This job aid supports requisitioners who may create a requisition by requesting from the supplier website via a punchout session.

To complete a purchase requisition from a punchout session, you must add item(s) to the cart and complete checkout.

ADD AN ITEM TO THE CART

From the homepage:

1. Enter 'Create Requisition' in the search bar.

The *Create Requisition* screen displays.

2. Update **Requester** name if entering a request for another employee.
3. Select the appropriate **Requisition Type**. Review the descriptions provided to confirm. Requisition Type is required to complete requisition.
4. Validate that the **Deliver-To** and **Ship-To** addresses are correct. Select different values, if needed.

Note: The Ship-To is the Work Location (e.g., building). The Deliver-To specifies a Work Space (for example, Room 101).

5. Add a driver worktag – either **Designated**, **Grant**, **Program, Project** or **Cost Center**. The assigned related worktags will default on to the requisition from the driver worktag chosen. Update the additional worktags, if needed.
6. Click the **OK** button.

The *Create Requisition* screen displays.

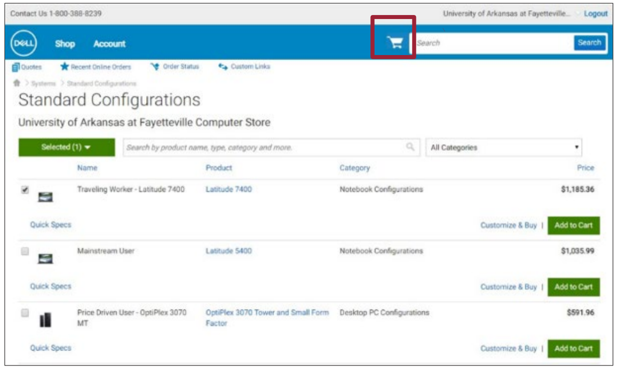
7. Click the **Connect to Supplier Website** hyperlink.

The *Connect to Supplier Website* screen displays.

8. Click the **Connect** button to access the supplier's website.

The supplier's website displays with available goods.

9. Select items to **Add to Cart**.
10. Once done shopping, click the **Cart** icon at the top of the page.



The *Cart* screen displays.

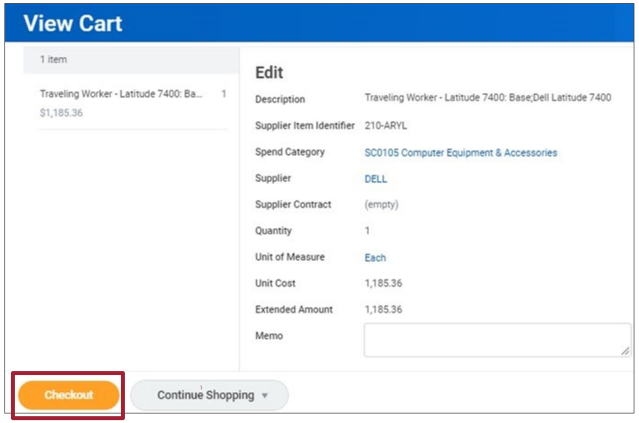
11. Click **Create Order Requisition**.

12. Review and confirm the order.

13. Click **Submit Order Requisition**.

The *View Cart* screen displays as you return to Workday.

14. Click **Checkout**.



COMPLETE CHECKOUT

The *Checkout* screen displays.

1. Enter **Request Date**.
2. Enter **Internal Memo** to the buyer, if needed.

Review the **Goods** or the **Services** section, depending on the items included in the requisition.

3. Verify that the lines in each section are correct, editing as needed.
4. Upload applicable attachments in the **Attachment** section.

Note: Supporting documentation is required for requisitions where the total exceeds $20,000.

5. Click **Submit**.

Note: A commitment against the budget is not created until the requisition is approved.

NEXT STEPS

The requisitioner's role is complete in creating a purchase requisition.

By clicking **Details and Process**, requisitioners can view the steps that have been completed. Any changes made to the purchase requisition are tracked in the **Process History** table.

An approver receives a Workday Inbox task to approve, deny or send back the purchase requisition. An approver must provide a reason if sending the requisition back.