

Workday Quick Reference Guide

PURCHASE REQUISITIONS: Create a Purchase Requisition for **Office Depot**

To complete a purchase requisition for **Office Depot**, you must add item(s) to the cart and complete checkout.

ADD AN ITEM TO THE CART

1. Enter 'Create Requisition' in the search bar and select the task.

The Create Requisition screen displays.

2. The **Requester** will default to your name.
3. For **Requisition Type**, select or type Standard.
4. Delete the **Deliver-To** address (it will cause an error).
5. Leave the **Ship-To** address as it defaults (200 Whittington Ave Hot Springs, AR 71901 United States of America).
6. Worktags - the combination of these items will determine which budget will be used to make this purchase. Worktags consist of the following items:

Cost Center	<input type="text" value="x CC000026 ASMSA Office-Finance"/>	<input type="text" value="..."/>	<input type="text" value="☰"/>
Designated	<input type="text"/>	<input type="text"/>	<input type="text" value="☰"/>
Grant	<input type="text"/>	<input type="text"/>	<input type="text" value="☰"/>
Program	<input type="text"/>	<input type="text"/>	<input type="text" value="☰"/>
Project	<input type="text"/>	<input type="text"/>	<input type="text" value="☰"/>
Agency	<input type="text"/>	<input type="text"/>	<input type="text" value="☰"/>
Additional Worktags	<input type="text" value="x Fund: FD101 Unrestricted General Unrestricted"/>	<input type="text" value="..."/>	<input type="text" value="☰"/>
	<input type="text" value="x NACUBO Function: FN0660 Institutional Support - Other"/>	<input type="text" value="..."/>	<input type="text" value="☰"/>

7. **Cost Center** will populate with your default department.
 - a. If you intend to use your departmental budget for this purchase, leave all values as they defaulted.
 - b. If you want to use a different budget, you will need to update this information by DELETING ALL Worktags and entering the new ones.
 - c. If you are using a Grant or Designated fund, enter your grant/designated Worktag first. The additional values will auto populate.
 - d. If this purchase will be split between budget sources, enter one of the sources here. You will add the additional sources in a later step.

**Contact Finance if you need help with this information*

8. Click the **OK** button.

A new Create Requisition screen displays.

9. Click the **Connect to Supplier Website** hyperlink.
10. Select **Connect** on the for the **Office Depot Punchout**

Workday Quick Reference Guide

11. Search for the items you are want to purchase and add them to your Office Depot cart.
12. When finished adding all items you want to purchase, click **check out**. This will bring you back to Workday.
13. Double check your items in the Workday cart.
 - a. The items are listed down the left side of the screen.
 - b. You can delete items by clicking on the trash can on the right side of the screen.
 - c. You can add more items by clicking on **Continue Shopping** and selecting Connect to Supplier Website to go back to the Office Depot site.
 - d. If you quantity is incorrect, you will need to delete the item and add it again.
 - e. Once you are satisfied, click on **Checkout** at the bottom of the screen.
14. Leave all fields as populated.
15. REQUIRED - Enter a justification/reason for this purchase in the **Internal Memo** box.
16. If your purchase will be split between multiple budgets, scroll all the way to the right and choose the **Splits** icon for that line.
17. Review your requisition. Scroll to the top of the page and check the **Total Amount**.
18. Once complete, select the **Submit** button at the bottom of the screen.

NEXT STEPS

Your requisition will route through electronic approvals. This includes your Cost Center Manager (budgetary head).

Once your requisition is fully approved/processed, ASMSA Finance will issue a purchase order and place your order.

When you order is placed, you will receive a Workday notification. You will see this notification in the bell at the top of the home screen. Click on the bell to open your notifications. For orders placed using the ASMSA credit card, you may receive a copy of your order by email instead.



You will see a **Comment Notification**. Click on the **View Purchase Order** button to see the purchase order. To clear the notification, click in the blue circle.

ASMSA Search

Notifications

Viewing: All Sort By: Newest From Last 30 Days

Comment Notification
1 minute(x) ago

Supplier Customink LLC submitted by Whitney Moore on 07/31/2020
Supplier Event
3 day(x) ago

Supplier Deborah Dailey submitted by Whitney

Comment Notification
1 minute(x) ago

Ashley Smith mentioned you in a comment on Purchase Order "PO-0000000036".
"Whitney Moore - your order has been placed!"

[View Purchase Order](#)