

03_Create Requisition – Non-Catalog Items

Purpose: The purpose of this task is to create a requisition for items not included in a catalog or on a supplier’s website.

How to Access: Open the **Purchases** worklet and click **Request Non-Catalog Items**.

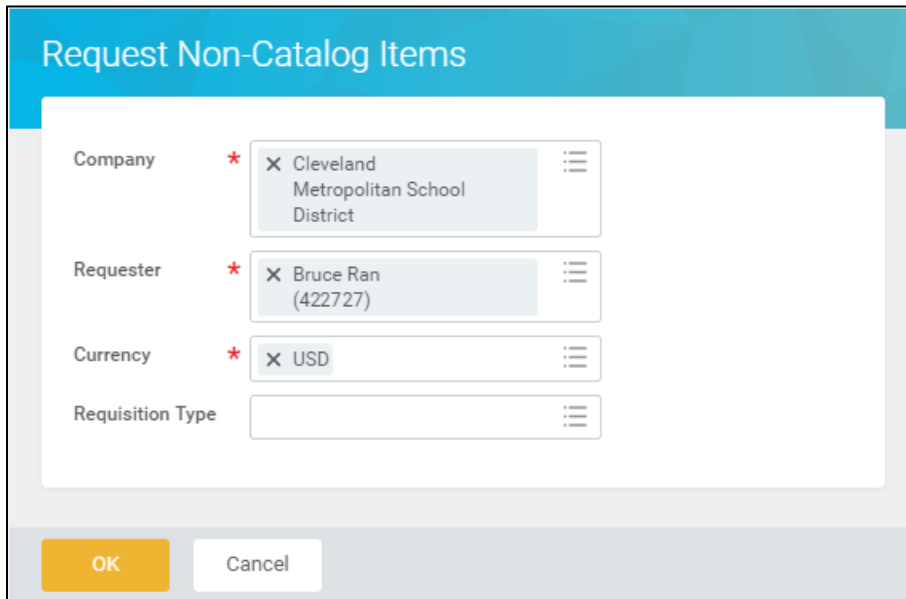
Audience: All roles

Helpful Hints:

- When accessing this task the first time, an additional screen displays confirming the Company, Requester, and Requisition type. Click **Ok** to acknowledge the information and continue to the first screen listed in the Procedure section below.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to create a requisition for non-catalog items.

Request Non-Catalog Items



Note: If this screen does not display, go to [Step 3](#).

1. As required, review, update, and/or complete the following fields:

Field Name	Required / Optional	Description
Company	<u>Do Not Change</u>	Defaults to Cleveland Metropolitan School District.

Field Name	Required / Optional	Description
Requester	Required	Identifies the employee.
Currency	<u>Do Not Change</u>	Indicates the type of currency.
Requisition Type	Required	Identifies how the requisition will be processed. Options include:

2. Click **Search**.

Request Non-Catalog Items

Actions
1

Company * Cleveland Metropolitan School District	Requester Bruce Ran (422727)	Requisition Type Board Awarding
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Requisition Currency * x USD

Non-Catalog Request Type

Request Goods
 Request Service

Goods Request Details


Item Identifier
 Item Description *
 Spend Category * :
 Supplier :
 Supplier Contract (empty)
 Quantity *
 Unit Cost
 Unit of Measure * select one v
 Extended Amount 0.00
 Memo

Add to Cart
Continue Shopping v
Cancel

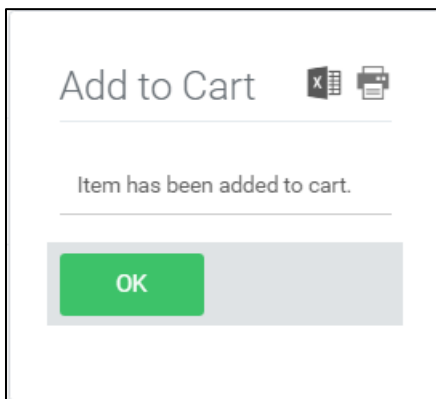
Note: Do not select the **Request Service** radio button. If you need to purchase services, create a Supplier Contract.

3. As required, complete, review, and/or update the following fields:

Field Name	Required / Optional	Description
Requisition Currency	Required	Identifies the type of money being used to calculate the costs.
Item Identifier	<u>Do Not Use</u>	Code used in catalogs to uniquely identify products. Note: If you manually enter an Item Identifier, you are basically requesting to add the item to Workday, which you should never do.
Item Description	Required	Identifies the product to be procured.
Spend Category	Required	Is a way of grouping similar items or services that drives financial reporting.
Supplier	Optional	Identifies the vendor filling the order.
Supplier Contract	Optional	Identifies the applicable contract with the vendor, if it exists.
Quantity	Required	Identifies how many items/services to procure.
Unit Cost	Required	Identifies the dollar amount for each item.
Unit of Measure	Required	Identifies how the requested item/service is sold. Examples include: <ul style="list-style-type: none"> • Each • Box • Case
Extended Amount	Required	Identifies the total cost for the line item.
Memo	Optional	Use to provide additional information to those processing the requisition.

4. Click  to add the item to your Cart.

Add to Cart



- Click to acknowledge the message.

Request Non-Catalog Items

Request Non-Catalog Items
Actions
1

Requester
Bruce Ran (422727)
Requisition Type
Board Awarding

Company * Cleveland Metropolitan School District

Requisition Currency *

Non-Catalog Request Type

Request Goods

Request Service

Goods Request Details

Item Identifier

Item Description *

Spend Category *

Supplier

Supplier Contract (empty)

Quantity *

Unit Cost

Unit of Measure *

Extended Amount 0.00



Memo

Add to Cart

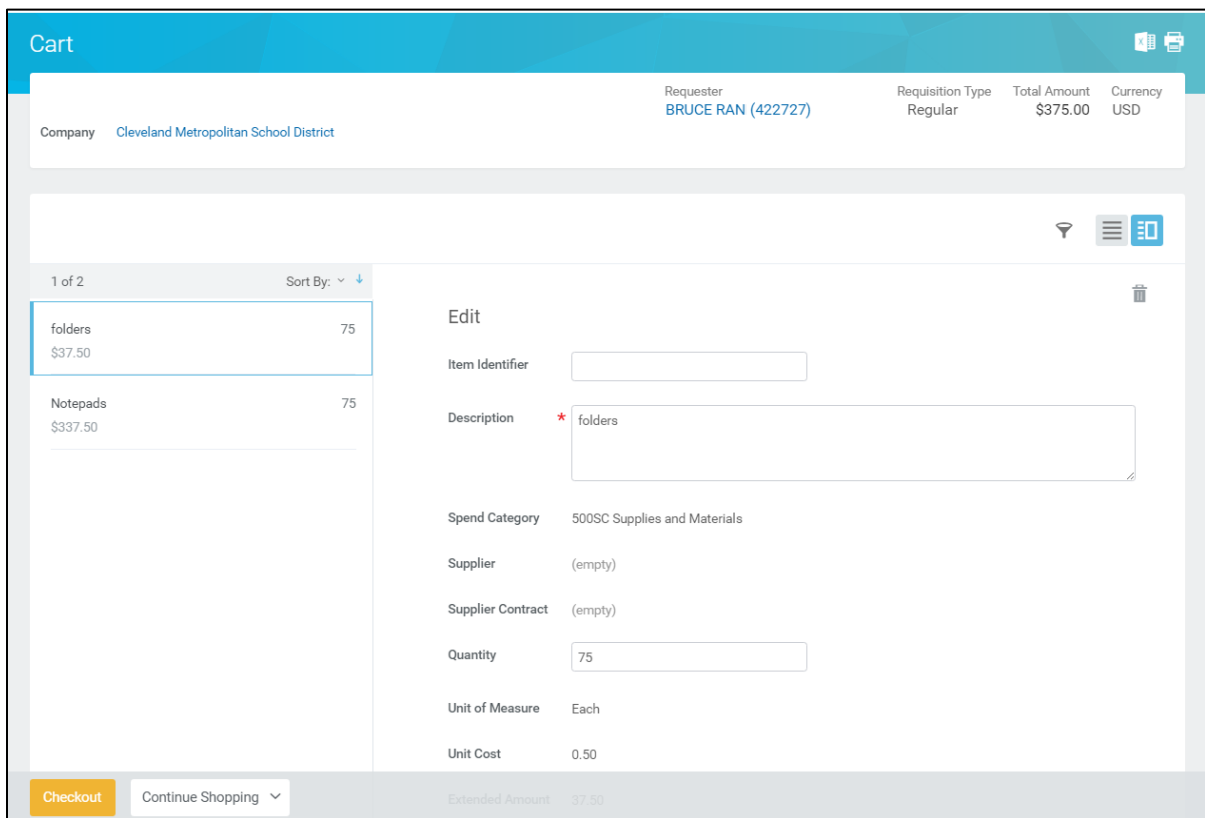
 Continue Shopping ▼
Cancel

- As required, complete one or more of the following:

If you want to...	Then...	Go to
Add additional non-catalog items,		Step 3

If you want to...	Then...	Go to
Check out,	Click  .	Step 7
Cancel the requisition,	Click  .	<p align="center">–</p> <p>Note: This only cancels the screen/view. To cancel the requisition, you would need to access the Draft requisition from the My Requisitions worklet and select Cancel from the Actions button. This is required to release the funds for another spend.</p>

Cart



The screenshot shows a 'Cart' interface with a teal header. Below the header, there is a summary section with the following information:

- Company: Cleveland Metropolitan School District
- Requester: BRUCE RAN (422727)
- Requisition Type: Regular
- Total Amount: \$375.00
- Currency: USD

The main cart area displays two items:


Item	Quantity	Unit Cost	Total
folders	75	0.50	\$37.50
Notepads	75	4.45	\$337.50

Below the items, there is an 'Edit' section for the selected 'folders' item. The fields are:

- Item Identifier:
- Description: (marked with a red asterisk)
- Spend Category: 500SC Supplies and Materials
- Supplier: (empty)
- Supplier Contract: (empty)
- Quantity:
- Unit of Measure: Each
- Unit Cost: 0.50

At the bottom of the cart, there are buttons for 'Checkout' and 'Continue Shopping', along with an 'Extended Amount' of 97.50.

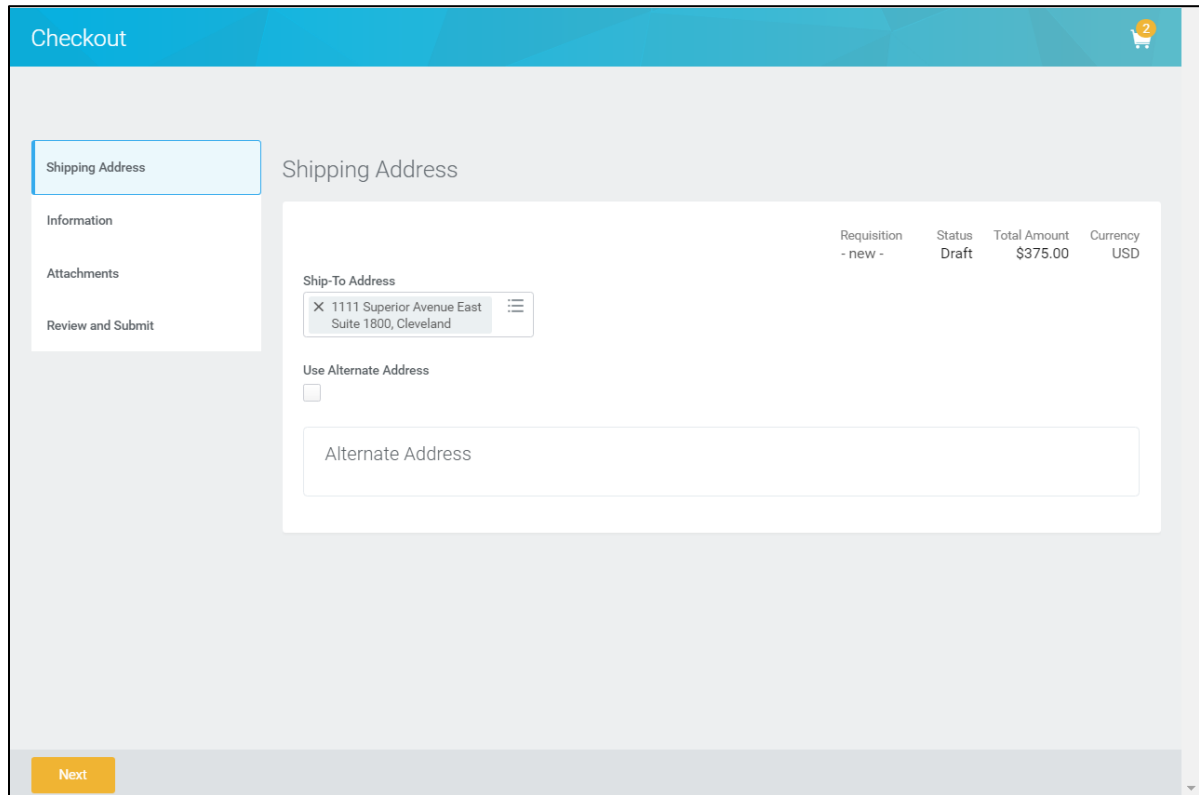
7. Review the displayed information to confirm the requisition is accurate and complete.

Note: If you want to remove an item from the cart, click  for the required item.

Note: If you want to add additional items, click .

- Click **Checkout** to go to the *Checkout – Shipping Address* screen.

Checkout – Shipping Address



Checkout

Shipping Address

Information

Attachments

Review and Submit

Shipping Address

Requisition	Status	Total Amount	Currency
- new -	Draft	\$375.00	USD

Ship-To Address

X 1111 Superior Avenue East Suite 1800, Cleveland

Use Alternate Address

Alternate Address

Next

- Review the **Ship-To Address** field to confirm the order will ship to the correct location.
- Click **Information** to go to the *Checkout – Information* screen.

Checkout – Information

Checkout

Shipping Address

Information

Attachments

Review and Submit

Information

	Requisition	Status	Total Amount	Currency
	- new -	Draft	\$375.00	USD

Company *
Cleveland Metropolitan School District

Requester *
BRUCE RAN (422727)

Requisition Type

Request Date
02/09/2017

Sourcing Buyer

High Priority

Memo to Suppliers

Internal Memo

Back
Next

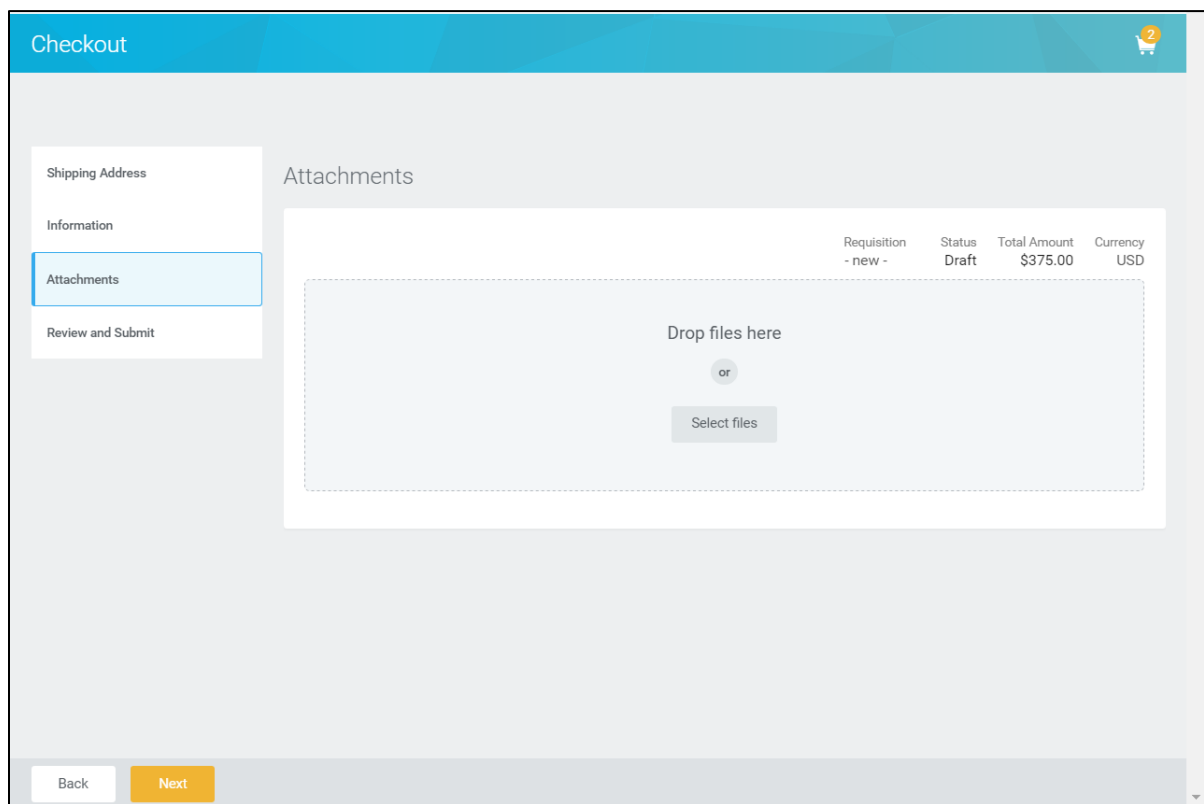
11. As required, review and/or complete the following fields:

Field Name	Required / Optional	Description
Requester	Required	Identifies the person who is creating the requisition.
Requisition Type	Required	Identifies how the requisition will be processed. Options include: <ul style="list-style-type: none"> Board Authorizing Board Awarding Regular <p>Note: Select Board Awarding when you need to purchase goods totaling more than \$50,000. Select Authorizing when you are purchasing goods from a previously approved authorizing Board resolution and will draw down from the amount stated in the resolution.</p>
Request Date	Required	Identifies when the requisition was initiated.

Field Name	Required / Optional	Description
Sourcing Buyer	<u>Do Not Use</u>	Buyers are setup per cost centers and therefore this field will not be used.
High Priority	<u>Do Not Use</u>	This High Priority checkbox is a standard Workday option that CMSD is not using. Do not select this checkbox, as it does not impact the processing of the requisition.
Memo to Suppliers	Optional	Any notes or information to communicate to the vendor/supplier about the order.
Internal Memo	Optional	Any notes or information to communicate to the buyers, approver, or anyone who access the requisition.

12. Click **Attachments** to go to the *Checkout – Attachment* screen.

Checkout – Attachments

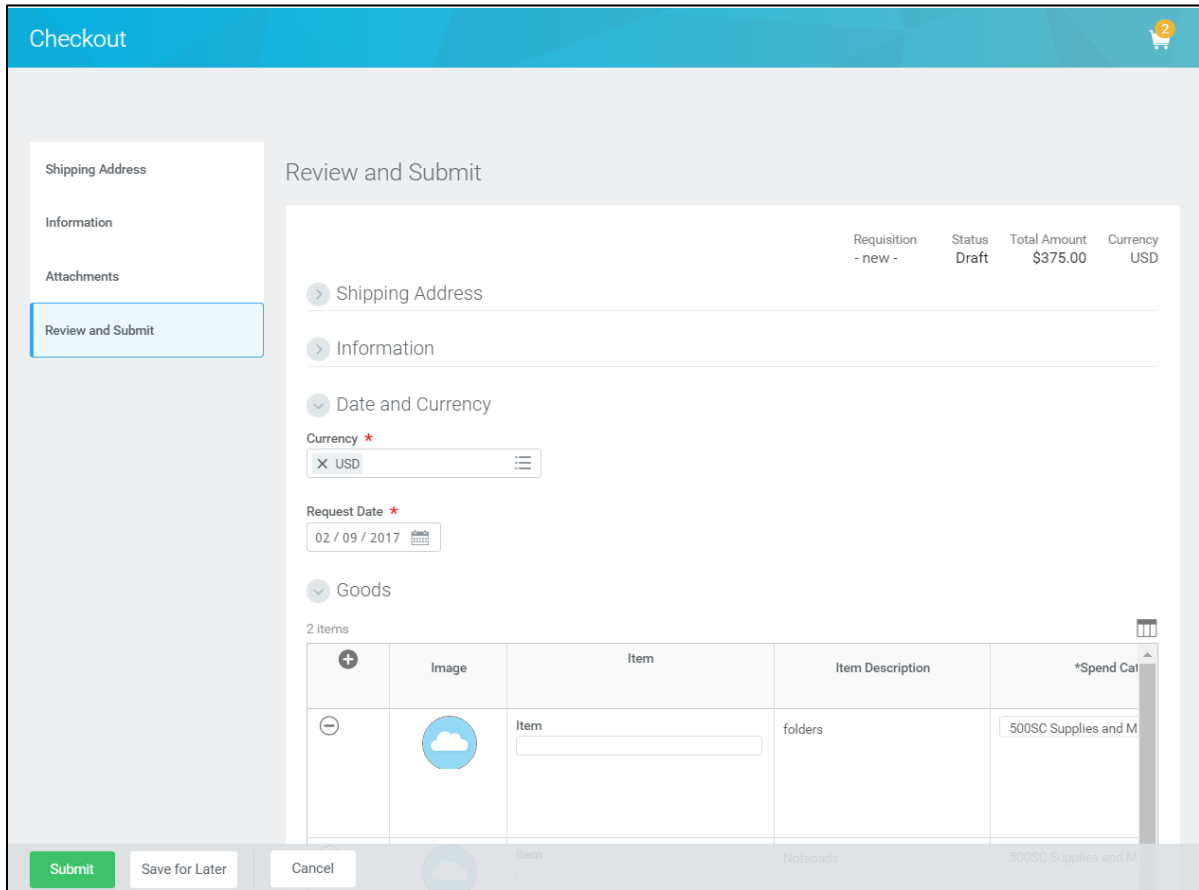


13. As required, attach any supporting documentation to the requisition.

Note: Attachments are required for all Board Awarding and Board Authorizing requisitions.

14. Click **Review and Submit** to go to the *Checkout – Review and Submit* screen.

Checkout – Review and Submit






15. As required, complete, review, and/or update the following fields:

Field Name	Required / Optional	Description
Currency	Required	Type of money to calculate the prices/costs.
Request Date	Required	Creation date of the requisition.
Item	Optional	Identifies the name of the product to be procured.
Item Description	Required	Identifies the product to be procured.
Spend Category	Required	Is a way of grouping similar items or services that drives the financial reporting.
Supplier	Optional	Identifies the vendor filling the order.
Supplier Contract	Do Not Use	CMSD will not be purchasing goods from supplier contracts.
Quantity	Required	Identifies how many items to procure.

Field Name	Required / Optional	Description
Unit of Measure	Required	Identifies how the requested item is sold. Examples include: <ul style="list-style-type: none"> • Each • Box • Case
Unit Cost	Required	Identifies the dollar amount for each item.
Extended Amount	Required	Identifies the total cost for the line item.
RFQ Required	Do Not Use	Only a select few will deal with procurement requiring an RFQ.
Requested Delivery Date	Optional	Identifies the date the order needs to be filled by.
Memo	Optional	Use to provide additional information to those processing the requisition.
Fund	Required	Used to identify which fund will pay for the items being procured.
Cost Center	Required	Used to identify which cost center will pay for the items being procured.
Function	Required	Used to identify which function will pay for the items being procured.
Program	Required	Used to identify which program will pay for the items being procured. Value defaults in based on the cost center entered on the requisition.
Additional Worktags	Optional	Used when creating a requisition being paid by a Grant, Gifts, or Projects. Note: Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

16. As required, complete one of the following:

If you want to...	Then...	Go to
Cancel the checkout,	Click  .	<p align="center">–</p> <p>Note: This only cancels the screen/view. To cancel the requisition, you would need to access the Draft requisition from the My Requisitions worklet and select Cancel from the Actions button. This is required to release the funds for another spend.</p>
Save the requisition, to finish processing at a later time,	Click  .	Step 17
Finish processing the requisition,	Click  .	Step 18

You have submitted Requisition

View Requisition REQ-000567


Status: Draft Total Amount: \$375.00 Currency: USD

Worker: Employee: BRUCE RAN (422727)

Shipping Address
Ship-To Address: 1111 Superior Avenue East Suite 1800, Cleveland

Information
Company: Cleveland Metropolitan School District
Request Date: 02/09/2017
Requisition Type: Regular
Consolidate Requisitions on Purchase Orders: No
Sourcing Buyer: (empty)
High Priority: No
Memo to Suppliers: (empty)
Internal Memo: (empty)

Goods Lines
2 Items

Line	Image	Item	Fulfillment Source	Quantity	Unit of Measure	Unit Cost	Extended Amount	RFQ Required	Requested Delivery Date	Memo	*Fund
Q		Item	Purchase Order	Requested 75	Each	0.50	37.50	No			001FD_LL General Fund

Add More

17. The system displays the requisition in View mode. At this point, you can navigate away from the requisition, as you have completed this task.

Note: Access saved requisitions from the **My Requisitions** worklet.

You have submitted Requisition

You have submitted Requisition: BRUCE RAN(422727) on 02/09/2017 for \$375.00

Up Next

Check Budget
Due Date: 02/16/2017


> Details and Process

Done

18. Review the displayed information.

Result:

You have successfully created a purchase requisition for non-catalog item(s). Now access your Workday **Inbox (Actions or Archive tabs)** to confirm the requisition passed the Budget Check and record the requisition number.

Note: For additional information on this requisition, click  to the left of **Details and Process** and review the available details.

Note: When a requisition fails Budget Check, the Requestors will receive an action item in their Workday Inbox. Refer to the Budget Amendment job aid for additional information.