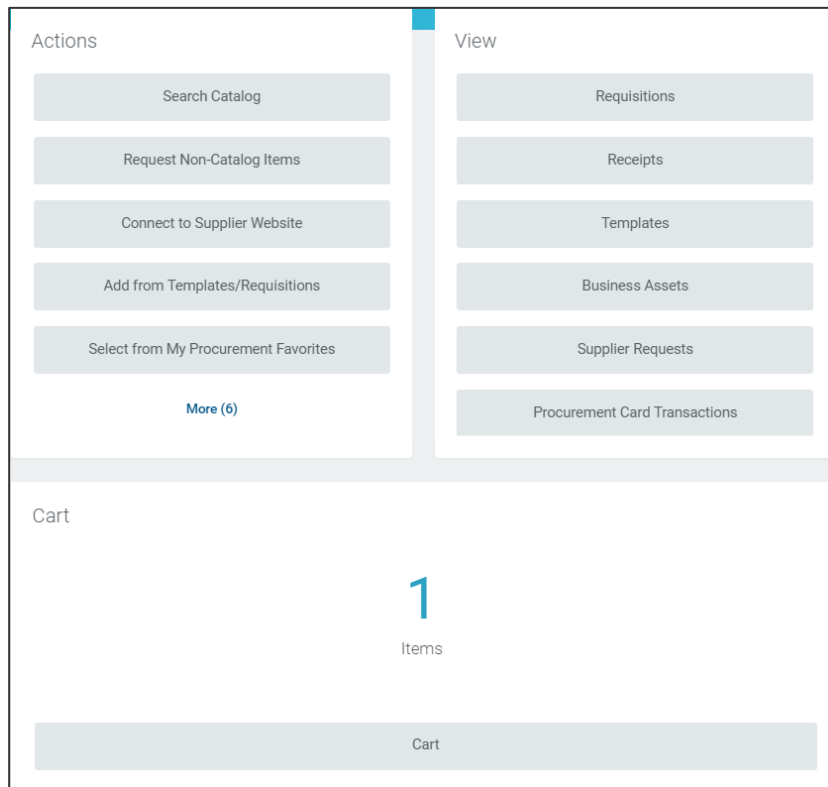


Everyone has access to the Purchases worklet, even if it does not display on your Workday home screen.

Access the Purchases worklet:



What you can do from the Purchases worklet:

1. Create requisitions (Search Catalog, Request Non-Catalog Items, Connect to Supplier Website, Add from Templates/Requisitions, and My Procurement Favorites)
2. Create Template
3. Create Supplier Requests
4. Create and Edit Receipt
5. View (Requisitions, Receipts, Templates, and Supplier Requests)
6. View and Access the Cart (Items to procure)

Note: For additional information on how to complete any of the tasks available from the Purchases worklet, please refer to the applicable work instruction job aid, which is posted to the Training repository.