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)

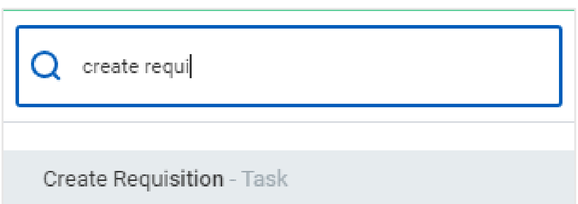
2. Purchase items from vendors not connected to Workday:

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

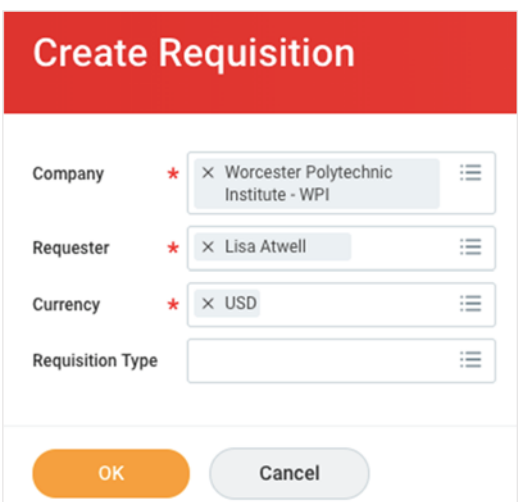
Finally, the *My Requisitions* report is helpful for referring to purchases (page 16).

Create Requisition

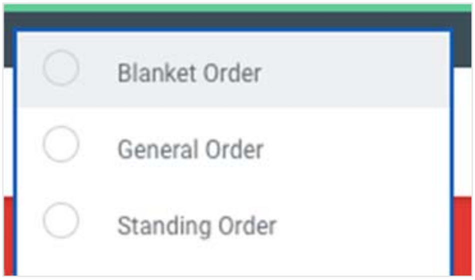
Search for and select *Create Requisition*.



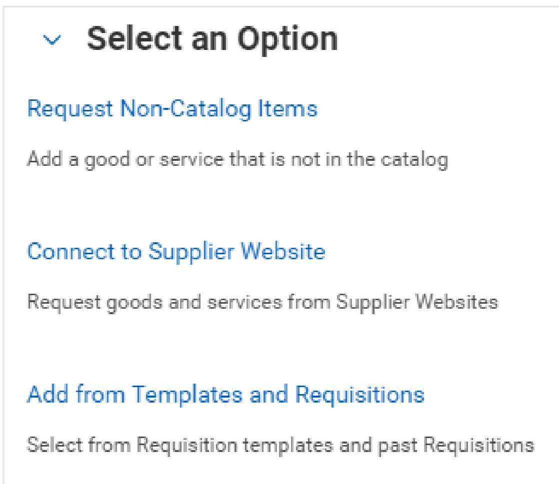
1. The requester is also the person who submits the receipt for the purchase.



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

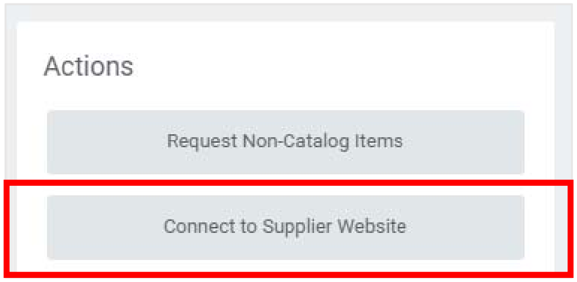


3. Continue to either **Connect to Supplier Website** or **Request Non-Catalog items** (see pages 3 and 5 for instructions). Notice that you can also add items from a template or previous requisitions.

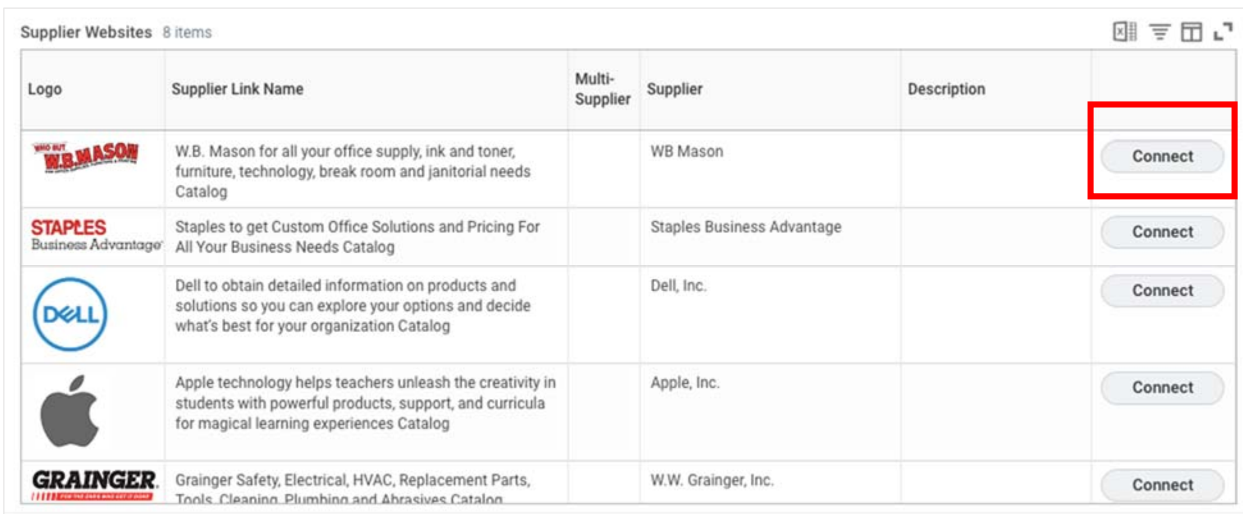


Connect to Supplier Website

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.

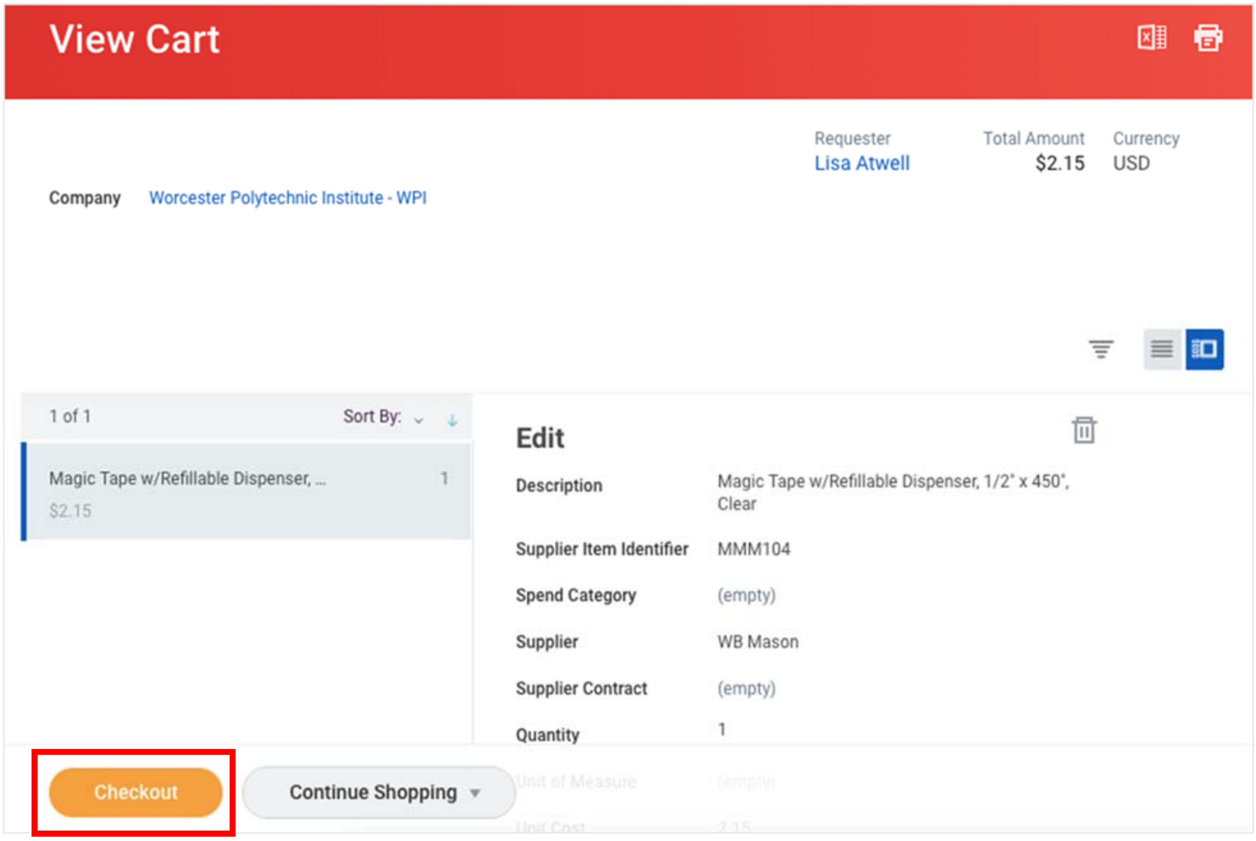


Supplier Websites 8 items

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

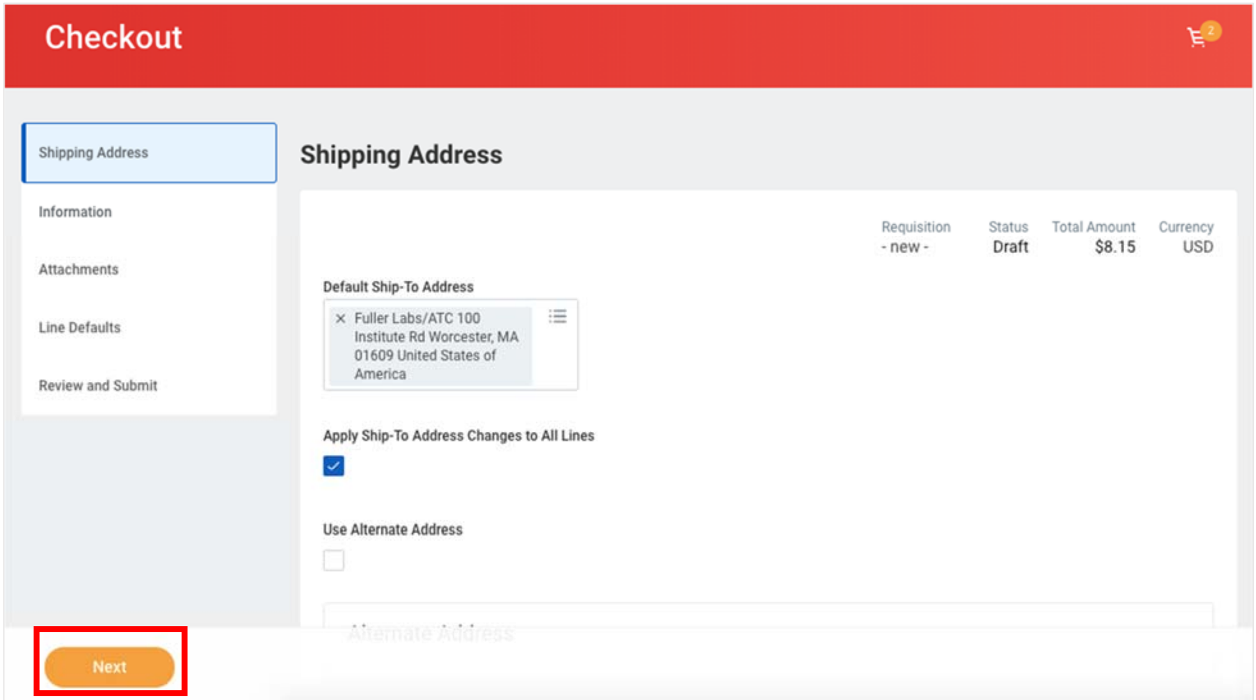
3. Add items to your cart, then click the supplier's shopping cart and continue to checkout. You'll be returned to Workday. It can take a minute or two to make the connection.

4. Click **Checkout** to complete the process (see the *Checkout* process, page 5).

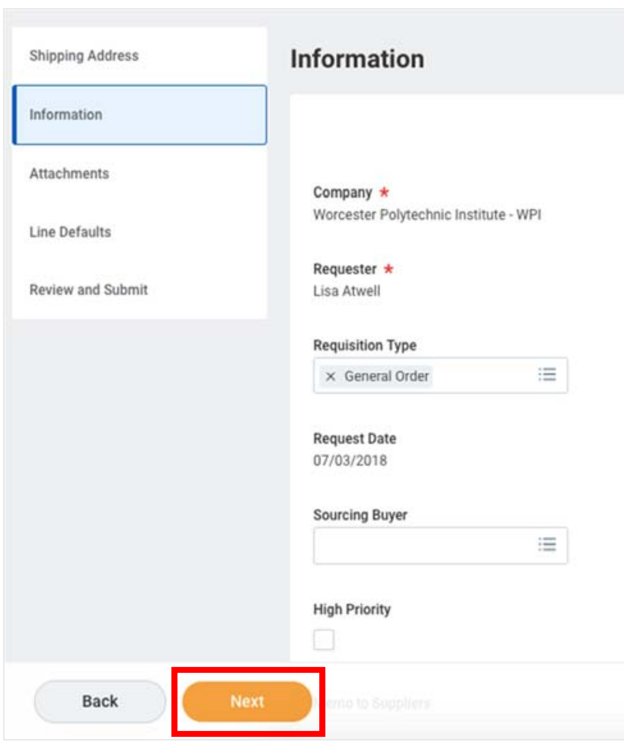

View Cart
Requester
Lisa Atwell
Total Amount
$2.15
Currency
USD
Company
Worcester Polytechnic Institute - WPI
1 of 1
Sort By:
Magic Tape w/Refillable Dispenser, ...
1
$2.15
Edit
Description
Magic Tape w/Refillable Dispenser, 1/2" x 450", Clear
Supplier Item Identifier
MMM104
Spend Category
(empty)
Supplier
WB Mason
Supplier Contract
(empty)
Quantity
1
Checkout
Continue Shopping

Checkout

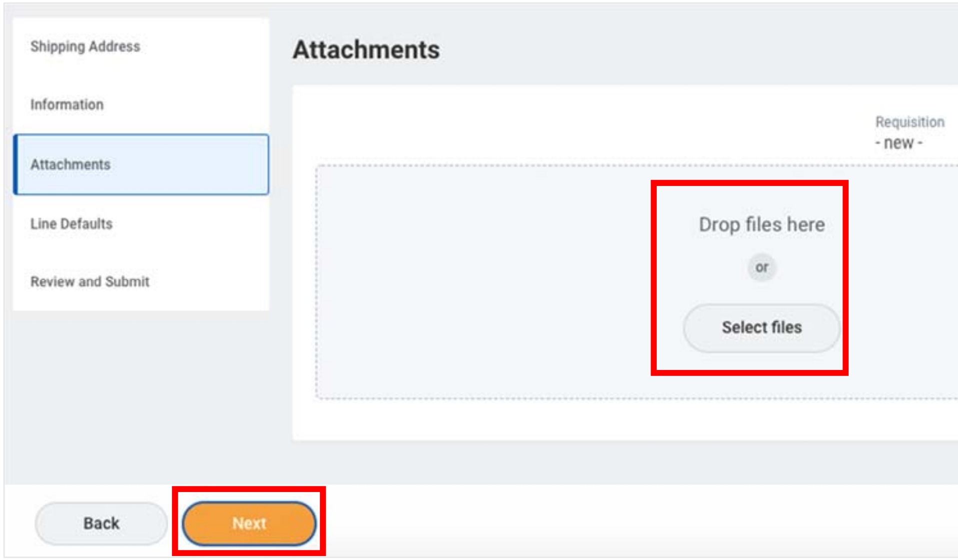
1. In the *Shipping Address* section, the *Default Ship-To Address* is 100 Institute Road. Click into this field to search and select for the appropriate address. Click **Next**.



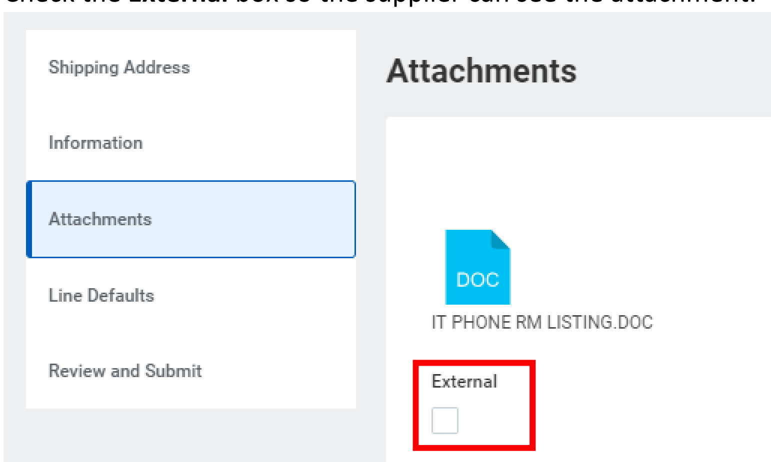
2. In the *Information* section, choose a *Requisition Type* (required). Click **Next**.



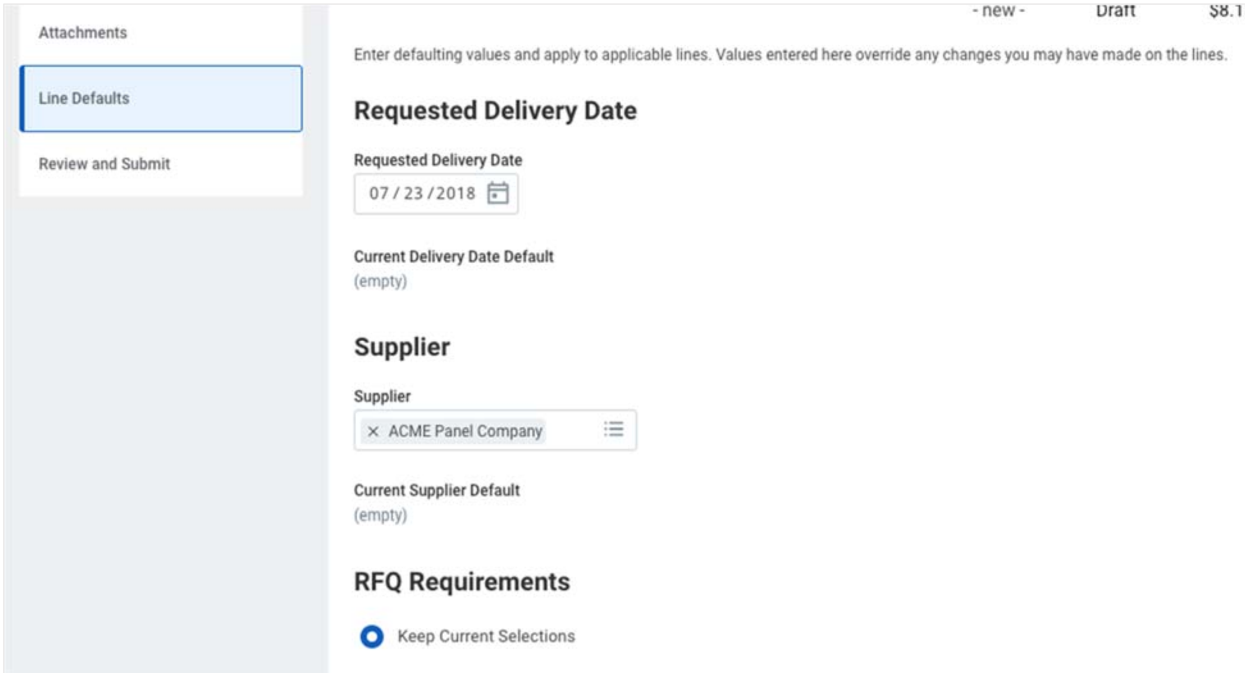
3. Upload any relevant documents, for example, bid forms. Click **Next**.



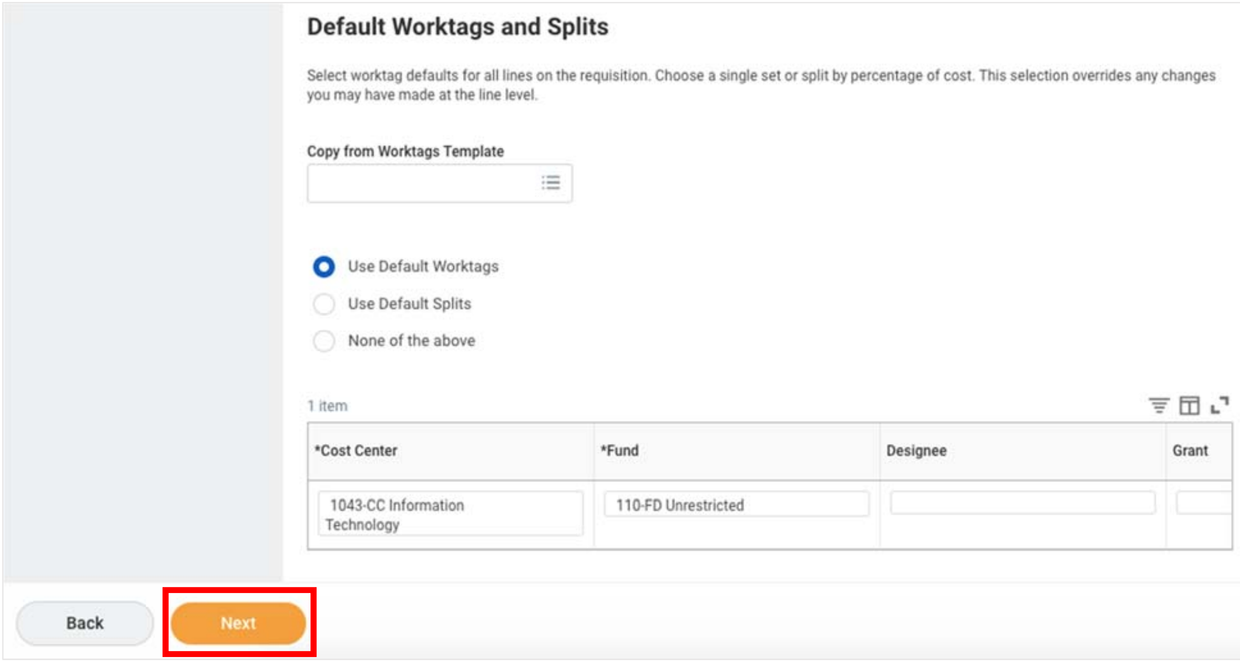
4. Check the **External** box so the supplier can see the attachment.



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



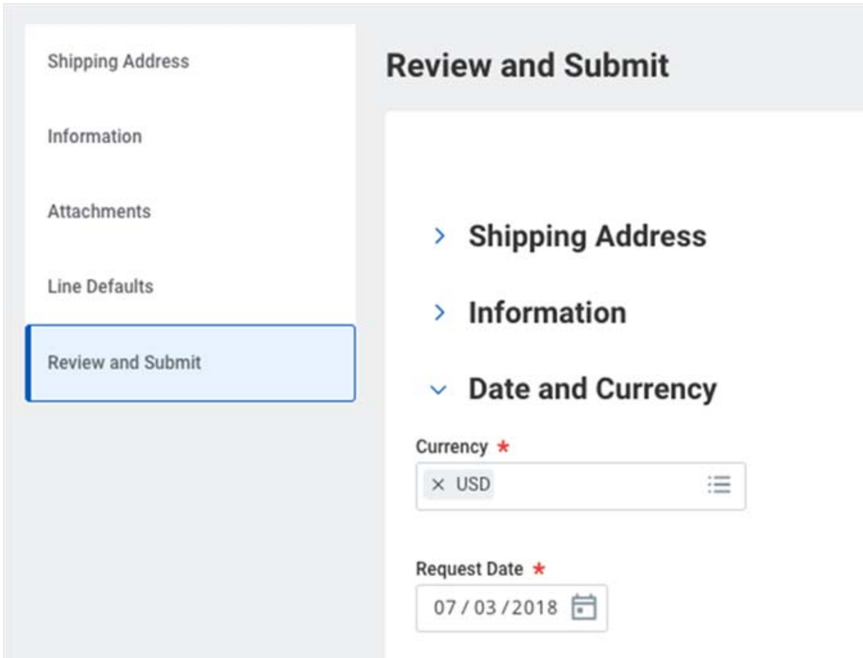
6. For most purchases, *Use Default Worktags* applies. Worktags can be changed in next section. Click **Next**.



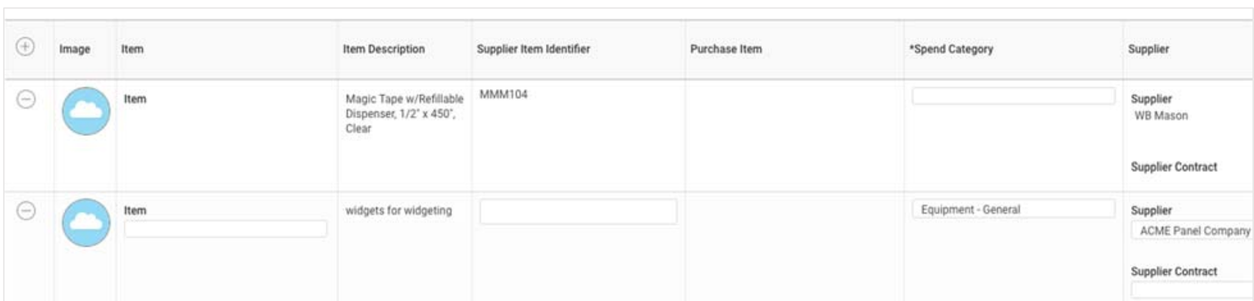
7. You will see a default *Cost Center*. You can remove and add different worktags. You can add lines and split charges between worktags/cost centers. Scroll right to see additional fields.

8. When you're ready, click **Next**. You can also go **Back** to a previous section.

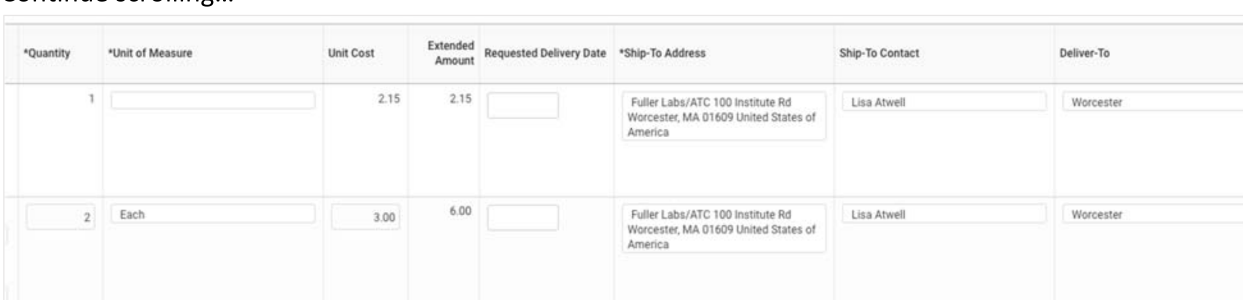
9. In the *Review and Submit* section, you can review the information you entered.



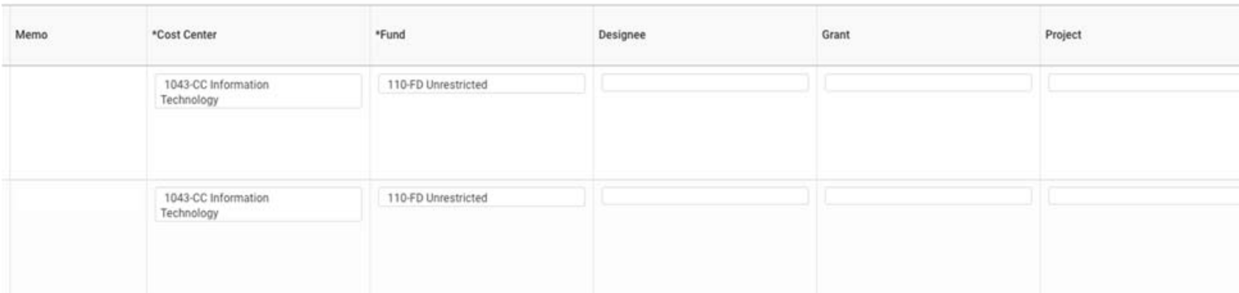
You will see a line for each item. Scroll right to see more information. Enter a *Spend Category* (required).



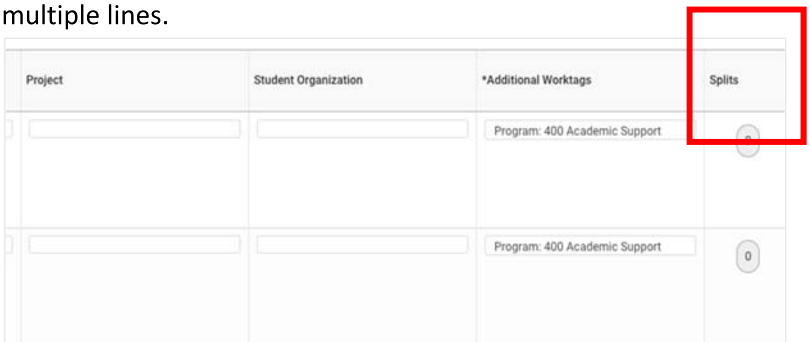
Continue scrolling…



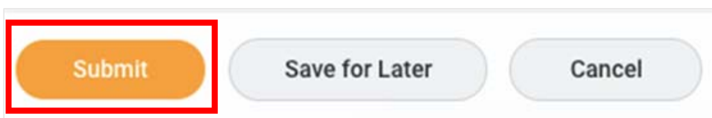
And further right…



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



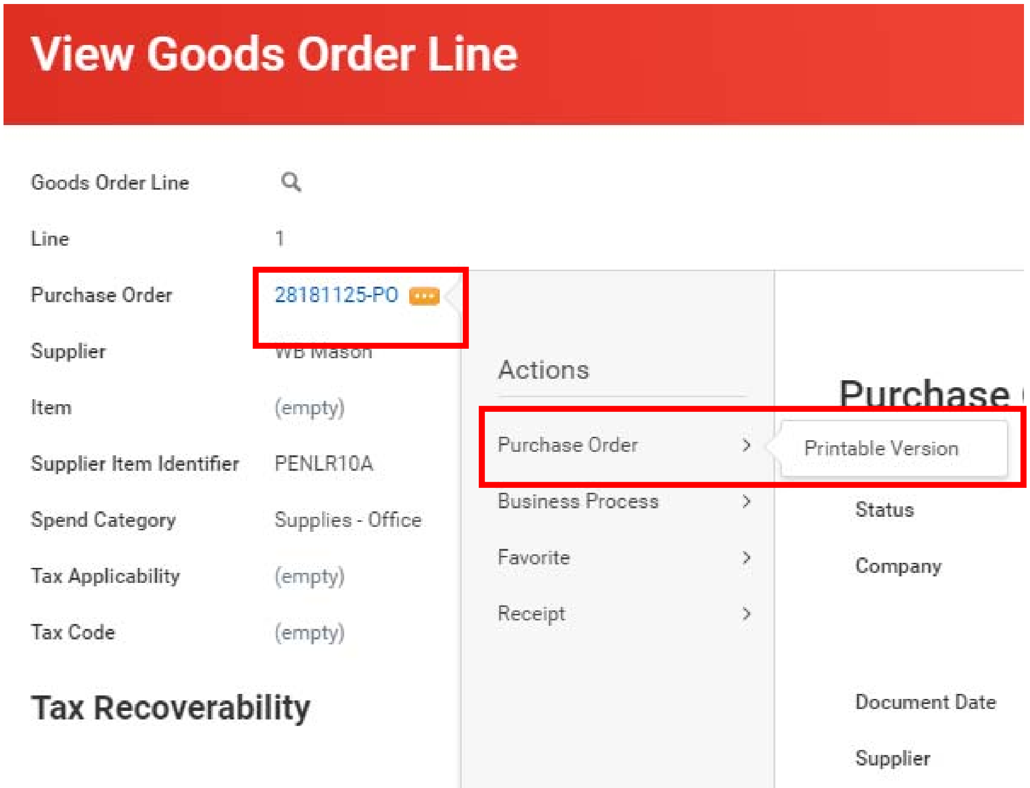
10. When you're ready, click **Submit**. You can also **Save for Later**, searching for *My Requsitions* to edit a requisition (see below).



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.

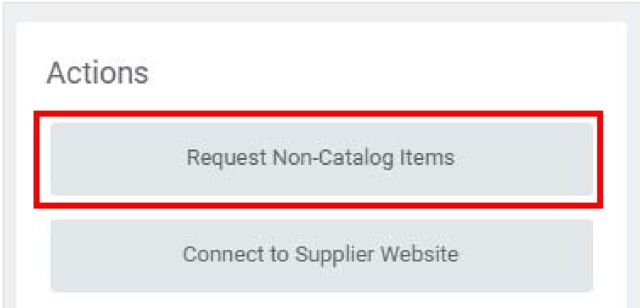
12. Next to *Details*, click the blue Requisition link.

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



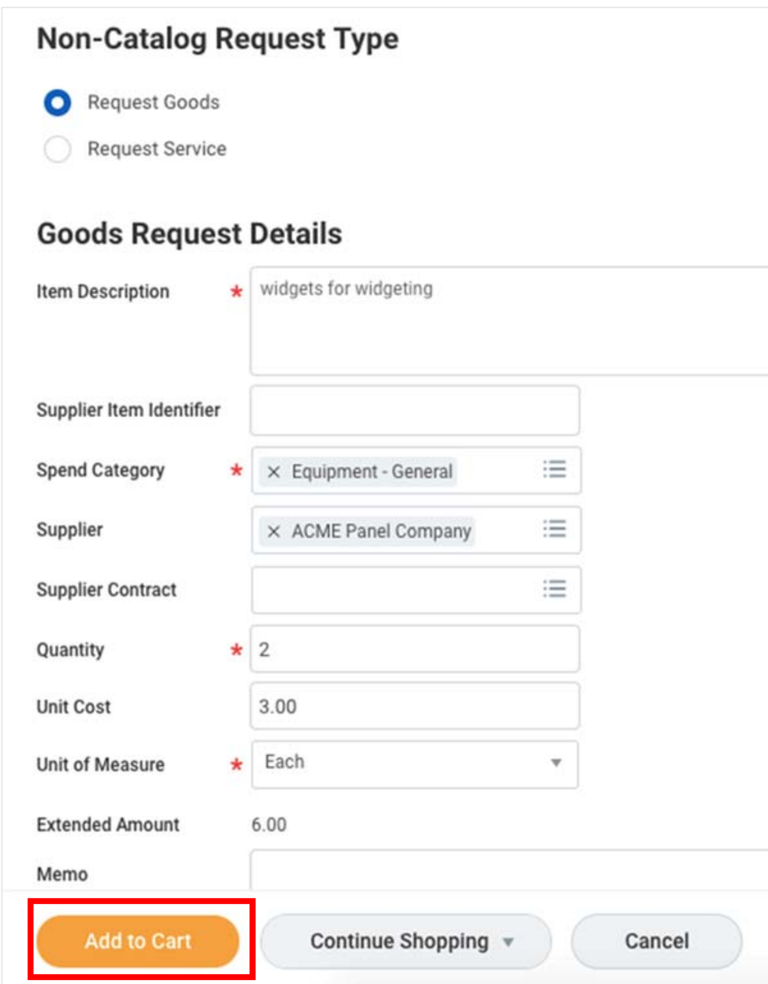
Request Non-Catalog Items

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.



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

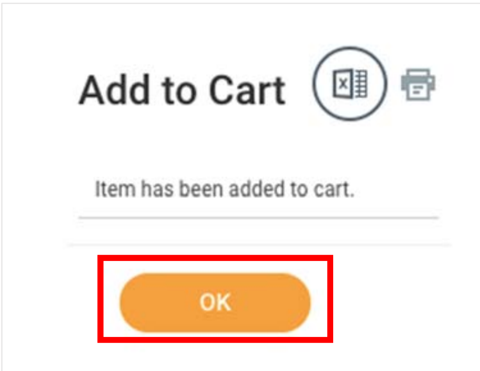
Fill in the *Supplier Item Identifier* with a supplier catalog or item number.

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.

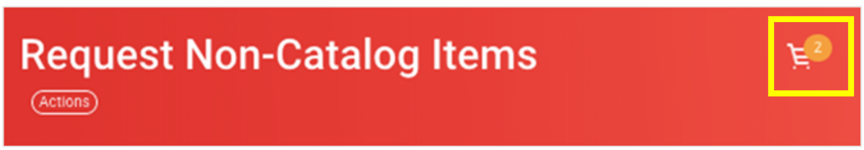
If you have chosen *Goods*, fill in the *Quantity*, *Unit of Measure*, and *Unit Cost*, which will calculate the *Extended Amount*.

Click the **Add to Cart** button.

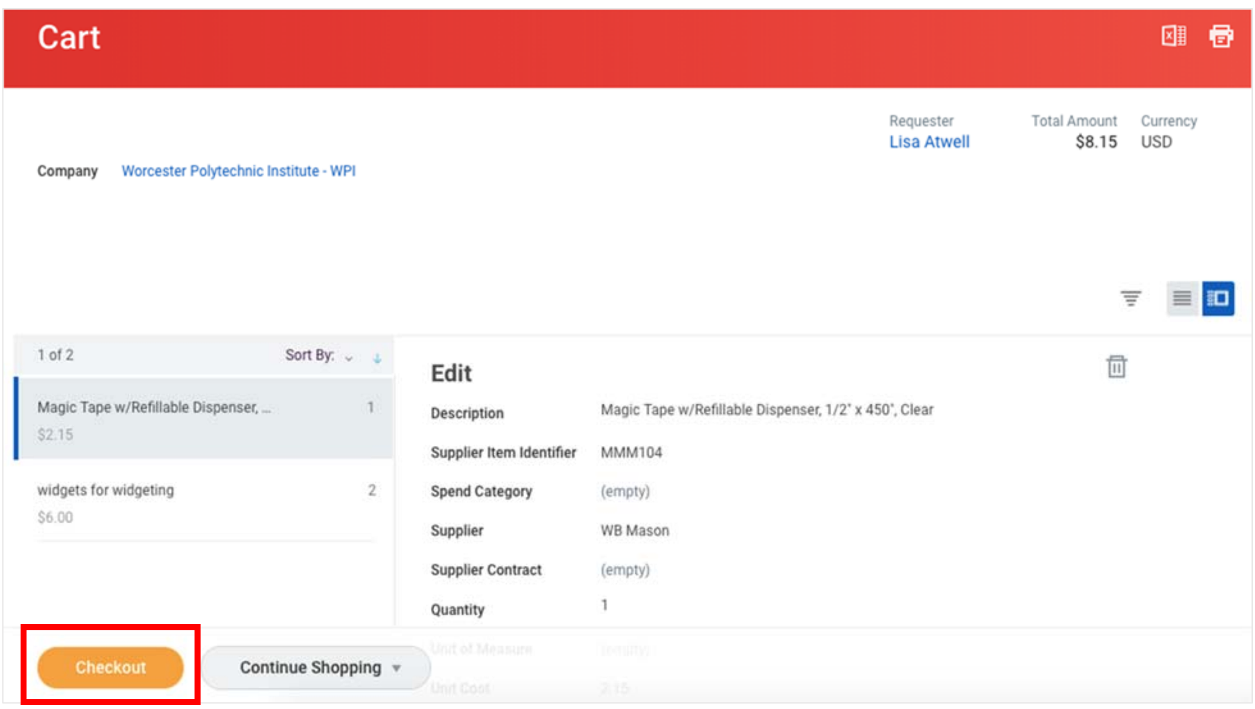
3. Click **OK.**



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



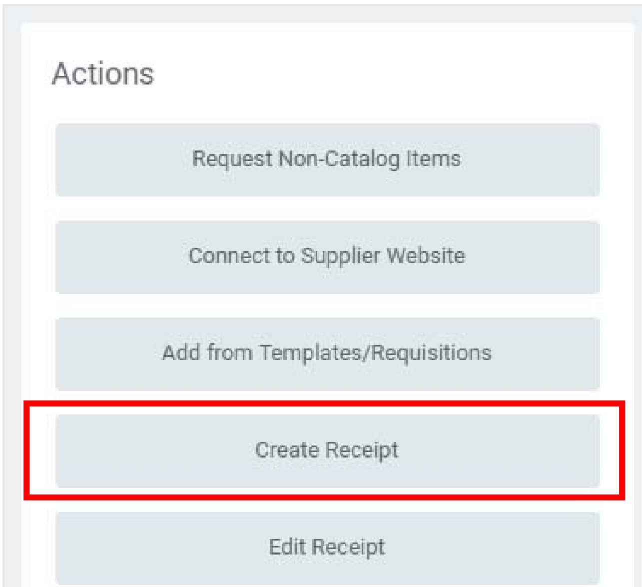
5. Review items, then click the **Checkout** button (see page 3).



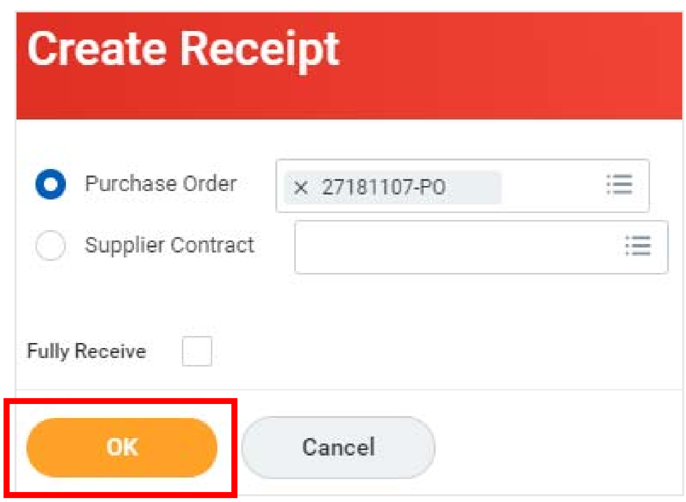
Create Receipt

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**.



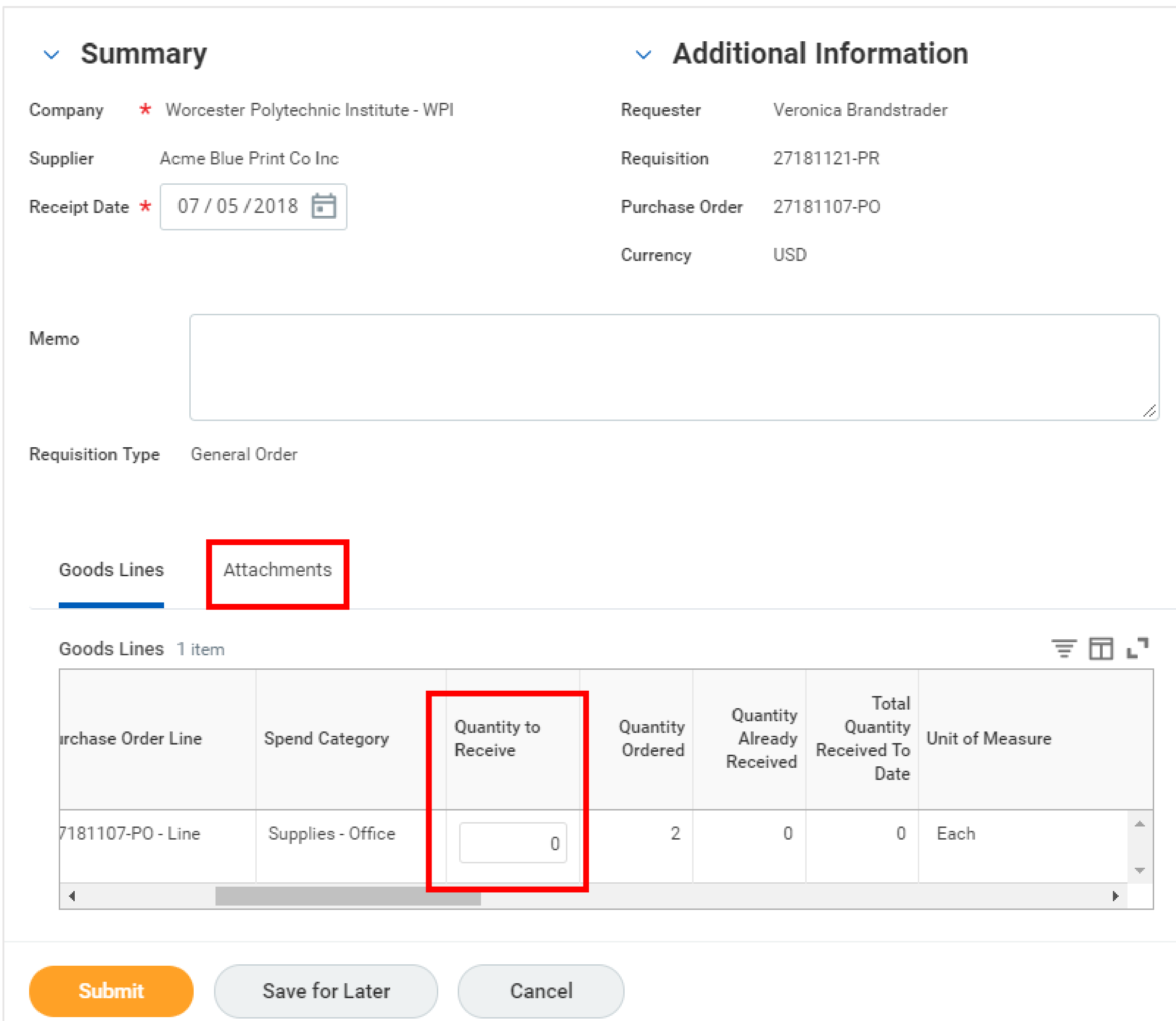
2. Select an existing *Purchase Order*. You can also enter a supplier name in the *Purchase Order* field to find a PO. Click the *Fully Receive* checkbox if no additional receipts will be added. Click **OK**.



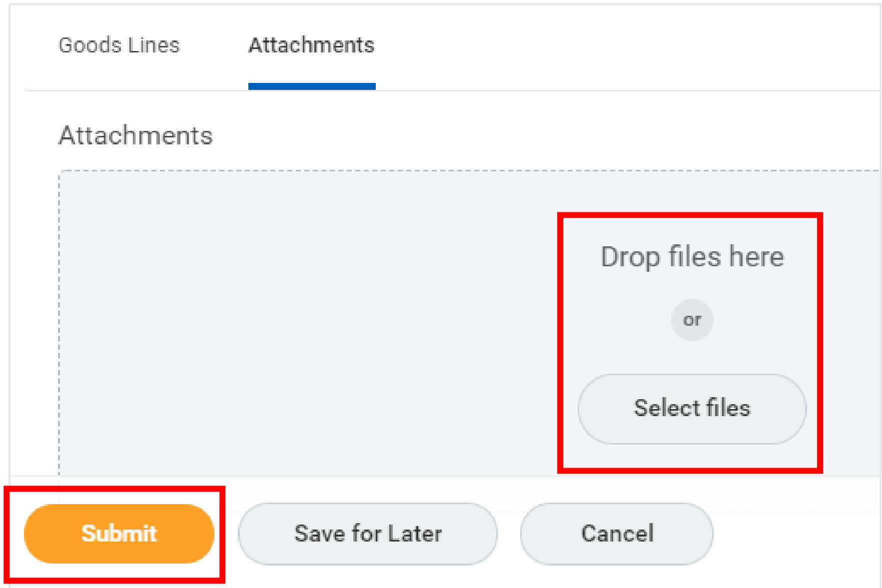
3. The *Receipt Date* will default to the current day, change if needed.

   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.

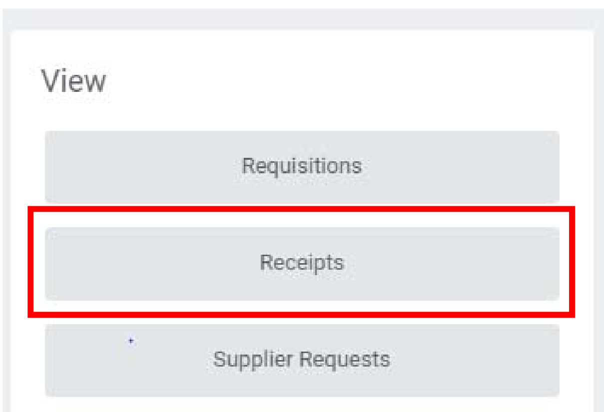
> **Note:** You must add an attachment before you click **Submit**. You will not be allowed to add any attachments after clicking Submit.



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



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



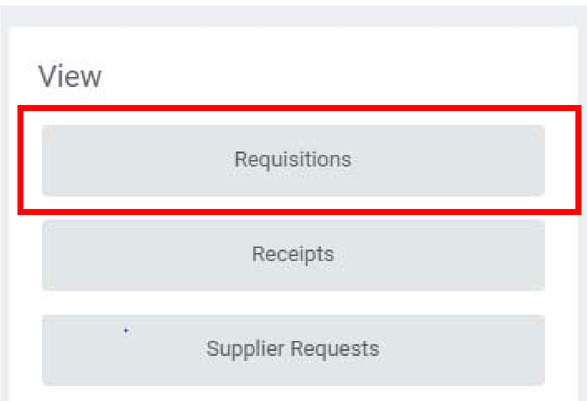
My Requisitions

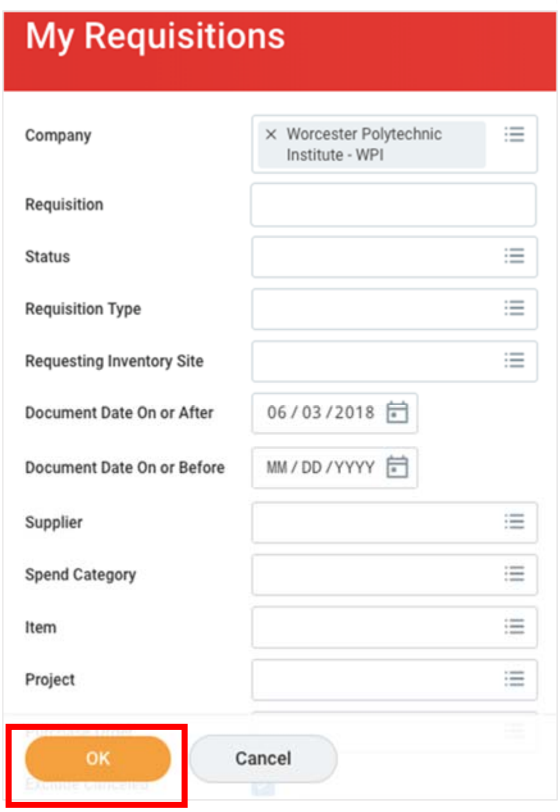
Use the *My Requisitions* report to:

- 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 Requistion

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





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**.

3. 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

1. Follow steps 1 and 2 of Edit a Requisition.
2. 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

3. 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.