

Procurement: Purchases, Purchase Orders, Requisitions, and Receipts

There are two purchasing paths in Workday. Both begin with *Create Requisition*, below.

1. Purchase items from preferred vendors directly connected to Workday:

- Use *Connect to Supplier Website* (page 3)
- Proceed to *Checkout* (page 5)
- *Create Receipt* (page 14)

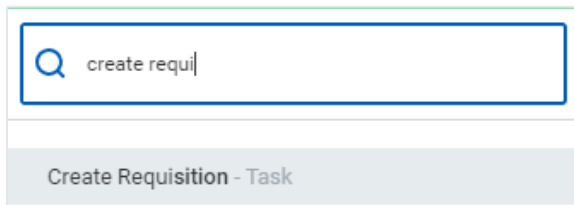
2. Purchase items from vendors not connected to Workday:

- Use *Request Non-Catalog Items* (page 12)
- Proceed to *Checkout* (page 5)
- *Create Receipt* (page 14)

Finally, the *My Requisitions* report is helpful for referring to purchases (page 16).

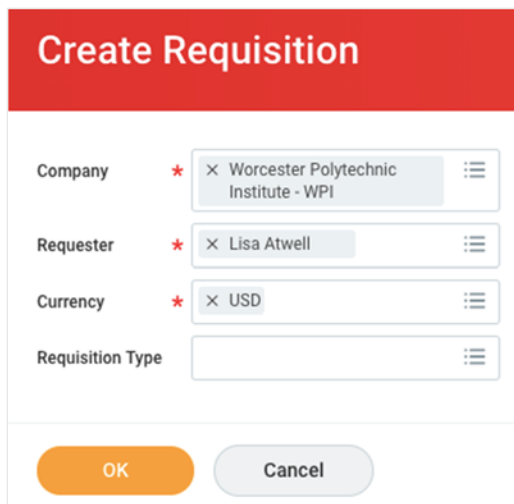
Create Requisition

Search for and select *Create Requisition*.



A search bar with a magnifying glass icon on the left and the text 'create requi' inside. Below the search bar is a dropdown menu with a light blue background and the text 'Create Requisition - Task'.

1. The requester is also the person who submits the receipt for the purchase.

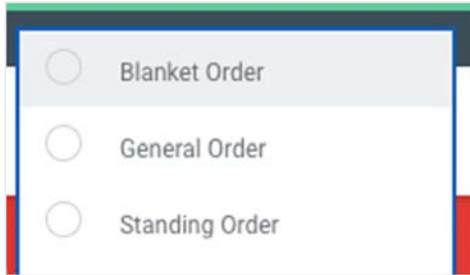


A form titled 'Create Requisition' with a red header. The form contains four fields, each with a red asterisk and a dropdown menu:

- Company: * X Worcester Polytechnic Institute - WPI
- Requester: * X Lisa Atwell
- Currency: * X USD
- Requisition Type: (empty)

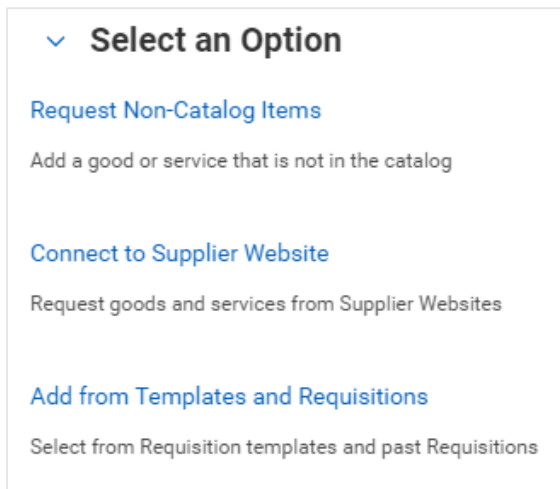
At the bottom of the form are two buttons: 'OK' (orange) and 'Cancel' (grey).

2. Click into the *Requisition Type* field to select a particular type of order (required). Click **OK**.



A screenshot of a dropdown menu for the 'Requisition Type' field. The menu is open, showing three radio button options: 'Blanket Order', 'General Order', and 'Standing Order'. The 'Blanket Order' option is currently selected, indicated by a grey background behind the radio button.

3. Continue to either **Connect to Supplier Website** or **Request Non-Catalog items** (see pages 3 and 5 for instructions). Notice that you can also add items from a template or previous requisitions.

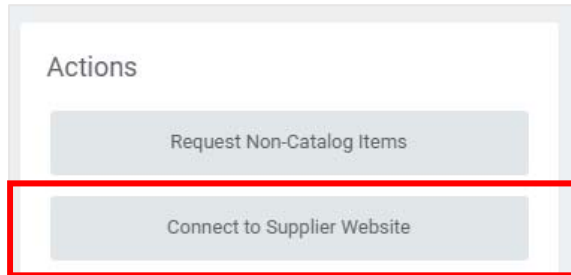


A screenshot of a dropdown menu titled 'Select an Option'. The menu is expanded, showing three options with blue text and descriptive subtext:

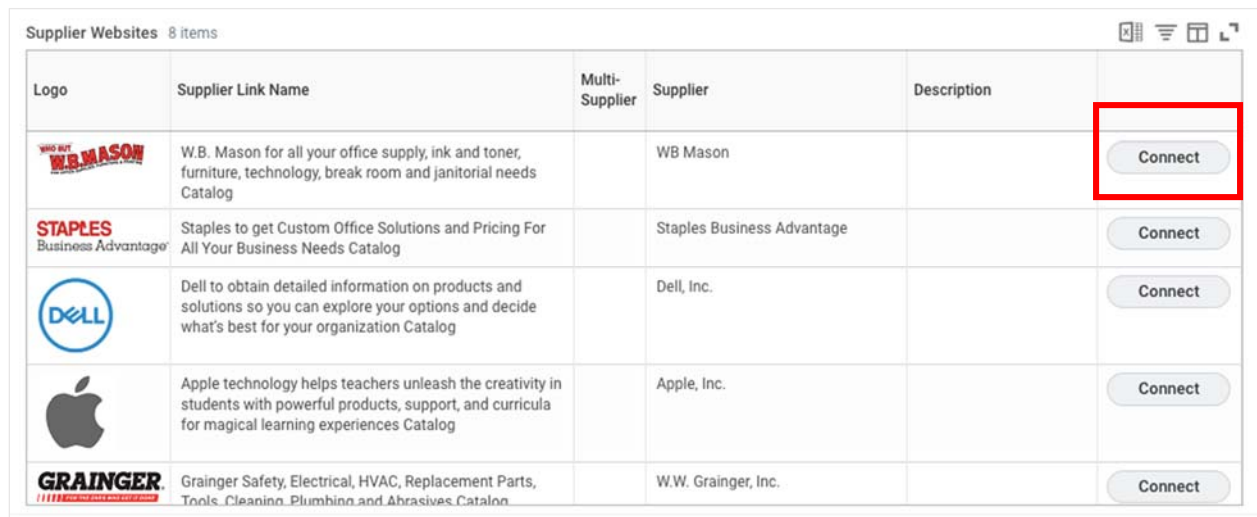
- Request Non-Catalog Items**
Add a good or service that is not in the catalog
- Connect to Supplier Website**
Request goods and services from Supplier Websites
- Add from Templates and Requisitions**
Select from Requisition templates and past Requisitions

Connect to Supplier Website






1. Click the **Purchases** worklet. Under *Actions*, click **Connect to Supplier Website**. It can take a minute or two to make the connection.



2. Next to the supplier from whom you'd like to purchase, click the **Connect** button.



Supplier Websites 8 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	W.B. Mason for all your office supply, ink and toner, furniture, technology, break room and janitorial needs Catalog		WB Mason		Connect
	Staples to get Custom Office Solutions and Pricing For All Your Business Needs Catalog		Staples Business Advantage		Connect
	Dell to obtain detailed information on products and solutions so you can explore your options and decide what's best for your organization Catalog		Dell, Inc.		Connect
	Apple technology helps teachers unleash the creativity in students with powerful products, support, and curricula for magical learning experiences Catalog		Apple, Inc.		Connect
	Grainger Safety, Electrical, HVAC, Replacement Parts, Tools, Cleaning, Plumbing and Abrasives Catalog		W.W. Grainger, Inc.		Connect

3. Add items to your cart, then click the supplier's shopping cart and continue to checkout. You'll be returned to Workday. It can take a minute or two to make the connection.
4. Click **Checkout** to complete the process (see the *Checkout* process, page 5).

View Cart



Company Worcester Polytechnic Institute - WPI

Requester
Lisa Atwell

Total Amount
\$2.15

Currency
USD



1 of 1

Sort By:

Magic Tape w/Refillable Dispenser, ... 1
\$2.15

Edit

Description Magic Tape w/Refillable Dispenser, 1/2" x 450', Clear

Supplier Item Identifier MMM104

Spend Category (empty)

Supplier WB Mason

Supplier Contract (empty)

Quantity 1

Checkout

Continue Shopping

Unit of Measure (empty)

Unit Cost 2.15

Checkout

1. In the *Shipping Address* section, the *Default Ship-To Address* is 100 Institute Road. Click into this field to search and select for the appropriate address. Click **Next**.

The screenshot shows the 'Checkout' page with a red header. On the left is a navigation menu with 'Shipping Address' selected. The main content area is titled 'Shipping Address' and includes a summary table:

Requisition	Status	Total Amount	Currency
- new -	Draft	\$8.15	USD

Below the table, the 'Default Ship-To Address' is displayed as a dropdown menu with the selected address: 'Fuller Labs/ATC 100, Institute Rd Worcester, MA, 01609 United States of America'. There is a checkbox for 'Apply Ship-To Address Changes to All Lines' which is checked, and another for 'Use Alternate Address' which is unchecked. An 'Alternate Address' input field is visible below. At the bottom left, the 'Next' button is highlighted with a red box.

2. In the *Information* section, choose a *Requisition Type* (required). Click **Next**.

The screenshot shows the 'Checkout' page with the 'Information' section selected in the navigation menu. The main content area is titled 'Information' and contains the following fields:

- Company ***: Worcester Polytechnic Institute - WPI
- Requester ***: Lisa Atwell
- Requisition Type**: A dropdown menu with 'General Order' selected.
- Request Date**: 07/03/2018
- Sourcing Buyer**: An empty dropdown menu.
- High Priority**: An unchecked checkbox.

At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

3. Upload any relevant documents, for example, bid forms. Click **Next**.

The screenshot shows a web interface with a sidebar on the left containing navigation links: Shipping Address, Information, Attachments (highlighted with a blue border), Line Defaults, and Review and Submit. The main area is titled "Attachments" and includes a breadcrumb "Requisition - new -". A large dashed box contains the text "Drop files here" with "or" below it and a "Select files" button. At the bottom of the interface, there are two buttons: "Back" and "Next" (highlighted with a red border).

4. Check the **External** box so the supplier can see the attachment.


The screenshot shows the same web interface as above, but now a document icon labeled "DOC" is displayed with the filename "IT PHONE RM LISTING.DOC" below it. Below the filename, there is a checkbox labeled "External" (highlighted with a red border) which is currently unchecked. The sidebar navigation remains the same.

5. Add a *Requested Delivery Date* and *Supplier*. Scroll down...

- new - Draft \$8.15


Enter defaulting values and apply to applicable lines. Values entered here override any changes you may have made on the lines.

Requested Delivery Date

Requested Delivery Date
07 / 23 / 2018 

Current Delivery Date Default
(empty)

Supplier

Supplier
x ACME Panel Company 

Current Supplier Default
(empty)

RFQ Requirements

Keep Current Selections

Attachments
Line Defaults
Review and Submit

- For most purchases, *Use Default Worktags* applies. Worktags can be changed in next section. Click **Next**.

Default Worktags and Splits

Select worktag defaults for all lines on the requisition. Choose a single set or split by percentage of cost. This selection overrides any changes you may have made at the line level.

Copy from Worktags Template

Use Default Worktags
 Use Default Splits
 None of the above

1 item

*Cost Center	*Fund	Designee	Grant
1043-CC Information Technology	110-FD Unrestricted		

Back Next

- You will see a default *Cost Center*. You can remove and add different worktags. You can add lines and split charges between worktags/cost centers. Scroll right to see additional fields.
- When you're ready, click **Next**. You can also go **Back** to a previous section.

Back Next

- In the *Review and Submit* section, you can review the information you entered.

Shipping Address

Information

Attachments

Line Defaults

Review and Submit

Review and Submit

- > Shipping Address
- > Information
- ∨ Date and Currency

Currency *

× USD
 ⋮

Request Date *

07 / 03 / 2018
📅

You will see a line for each item. Scroll right to see more information. Enter a *Spend Category* (required).

+	Image	Item	Item Description	Supplier Item Identifier	Purchase Item	*Spend Category	Supplier
-		Item	Magic Tape w/Refillable Dispenser, 1/2' x 450', Clear	MMM104		<input type="text"/>	Supplier WB Mason Supplier Contract
-		Item <input type="text"/>	widgets for widgeting	<input type="text"/>		Equipment - General	Supplier ACME Panel Company Supplier Contract <input type="text"/>


Continue scrolling...

*Quantity	*Unit of Measure	Unit Cost	Extended Amount	Requested Delivery Date	*Ship-To Address	Ship-To Contact	Deliver-To
1	<input type="text"/>	2.15	2.15	<input type="text"/>	Fuller Labs/ATC 100 Institute Rd Worcester, MA 01609 United States of America	Lisa Atwell	Worcester
2	Each	3.00	6.00	<input type="text"/>	Fuller Labs/ATC 100 Institute Rd Worcester, MA 01609 United States of America	Lisa Atwell	Worcester

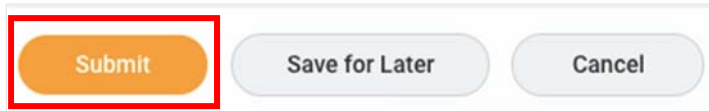
And further right...

Memo	*Cost Center	*Fund	Designee	Grant	Project
	1043-CC Information Technology	110-FD Unrestricted			
	1043-CC Information Technology	110-FD Unrestricted			

Notice the option to split a single item between cost centers/worktags. Once open, you can add multiple lines.

Project	Student Organization	*Additional Worktags	Splits
		Program: 400 Academic Support	
		Program: 400 Academic Support	0

10. When you're ready, click **Submit**. You can also **Save for Later**, searching for *My Requisitions* to edit a requisition (see below).



11. The requisition goes for approval to the Department Buyer who can edit the requisition, approve it, add approvers, or send it back to the requester. When it is approved, you will receive a Notification.

12. Next to *Details*, click the blue Requisition link.

Requisition: 28181138-PR, Requester: Veronica Brandstrader, Date: 07/05/2018, Amount: \$1.26

58 second(s) ago

You requisition has been Successfully Completed Please click on the link to view Process History for more details.

Details [Requisition: 28181138-PR, Requester: Veronica Brandstrader, Date: 07/05/2018, Amount: \\$1.26](#)

13. Mouse to the right of the *Purchase Order* number for the Related Actions button, selecting **Purchase Order > Printable Version**.

The screenshot displays the 'View Goods Order Line' interface. At the top, a red banner contains the text 'View Goods Order Line'. Below this, a table lists details for 'Goods Order Line 1'. The 'Purchase Order' field is highlighted with a red box and contains the value '28181125-PO' with a three-dot menu icon. To the right, an 'Actions' menu is open, also highlighted with a red box, showing options: 'Purchase Order >', 'Business Process >', 'Favorite >', and 'Receipt >'. The 'Purchase Order >' option is further expanded to show a 'Printable Version' button. Other fields in the table include 'Supplier' (WB Mason), 'Item' ((empty)), 'Supplier Item Identifier' (PENLR10A), 'Spend Category' (Supplies - Office), 'Tax Applicability' ((empty)), and 'Tax Code' ((empty)). A 'Tax Recoverability' section is visible at the bottom left. On the right side, a 'Purchase Order' header is partially visible, with fields for 'Status', 'Company', 'Document Date', and 'Supplier'.

Goods Order Line	Q
Line	1
Purchase Order	28181125-PO
Supplier	WB Mason
Item	(empty)
Supplier Item Identifier	PENLR10A
Spend Category	Supplies - Office
Tax Applicability	(empty)
Tax Code	(empty)

Actions

- Purchase Order > Printable Version
- Business Process >
- Favorite >
- Receipt >

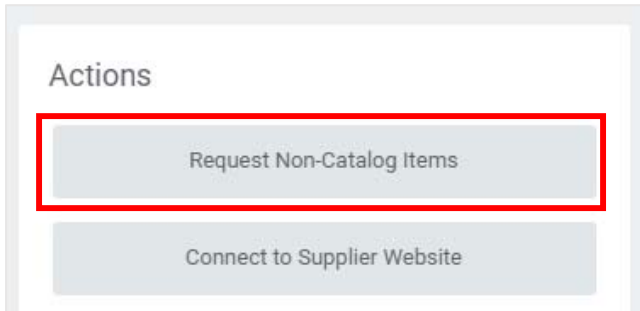
Tax Recoverability

Purchase Order

- Status
- Company
- Document Date
- Supplier

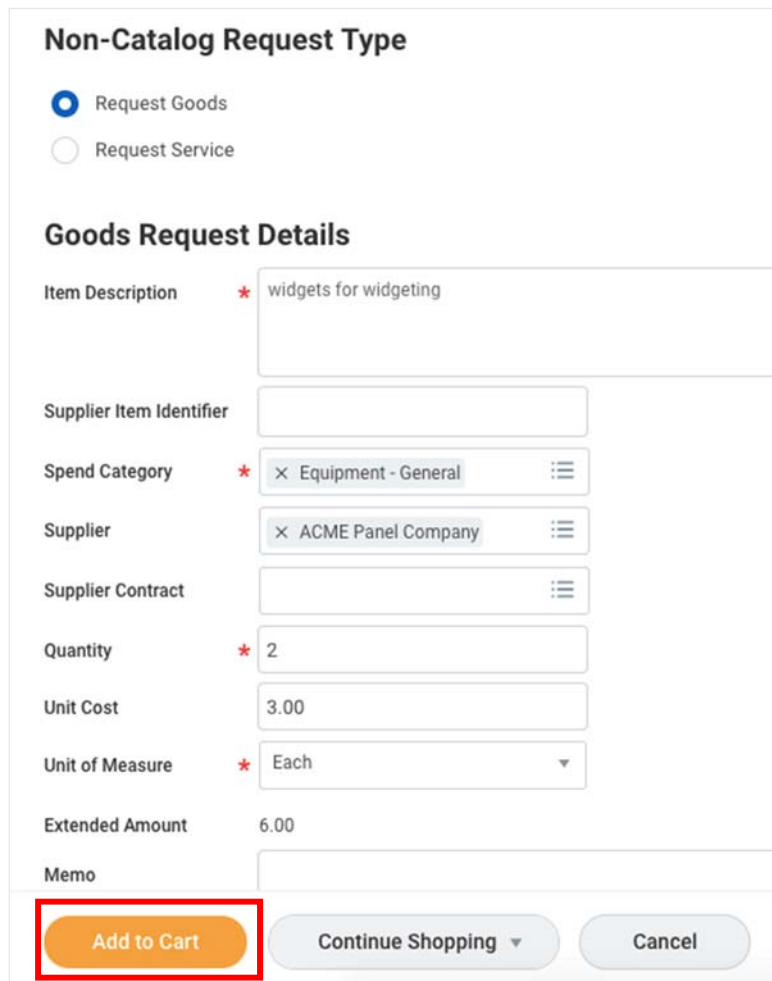
Request Non-Catalog Items

1. Click the **Purchases** worklet. Under *Actions*, click **Request Non-Catalog Items**.



2. Indicate whether the item is goods or services.

Note: if you choose goods, when you add a receipt, you fill in the quantity of the item purchased that you've received. If you choose services, you'll fill in the dollar amount value of the item you've received.

A screenshot of a web form titled 'Non-Catalog Request Type'. It has two radio buttons: 'Request Goods' (selected) and 'Request Service'. Below is a section for 'Goods Request Details' with several fields: 'Item Description' (widgets for widgeting), 'Supplier Item Identifier' (empty), 'Spend Category' (Equipment - General), 'Supplier' (ACME Panel Company), 'Supplier Contract' (empty), 'Quantity' (2), 'Unit Cost' (3.00), 'Unit of Measure' (Each), and 'Extended Amount' (6.00). There is a 'Memo' field at the bottom. At the bottom of the form, there are three buttons: 'Add to Cart' (highlighted with a red box), 'Continue Shopping' (with a dropdown arrow), and 'Cancel'.

Fill in the *Item Description*, which is a free-text description of the purchase.

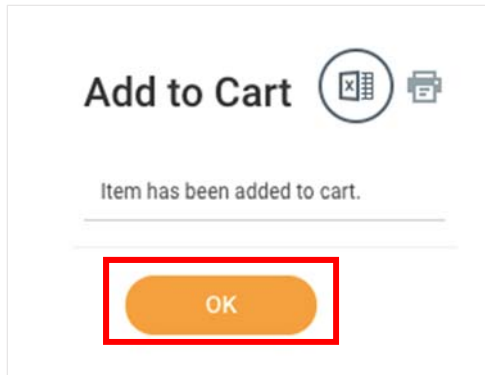
Fill in the *Supplier Item Identifier* with a supplier catalog or item number.

Select the *Spend Category*. You can use the menus to find the best category, or type part of a known category (e.g., supplies) and choose one.

If you have chosen *Goods*, fill in the *Quantity*, *Unit of Measure*, and *Unit Cost*, which will calculate the *Extended Amount*.

Click the **Add to Cart** button.

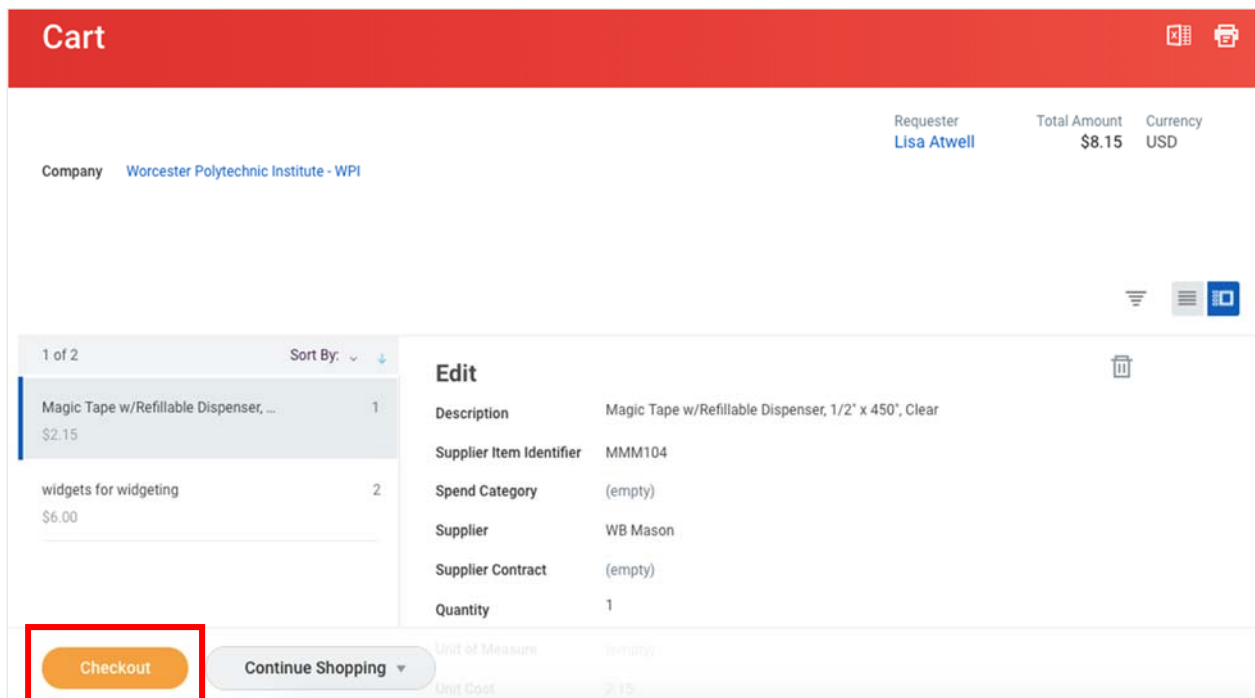
3. Click **OK**.



4. In the upper right corner, click the **Cart** icon.



5. Review items, then click the **Checkout** button (see page 3).



Create Receipt



Note: The person who requests an item **MUST** be the same person who does the receipt for the item.

1. In the *Purchases* worklet, select **Create Receipt**.

The screenshot shows a vertical list of five buttons under the heading 'Actions'. From top to bottom, the buttons are: 'Request Non-Catalog Items', 'Connect to Supplier Website', 'Add from Templates/Requisitions', 'Create Receipt', and 'Edit Receipt'. The 'Create Receipt' button is highlighted with a red rectangular border.

2. Select an existing *Purchase Order*. You can also enter a supplier name in the *Purchase Order* field to find a PO. Click the *Fully Receive* checkbox if no additional receipts will be added. Click **OK**.

The screenshot shows a dialog box titled 'Create Receipt' with a red header. It contains two radio buttons: 'Purchase Order' (selected) and 'Supplier Contract'. The 'Purchase Order' field has a dropdown menu showing 'x 27181107-PO'. Below these is a 'Fully Receive' checkbox, which is currently unchecked. At the bottom, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

3. The *Receipt Date* will default to the current day, change if needed.

Under Goods Lines, scroll to the right and you will see a *Quantity to Receive* field to fill in. If it was for services, you would fill in a received dollar amount.



Note: You must add an attachment before you click **Submit**. You will not be allowed to add any attachments after clicking **Submit**.

Summary

Company * Worcester Polytechnic Institute - WPI
Supplier Acme Blue Print Co Inc
Receipt Date * 07 / 05 / 2018

Additional Information

Requester Veronica Brandstrader
Requisition 27181121-PR
Purchase Order 27181107-PO
Currency USD

Memo

Requisition Type General Order

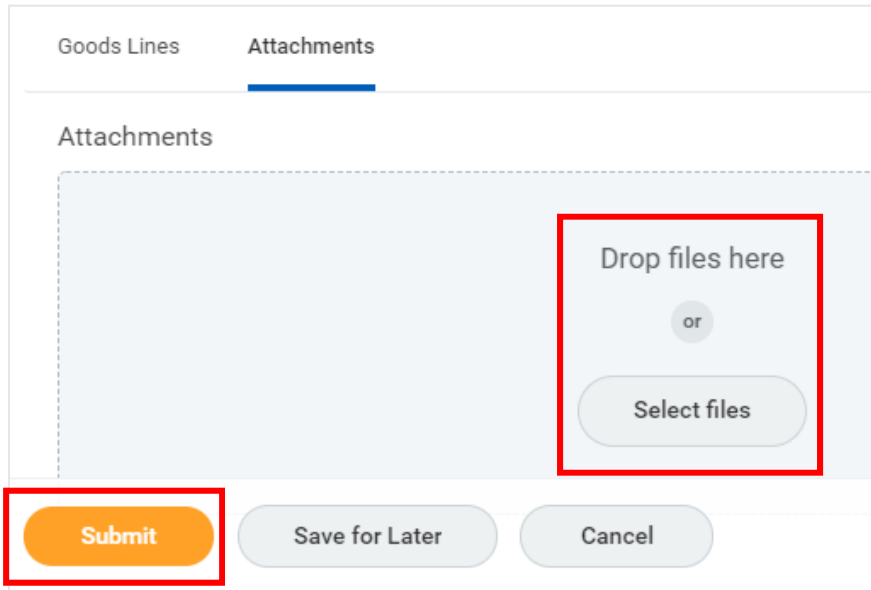
Goods Lines **Attachments**

Goods Lines 1 item

Purchase Order Line	Spend Category	Quantity to Receive	Quantity Ordered	Quantity Already Received	Total Quantity Received To Date	Unit of Measure
7181107-PO - Line	Supplies - Office	<input type="text" value="0"/>	2	0	0	Each

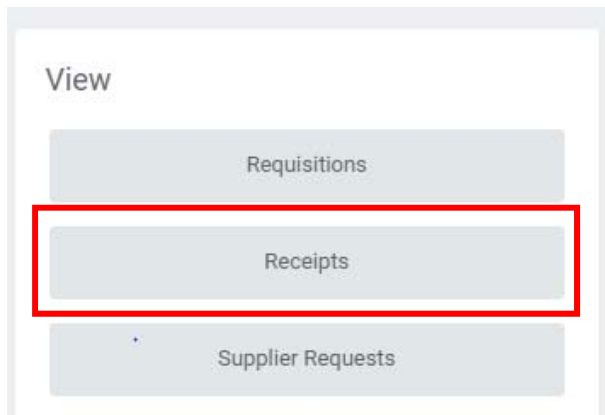
Submit Save for Later Cancel

4. Click the **Attachments** tab and add an electronic copy of the receipt or invoice. Click **Submit** or **Save for Later**.



The screenshot shows a software interface with two tabs: "Goods Lines" and "Attachments". The "Attachments" tab is selected and highlighted with a blue underline. Below the tabs is a section titled "Attachments" containing a large dashed rectangular area for file uploads. Inside this area, the text "Drop files here" is displayed above a small circle containing the word "or", which is positioned above a button labeled "Select files". Below the dashed area, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

5. You can see your receipts by opening the **Purchases** worklet, and under *View*, clicking **Receipts**.



The screenshot shows a "View" menu with three options: "Requisitions", "Receipts", and "Supplier Requests". The "Receipts" option is highlighted with a red rectangular box.

My Requisitions

Use the *My Requisitions* report to:

- Edit a requisition
- Find a requisition number
- Find a purchase order number
- Get a printable version of the purchase order
- Review order status
- View how the PO is sent to the supplier
- *Create a Receipt* – used to enter a receipt, see page 16

Edit a Requisition

1. Open the **Purchases** worklet, and under *View*, click **Requisitions**.

The image shows a software interface. At the top, a 'View' menu is open, with three options: 'Requisitions', 'Receipts', and 'Supplier Requests'. The 'Requisitions' option is highlighted with a red rectangular box. Below this is a red header bar with the text 'My Requisitions'. Underneath is a search form with the following fields: 'Company' (with a dropdown menu showing 'Worcester Polytechnic Institute - WPI'), 'Requisition', 'Status', 'Requisition Type', 'Requesting Inventory Site', 'Document Date On or After' (with a date picker set to '06 / 03 / 2018'), 'Document Date On or Before' (with a date picker set to 'MM / DD / YYYY'), 'Supplier', 'Spend Category', 'Item', and 'Project'. At the bottom of the form, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

2. You can filter your search by entering keywords.

Make sure the default *Document Date On or After* field covers the dates you're looking for. Click **OK**.

- In the search results, to edit a requisition in progress, click the **Edit Requisition** button. You can also filter and search by clicking on column headers.

2 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
27181121-PR	General Order		07/05/2018	10.20	USD	Acme Blue Print Co Inc		In Progress			Edit Requisition
25181111-PR	General Order		06/22/2018	1.26	USD	WB Mason		Canceled			

View How PO is Sent to Supplier

- Follow steps 1 and 2 of Edit a Requisition.
- Click the blue *Purchase Order* number.

Procurement Requisitions

3 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders
28181199-PR	General Order		07/13/2018	250.00	USD	Thorlabs Inc	28181157-PO

- Look in the *Contact Information* column. The first item is *Issue Option*. The options are Email, Print, and XML Auto. XML Auto means the order was electronically sent to the supplier as part of the Supplier Website purchasing process.