



## TIPS AND TRICKS

September 27, 2017

### Did you know.....

.....when ordering food for a CMSD event, you may order from an external Supplier or internally from CMSD Central Kitchen.

Below is a quick and easy way to remember which Workday process to use if you are purchasing food from an external Supplier or from CMSD Central Kitchen.

	<b>Purchase Order</b> <i>(used to purchase goods)</i>	<b>Internal Service Delivery</b> <i>(used for internal food purchases)</i>
<b>Type of Order</b>	Delivery /Catering Order from an External Supplier (e.g. Dave's Supermarket)	Delivery/Catering Order from CMSD Central Kitchen
<b>Spend Category Requirement</b>	Use Spend Category 569	Spend Category Auto Populates Based on the food options in the Internal Catalog
<b>Shipping/Delivery Instructions</b>	Include delivery date and special instructions in the Memo field	Include delivery date and special instructions in the Memo field
<b>Job Aid</b>	<b>12_</b> Create Purchase Order	<b>00_</b> Create Internal Service Delivery

\*\* Refer to the job aids for detailed instructions on how to enter your order.

**Helpful Hint:** When creating an Internal Service Delivery, **do not edit the Revenue Information** (shown below). **This field auto-populates with the correct information** based on the Internal Service Provider (CMSD Central Kitchen).



Do you need help with Workday Finance & Procurement? Send your questions to: [wdfinance@clevelandmetroschools.org](mailto:wdfinance@clevelandmetroschools.org) or contact the help desk at: 216.838.0440

