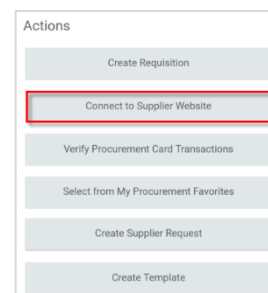



REQUISITION FROM SUPPLIER WEBSITE (W.B. Mason)

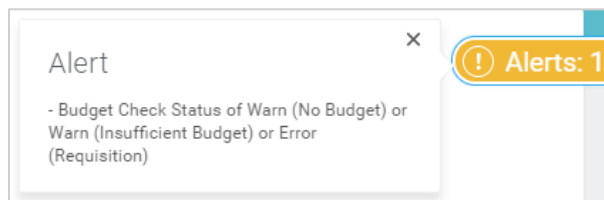
1. Click the **Purchases** worklet.
2. Under **Actions** select **Connect to Supplier Website**.
Click **OK**, then **Connect** to be redirected to the W.B. Mason website.
3. Select all the desired items on the Supplier's website to add to your cart.
Optional: Click **Shopping Cart** on the W.B. Mason 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.
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: Your shopping cart in W.B. Mason will appear empty, but the previous selections are still in your cart in Workday.

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.