Workday Procurement Job Aids

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CREATE REQUISITION

Purpose: To initiate a purchase requisition for approval to the Purchasing Department and subsequent creation of a Purchase Order for transmission to a desired Supplier.

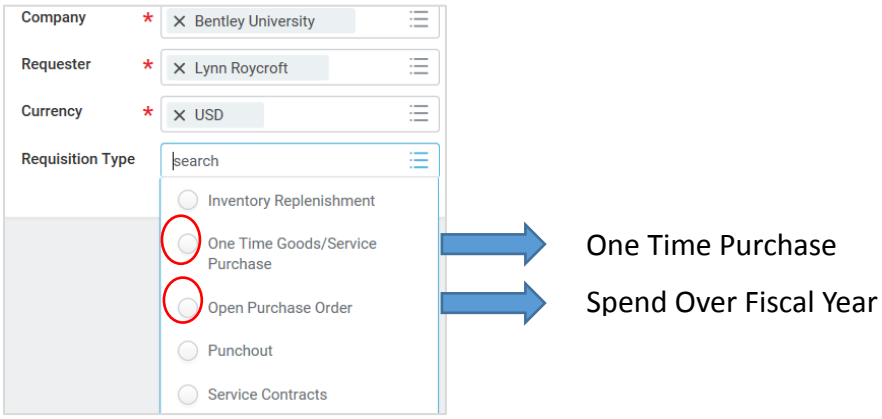
How to Access: Open the **Purchases** worklet, then select **Create Requisition**.

Helpful hints:

- Refer to Bentley's Purchasing Policy (http://www.bentley.edu/offices/purchasing/purchasing-policy)
- You must provide sufficient information to allow both Purchasing and the Supplier to fulfill the requisition.
- If you wish to purchase items from W.B. Mason please refer to the *Requisition from Supplier Website* section on page 7-8.

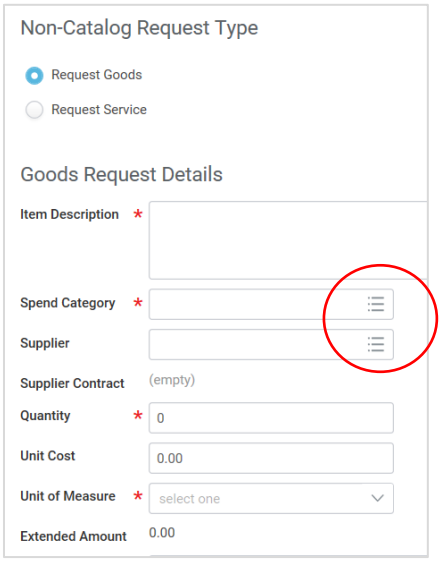
1. Click the **Purchases** worklet, then select **Create Requisition.**

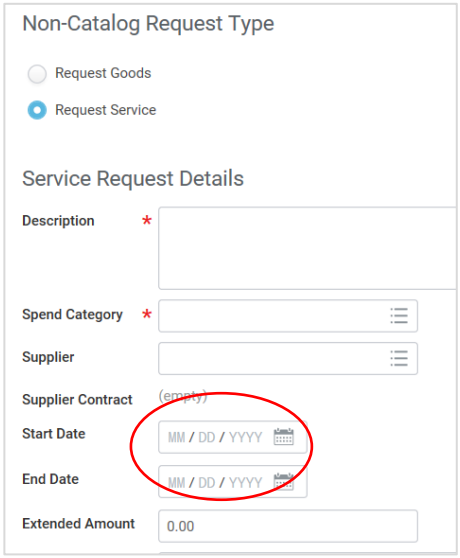
   1A. Requisition Type = **One Time Goods/Service Purchase** or **Open Purchase Order**. Click **OK**.
   1B. Click the hyperlink for **Request Non-Catalog Items**



2. Requisitions can have multiple lines. For your first line, select one of the following:
   2A. Request Goods for items to be ordered.
   2B. Request Services for batched services entered in one lot or Open Purchase Order.

Note: If you have a quote/acknowledgement/order document from the Supplier, then you do not need to enter every line item on that quote.
Enter the entire quote as one Lot and Amount.





Fiscal Year for Open PO

3. Enter the line item details in the **Item Description** box.
   Recommended text when referencing a quote/acknowledgement/order:
   "To cover the cost of (order details) per quote # dated ____ including (eg: freight/installation/etc.)"

4. In **Spend Category** field, type part of the category name and hit **Enter** to start search
   OR use the drop-down list to locate the desired Spend Category.
   See **Commonly Used Spend Categories** list for guidance.

5. In the **Supplier** field, type part of the supplier name and hit **Enter** to start the search
   OR use the drop-down list to locate the desired Supplier.
   To search an alphabetical vendor list, select **Suppliers by Supplier Group** and scroll to **Suppliers A-L** or **Suppliers M-Z**.

   5A. If you do not have a specific Supplier, leave this option blank and Purchasing will assist in Supplier selection.

   5B. If the desired Supplier is not listed, a **Create Supplier Request** form must be submitted. (See Supplier Request instructions on pages 9-10)

6. Enter value fields for the Good or Service line item.

   6A. For **Goods**, enter the **Quantity** as **"Each"** or **"Lot", Unit Cost** and **Unit of Measure**.

   6B. For **Services**, enter the **Extended Amount** field as the total amount of the service provided. Plus fiscal year **Start / End Dates** for Open Purchase Orders.

7. Click **Add to Cart** and **OK.**

8. If the requisition has more than one line item, repeat steps 2 – 7 for each additional line.

9. To continue, click the **Shopping Cart** icon at the top right corner of the screen.

10. Review and edit the **Description**, **Quantity**, and **Memo** fields, if desired.

    10A. To remove items from the order, click the **Trash Can** icon on the right.

Note: You will be able to fully edit, add and remove items later in the Review tab.

If you exit from the requisition at this point, your changes will not be saved, but items may remain in your Cart.

11. Click **Checkout** in the lower left corner when edits are complete.
12. On the **Shipping Address** tab, there can only be one address per requisition. Choose one of the following:

    12A. Retain the **Default Ship-to Address** of Receiving at 450 Beaver St.

    12B. Use the drop-down list next to the Default Ship-to Address.
    Select **Addresses by Location** and choose another approved delivery location.

    Note: Do not manually enter an Alternate Address. If the desired location is not listed, please contact the Purchasing Department.

13. On the **Information** tab, **One Time Goods/Service Purchase** is the **Requisition Type.**
    Note: Special instructions for the Supplier can be entered in the **Memo to Suppliers** field.

14. On the **Attachments** tab, upload any quotes, contracts, or agreements and any written justification related to this purchase.

15. On the **Review and Submit** tab, edit any line item fields at this point.

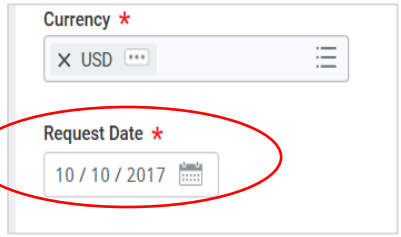
    15A. Update Request Date for correct Fiscal Year if needed.

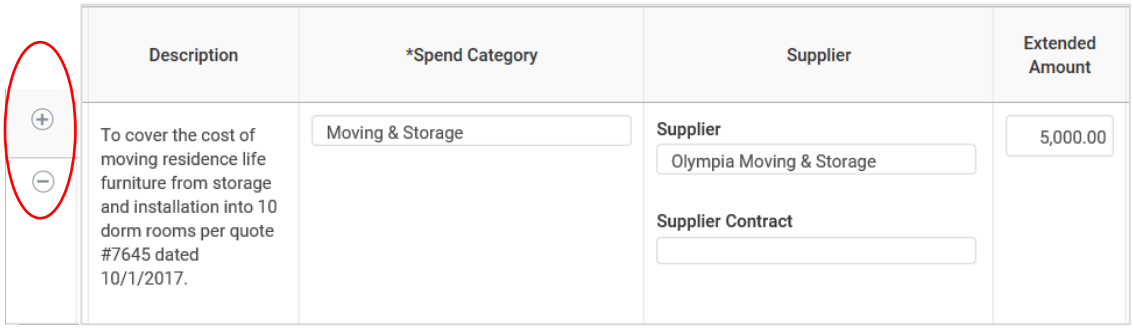
    15B. Edit, Add or Remove any Goods or Services line items and Spend Categories.

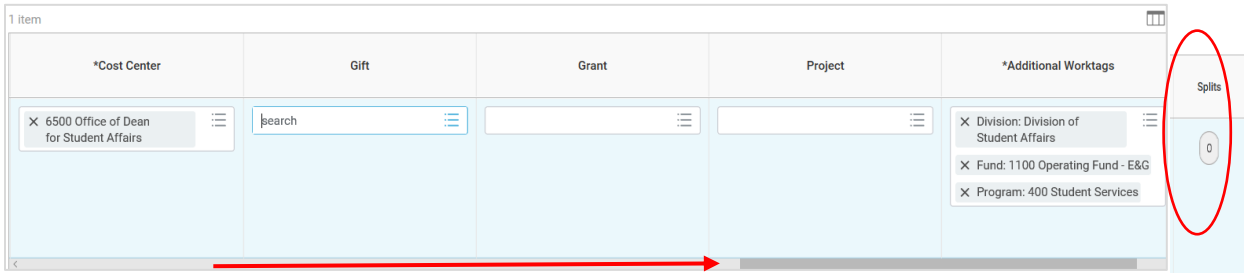
    15C. Edit Cost Center and Worktags for Division, Fund and Program.

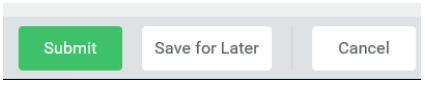
    15D. Use drop down menus to select appropriate overriding Grant, Gift or Project

15E. Split line items to share costs



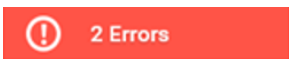


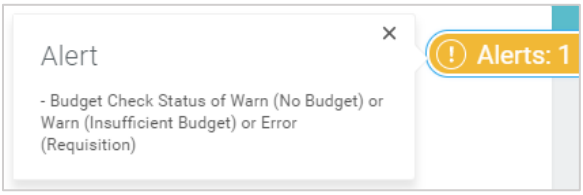




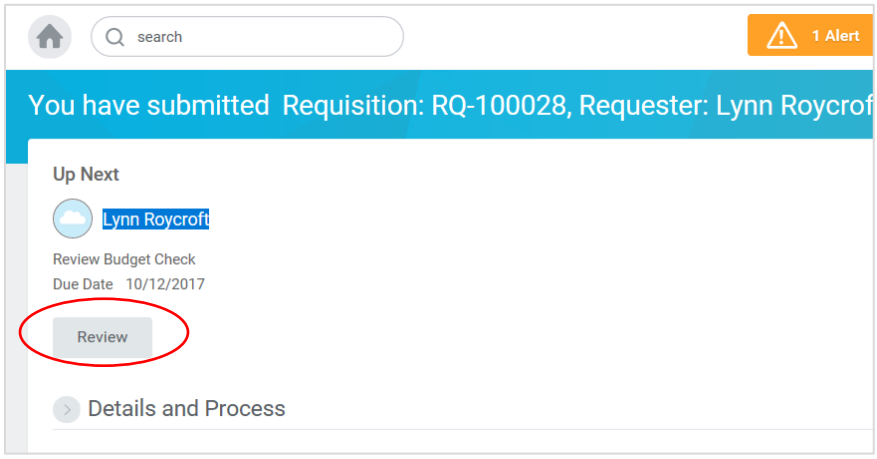
17. After reviewing all the information, click **Submit** and **Done**.

- Workday will check for a sufficient budget to complete the purchase. If the budget check fails, an Alert will pop up. Click on Review and Submit if you would like to continue the request without sufficient budget and click **Done**. Bypassing this step will place a request in your Inbox waiting for you to override the alert.
    - For Capital Projects, a budget check failure will be a **"hard stop"**. You will need to work with the Budget Office to increase this budget before continuing.
- Workday will also alert you of entry errors. Click on the Error message to reveal necessary field entry adjustments before submission will complete.

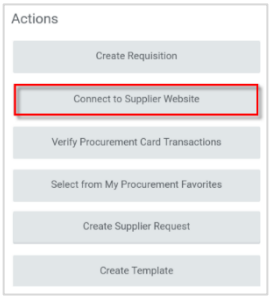




- Upon submission, the request will be sent to the appropriate Cost Center Manager for approval. Once approved, the Requisition will be forwarded to the Purchasing Department for processing.



REQUISITION FROM SUPPLIER WEBSITE (W.B. Mason)



1. Click the **Purchases** worklet.

2. Under **Actions** select **Connect to Supplier Website**.
   Click **OK,** then **Connect** to be redirected to the W.B. Mason website.

3. Select all the desired items on the Supplier's website to add to your cart.
   Optional: Click **Shopping Cart** on the W.B. Mason site to view and edit the order.

4. Click the **Checkout** after all items have been selected.
   This will redirect you back into Workday to complete the order.

5. On the **View Cart** screen, review and verify the order.
   5A. To REMOVE items from the order, click the **Trash Can** icon on the right.

   5B. To ADD items, click **Continue Shopping** at the bottom.
   Select **Connect to Supplier Website** and click **Connect**.
   Follow instructions from step 3 above.

   Note: Your shopping cart in W.B. Mason will appear empty, but the previous selections are still in your cart in Workday.

6. Click **Checkout** in the lower left corner.

7. On the **Shipping Address** tab, there can only be one address per requisition.
   Choose one of the following:

   7A. Retain the **Default Ship-to Address** of Receiving at 450 Beaver St.

   7B. Use the drop-down list next to the Default Ship-to Address.
   Select **Addresses by Location** and choose another approved delivery location.

   Note: Do not manually enter an Alternate Address. If the desired location is not listed, please contact the Purchasing Department.

8. On the **Information** tab, select **Punchout** as the **Requisition Type.**

   8A. **REQUIRED** In **Memo to Suppliers** field, type the **Building Name** and **Room #**.

9. On the **Attachments** tab, no additional information is required.

10. On the **Review and Submit** tab, the **Spend Category** will default to **Supplies.**

    10A. Edit Spend Category if needed.

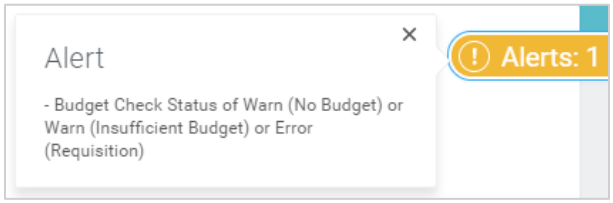
    10B. Edit Cost Center and Worktags for Division, Fund and Program.

    10C. Use drop down menus to select appropriate overriding Grant, Gift or Project.

11. To order additional items, click the **Shopping Cart** icon at the top right. Click **Discard** Changes. Follow instructions from step 3 above.

12. Click **Submit** and **Done**.

- Workday will check for a sufficient budget to complete the purchase. If the budget check fails, an Alert will pop up. Click on **Review** and **Submit** if you would like to continue the request without sufficient budget and click **Done**. Bypassing this step, will place a request in your **Inbox** waiting for you to override the alert.
    - For Capital Projects, a budget check failure will be a **"hard stop"**. You will need to work with the Budget Office to increase this budget before continuing.



- Upon submission, the request will then be sent to the Supplier for processing.

CREATING A SUPPLIER REQUEST

Purpose: To request a supplier not currently available in the Supplier Masterfile.

How to access: Open the **Purchases** worklet, then select **Create Supplier Request**.

Helpful hints:

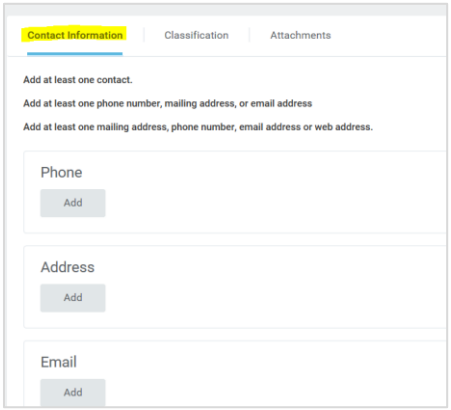
- Do not place orders directly with a new supplier until the supplier has been approved by Purchasing and added to the Masterfile. Allow 2 business days to establish a supplier. For emergencies contact the Purchasing Department at x3456.
- **You will not be able to edit your Supplier Request form after it is submitted.** Contact Purchasing to provide additional information to the request.

1. Click the **Purchases** worklet, then under **Actions,** select **Create Supplier Request**.

2. In the **Supplier Name** field, enter the Supplier's full name.

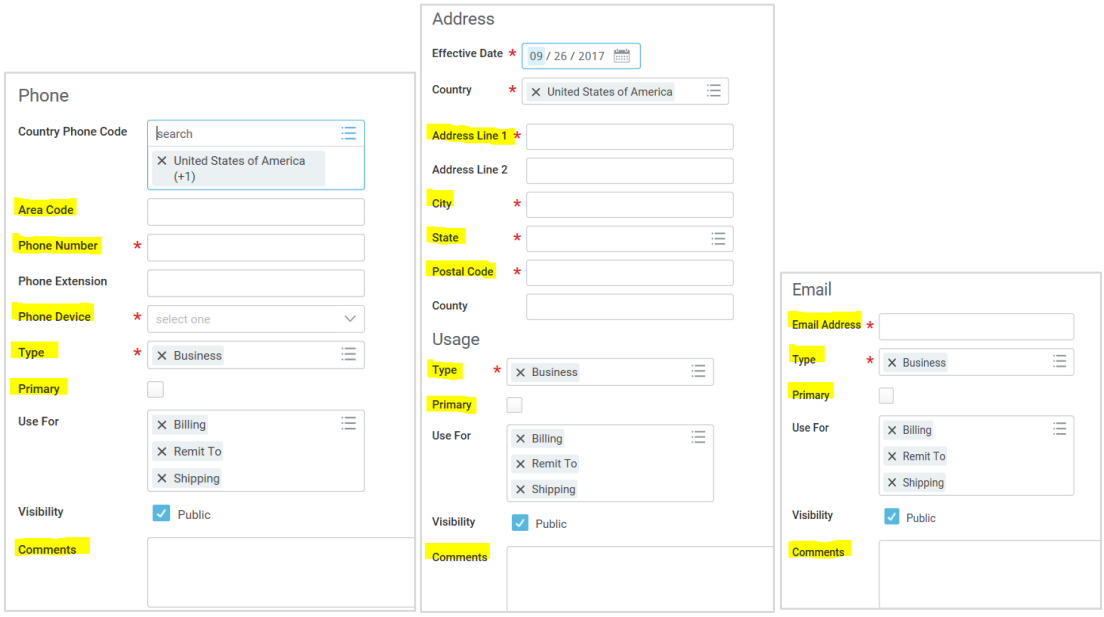
3. In the **Justification** field, provide a detailed description of the Supplier's business.

4. Complete each contact section below.
   Note: You must enter and select as PRIMARY one Address, Phone and Email.

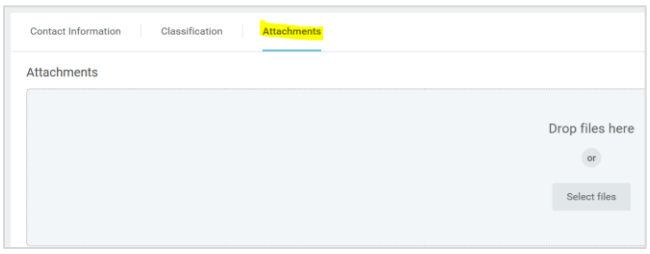


5. Click the **Add** button under **Phone.**
   - **5A.** Enter each of the following fields: **Area Code**, **Phone Number**, **Phone Device**, **Type** and check the **Primary** box where applicable.
   - **5B.** Use the **Comments** field to add any **Contact Names**.
   - **5C.** Click the **Add** button only to provide another phone number.

6. Click the **Add** button under **Address**.
   - **6A.** Enter each of the following fields: **Address, City, State, Postal Code**. Then select **Usage Type** and check the **Primary** box where applicable.
   - **6B.** Use the **Comments** field to add any **Contact Names**.
   - **6C.** Click the **Add** button only to provide additional addresses.
7. Click the **Add** button under **Email**.
   - **7A.** Enter a valid **Email Address** and **Type**, check the **Primary** box where applicable.
   - **7B.** Use the **Comments** field to add any **Contact Names**.
   - **7C.** Click the **Add** button only to provide additional email addresses.



8. Click on the **Attachments** tab and upload the Supplier completed W9 form if available.



9. After all information has been entered, click **OK** in the lower left corner, then **Done**. The Supplier Request is then sent to the Purchasing Department for approval and processing.

Note: You will not be able to edit your Supplier Request form after submission
Contact Purchasing to provide additional information for the request.

HOW TO VIEW/EDIT REQUISITION OR REQUEST PO CHANGE

1. Click the **Purchases** worklet, then under **View,** select **Requisitions.**

2. Search by Suppliers, Date Range, etc.
   OR To view ALL of your requisitions, leave search criteria blank. Click **OK**.
   Note: Only requisitions with a **Request Status** of **In Progress** can be edited.

3. To **View** the details of the requisition.
   3A. Click the **Requisition Number** hyperlink
   3B. Scroll down and Click on the arrow to the left of **Process History**.
   This will reveal the history of transactions on that requisition and which employee is Up Next to approve the requisition.

Process History

Requisition Event	Review Requisition	Approved	10/17/2017 02:15:47 PM	10/19/2017	Barbara MacLean (Buyer)
Requisition Event	Approval by Procurement Manager	Approved	10/17/2017 02:16:38 PM	10/18/2017	Julianne Britt (Procurement Manager)
Requisition Event	Source Goods and Services Requisition	Step Completed	10/17/2017 02:17:42 PM	10/19/2017	Barbara MacLean (Buyer)

   3C. Click the Back Arrow in the upper left corner to return to My Requisitions listing

4. To **Edit** the requisition

   4A. Click the Edit Requisition button.

   4B. Review and make edits on any of the 4 tabs: Shipping Address, Information, Attachments, and Review and Submit. (For further instructions, see page 4 above.)

   4C. Click **Submit**

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status
RQ-100062	Open Purchase Order		10/23/2017	10,000.00	USD	The Library of America		In Progress

Edit Requisition

5. To **Change** Issued Purchase Order
   5A. To Increase or Decrease PO Amount, email the Purchasing Dept with change information and attached supporting documentation.