blue with white text. On the left, there is a search bar with the text 'creat req'. On the right, there are icons for a notification bell (with a '2' badge), a printer, and a cloud. Below the header, there is a blue bar with the text 'Request Non-Catalog Items' and an 'Actions' button. A shopping cart icon with a '1' badge is highlighted with a red box.</p>

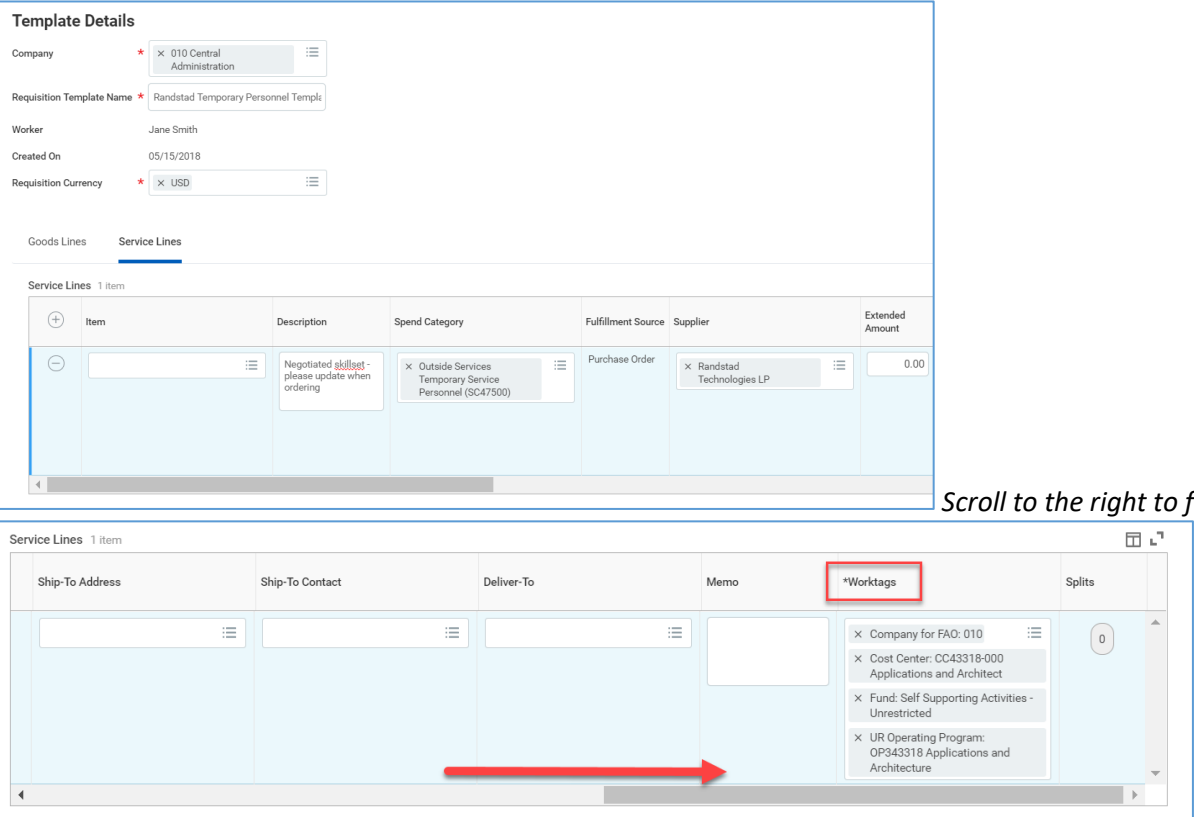
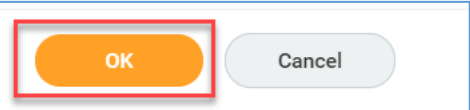
Instructions	Details and Screenshots
<ul style="list-style-type: none"> The shopping cart contains the lines that have been added Select <Checkout> 	
<p>The checkout section is made up of five sections (tabs)</p> <ul style="list-style-type: none"> Shipping Address <ul style="list-style-type: none"> The default ship to address can be changed to a different UR address on file. Can search by location name, street or room. An Alternate Address can be used for non-UR addresses. Select the Use Alternate Address checkbox and then <Add> to fill in the complete shipping address 	

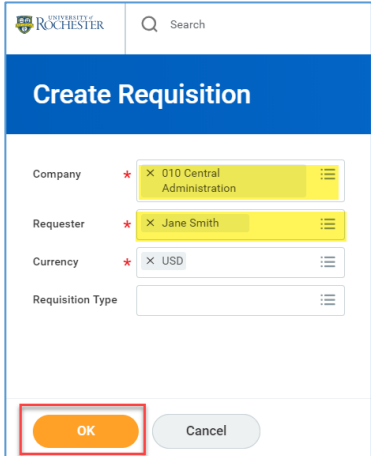
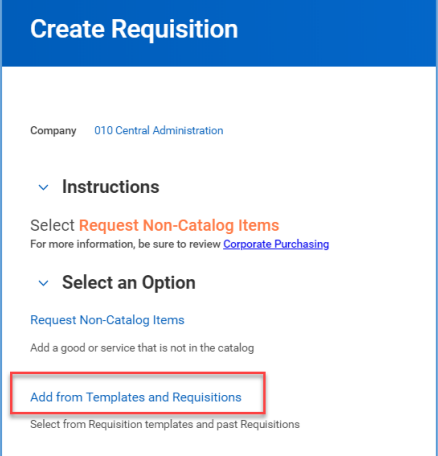
Instructions	Details and Screenshots
<p><i>Requisition Checkout - Continued</i></p> <ul style="list-style-type: none"> ● Information <ul style="list-style-type: none"> ○ Do not use <i>Sourcing Buyer</i> field. ○ High Priority checkbox for Rush Orders ○ Memo to Suppliers field can be used for a text note that is included on the purchase order to the supplier ○ Internal memo is an internal note to your approvers, is not included on PO 	
<p><i>Requisition Checkout - Continued</i></p> <ul style="list-style-type: none"> ● Attachments <ul style="list-style-type: none"> ○ Required for goods orders >\$2500 or any value services orders. ○ Used to attach quotes, statements of work, sole source justification, price justification, etc. ○ Drag and drop attachments or use the <Select Files> button to attach 	

Instructions	Details and Screenshots
<p><i>Requisition Checkout - Continued</i></p> <ul style="list-style-type: none"> ● Line Defaults <ul style="list-style-type: none"> ○ Changes made on this tab will propagate onto each line on the requisitions ○ Goods requisitions require a Requested Delivery Date ○ Keep in mind that if the Requested Delivery Date is less than five days in the future, you could incur additional shipping charges ○ RFQ Requirements – <i>Do not use</i> at this time. ○ Default Worktags: select <Use Default Worktags> radio button to enter FAO. These worktags will propagate to all lines ○ In this example, search on the operating program or cost center number and press <Enter> 	 <p>The screenshot displays the 'Line Defaults' configuration page. On the left, a navigation menu includes 'Shipping Address', 'Information', 'Attachments', 'Line Defaults' (highlighted), and 'Review and Submit'. The main content area is titled 'Line Defaults' and contains instructions: 'Enter defaulting values and apply to applicable lines. Values entered here override any'. It features a 'Requested Delivery Date' field with a calendar icon, currently showing '03 / 01 / 2018'. Below this is a 'Supplier' dropdown menu. The 'Default Worktags and Splits' section below has a 'Copy from Worktags Template' dropdown and three radio buttons: 'Use Default Worktags' (selected), 'Use Default Splits', and 'None of the above'. A list of worktags is shown with a red box highlighting the selected items: 'Company for FAO: 010', 'Cost Center: CC17024-000 Finance', 'Fund: Current Fund - Unrestricted', and 'UR Operating Program: OP015127 United Way'.</p>

Instructions	Details and Screenshots
<p><i>Requisition Checkout - Continued</i></p> <ul style="list-style-type: none"> • Review and Submit <ul style="list-style-type: none"> ○ Make any changes needed on individual lines if needed • Select <Submit> to submit the requisition for approval 	
<ul style="list-style-type: none"> • Take note that the requisition has been submitted, the requisition number, and who is up next in the approval sequence • Can also expand the view to see the details and the approval sequence steps by selecting > 	

Instructions	Details and Screenshots
<p>Requisition Templates can be set up for frequently used.</p> <ul style="list-style-type: none"> From the Global Search field, enter <create requisition> and press Enter to search. 	 <p>The screenshot shows a search results page with a blue header 'Search Results'. On the left, there are category filters: Common, Assets, Banking, Expenses, Financial Accounting, Organizations, and People. On the right, under 'Search Results 3 items', there are three links: 'Create Requisition', 'Create Requisition Template' (highlighted with a red box), and 'Create Requisition Worktags Template'. A tip at the bottom says 'Tip: try selecting another category from the left to see other results'.</p>
<p>Enter a Requisition Template Name for this template</p> <ul style="list-style-type: none"> Goods lines and/or Services lines can be added Select the + icon to add lines for the template 	 <p>The screenshot shows the 'Create Requisition Template' form. The 'Template Details' section includes fields for Company (010 Central Administration), Requisition Template Name (highlighted with a red box), Worker (Jane Smith), Created On (05/15/2018), and Requisition Currency (USD). Below this, there are tabs for 'Goods Lines' (highlighted with a red box) and 'Service Lines'. The 'Goods Lines' section shows a table with columns: Item, Item Description, Supplier Item Identifier, *Spend Category, and Fulfillment. A red box highlights a '+' icon in the 'Item' column. The table currently contains 'No Data'. At the bottom, there are 'OK' and 'Cancel' buttons.</p>

Instructions	Details and Screenshots												
<p>For the purpose of this guide, we will show a Services line for temporary personnel with a specific supplier.</p> <ul style="list-style-type: none"> Do not enter an Extended Amount since this can be customized each time you order using the template Do not enter Ship-To Address or Contact or Deliver-to since this can be customized each time you order using the template For the Worktags field, search on your FAO and select <Enter>. All related worktags will populate. 	 <p>The screenshot shows the 'Template Details' form with the following fields: Company (010 Central Administration), Requisition Template Name (Randstad Temporary Personnel Temple), Worker (Jane Smith), Created On (05/15/2018), and Requisition Currency (USD). Below these are tabs for 'Goods Lines' and 'Service Lines'. The 'Service Lines' section contains a table with one item:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Spend Category</th> <th>Fulfillment Source</th> <th>Supplier</th> <th>Extended Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>Negotiated skillset - please update when ordering</td> <td>Outside Services Temporary Service Personnel (SC47500)</td> <td>Purchase Order</td> <td>Randstad Technologies LP</td> <td>0.00</td> </tr> </tbody> </table> <p>Below the table, there are fields for Ship-To Address, Ship-To Contact, Deliver-To, Memo, and *Worktags. The *Worktags field is highlighted with a red box, and a red arrow points to the right, indicating scrolling. A list of worktags is visible in the dropdown menu, including 'Company for FAO: 010', 'Cost Center: CC43318-000 Applications and Architect', 'Fund: Self Supporting Activities - Unrestricted', and 'UR Operating Program: OP343318 Applications and Architecture'.</p>	Item	Description	Spend Category	Fulfillment Source	Supplier	Extended Amount		Negotiated skillset - please update when ordering	Outside Services Temporary Service Personnel (SC47500)	Purchase Order	Randstad Technologies LP	0.00
Item	Description	Spend Category	Fulfillment Source	Supplier	Extended Amount								
	Negotiated skillset - please update when ordering	Outside Services Temporary Service Personnel (SC47500)	Purchase Order	Randstad Technologies LP	0.00								
<p>Select <OK> when done.</p>	 <p>The screenshot shows two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.</p>												

Instructions	Details and Screenshots
<p>To order using the new template, or to copy a previous requisition, select the <Create Requisition> option, update the information if necessary.</p> <ul style="list-style-type: none"> Select <Add from Templates and Requisitions>. 	 
<p>From this screen, you can order from an existing template or create a copy of a past requisition.</p> <ul style="list-style-type: none"> Select the checkbox next to the template from which to order. When selected, it will take you to your Cart where you can continue the checkout process. <ul style="list-style-type: none"> Select <Add to Cart> You can also copy a past requisition by selecting the checkbox and selecting <Add to Cart> 	