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).

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**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.

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

Edit

<table>
<thead>
<tr>
<th>Description</th>
<th>Magic Tape w/Refillable Dispenser, 1/2&quot; x 450&quot;, Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Item Identifier</td>
<td>MMM104</td>
</tr>
<tr>
<td>Spend Category</td>
<td>(empty)</td>
</tr>
<tr>
<td>Supplier</td>
<td>WB Mason</td>
</tr>
<tr>
<td>Supplier Contract</td>
<td>(empty)</td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
</tbody>
</table>

Checkout
Continue Shopping

Update 8/8/2018
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).

![Review and Submit form](image)

<table>
<thead>
<tr>
<th>Image</th>
<th>Item</th>
<th>Item Description</th>
<th>Supplier Item Identifier</th>
<th>Purchase Item</th>
<th>*Spend Category</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Image" /></td>
<td>Item 1</td>
<td>Magic Tape w/Refillable Dispenser, 1-1/2&quot; x 400' Clear</td>
<td>MMM104</td>
<td></td>
<td></td>
<td>Supplier: VWR Mission</td>
</tr>
<tr>
<td><img src="image" alt="Image" /></td>
<td>Item 2</td>
<td>widgets for widgeting</td>
<td></td>
<td></td>
<td></td>
<td>Equipment: General Supplier: ACME Panel Company</td>
</tr>
</tbody>
</table>

Continue scrolling...

<table>
<thead>
<tr>
<th>*Quantity</th>
<th>*Unit of Measure</th>
<th>Unit Cost</th>
<th>Extended Amount</th>
<th>Requested Delivery Date</th>
<th>*Ship To Address</th>
<th>Ship To Contact</th>
<th>Deliver To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2.15</td>
<td>2.15</td>
<td></td>
<td></td>
<td>Lisa Jewett</td>
<td>Worcester</td>
</tr>
<tr>
<td>2</td>
<td>Each</td>
<td>3.00</td>
<td>6.00</td>
<td></td>
<td></td>
<td>Lisa Jewett</td>
<td>Worcester</td>
</tr>
</tbody>
</table>
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 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.
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 Requisition
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.

![Table of requisitions with Edit Requisition button highlighted]

**View How PO is Sent to Supplier**

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

![Table of procurement requisitions with Purchase Orders column highlighted]

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.