

# Purchase Requisitioning: Create a Framework Requisition – nexAir FY25

This quick reference guide (QRG) outlines the steps to follow to create framework/blanket requisitions for nexAir.

## CREATE A PURCHASE REQUISITION

1. Type and select the **Create Requisition** task in the search bar.

The *Create Requisition* screen displays.

2. Select Framework/Blanket as the **Requisition Type**.
3. Ensure that the **Deliver-To** and **Ship-To** fields are filled in.
4. Add your financial worktags for **Fund** and a driver worktag such as **Cost Center** or **Grant. NACUBO Function** will default in for you from the cost center.
5. Click **OK** to continue.

### Create Requisition

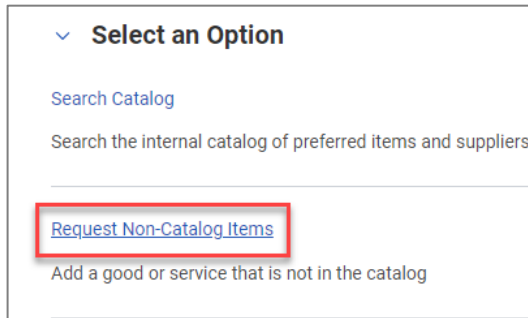
Requester	*	x Erin Quimby ...	:
Requesting Entity			:
Company	*	x University of Arkansas for Medical Sciences	:
Currency	*	x USD ...	:
Requisition Type	*	x Framework/Blanket ...	:
Deliver-To	*	x UA System   All Institution Locations > UAMS > UAMS_CAMPUS > UAMS   Shorey > UAMS   Shorey   08 > UAMS   Shorey   08   S8/22B	:
Ship-To	*	x 800 Cottage Drive Little Rock, AR 72205 United States of America	:
Cost Center		x CC008810 UAMS   INS MAIN OR	:
Designated			:
Grant			:
Program			:
Project			:
Agency			:
Fund		x FD102 Unrestricted   Hospital	:
Additional Worktags		x NACUBO Function: FN0910 Direct Patient Care	:

**OK** **Cancel**

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The *Create Requisition* screen displays.

- Click the **Request Non-Catalog Items** hyperlink.



▼ **Select an Option**

Search Catalog

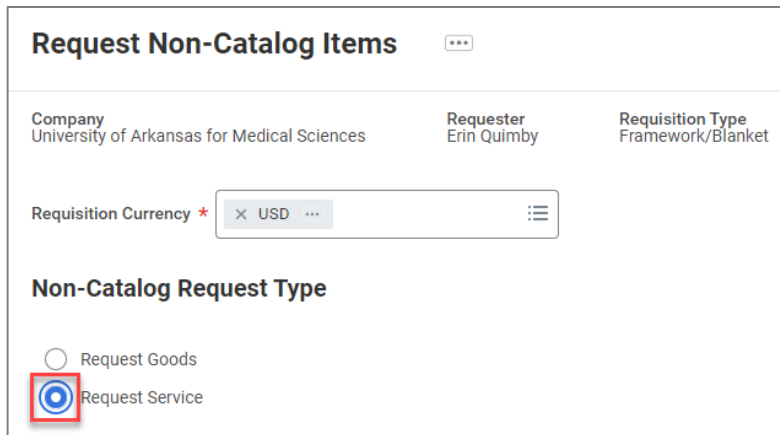
Search the internal catalog of preferred items and suppliers

**Request Non-Catalog Items**

Add a good or service that is not in the catalog

The *Request Non-Catalog Items* screen displays.

- Select **Request Services**. A service line is required on these requisitions.



### Request Non-Catalog Items

Company: University of Arkansas for Medical Sciences | Requester: Erin Quimby | Requisition Type: Framework/Blanket

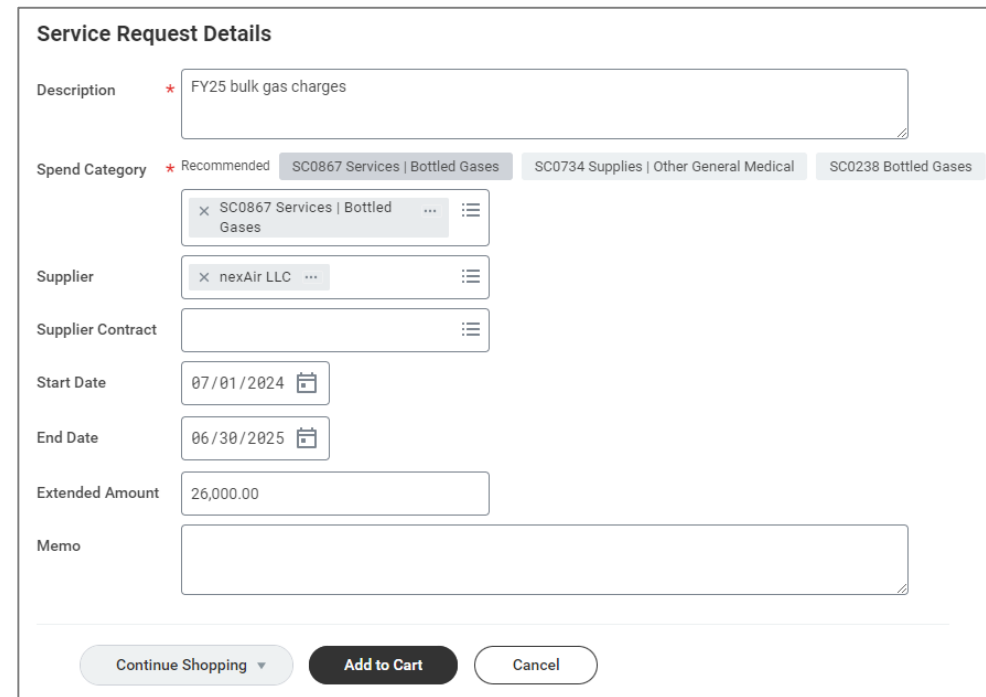
Requisition Currency: USD

#### Non-Catalog Request Type

Request Goods

Request Service

- Enter a **Description** for the non-catalog line.
- Select the **Spend Category** of SC0867 Services | Bottled Gases.
- Select nexAir LLC as the **Supplier**.
- Use 07/01/2024 as the **Start Date** and 06/30/2025 as the **End Date**.
- Enter an **Extended Amount**. This \$ amount should be the total you expect to spend per service account for the entire next fiscal year. To estimate spend for FY25, add 20% to the total amount invoiced for FY24.
- Enter **Memo**, if desired.
- Click **Add to Cart**.



### Service Request Details

Description: FY25 bulk gas charges

Spend Category: Recommended SC0867 Services | Bottled Gases | SC0734 Supplies | Other General Medical | SC0238 Bottled Gases

Supplier: nexAir LLC

Start Date: 07/01/2024

End Date: 06/30/2025

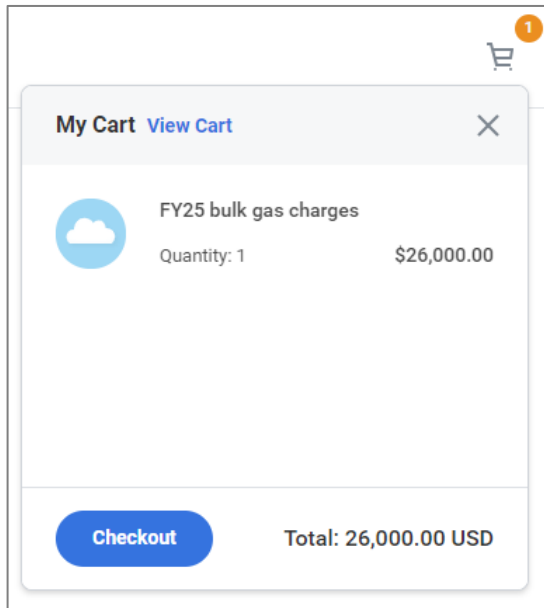
Extended Amount: 26,000.00

Memo:

Continue Shopping | **Add to Cart** | Cancel

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15. Click on the **Shopping Cart** and **Checkout** to continue.



The *Checkout* screen displays.

16. Enter **Request Date**. This will auto-populate with the current date. **Important:** Change this date to 7/1/2024.

17. Search for and select **Jessica Lowder** as the **Sourcing Buyer**.

18. In the **Memo to Suppliers** field, please identify your nexAir account number and the previous year's PO.

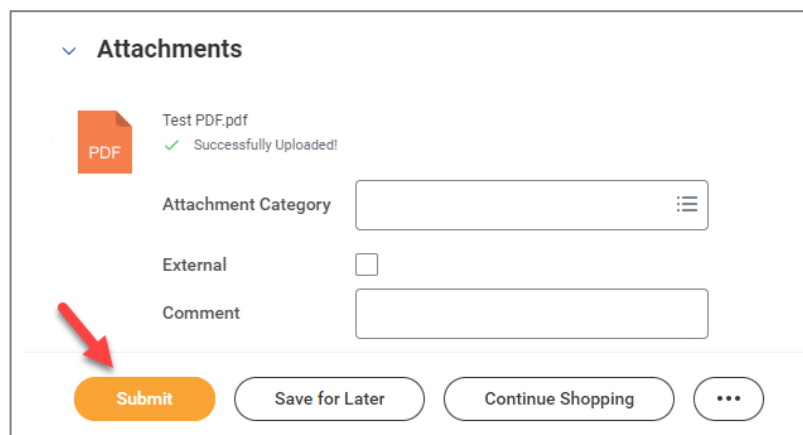
19. Review the **Service line** section and select an Order-from Connection with the word PRINT in the connection name.

20. If the extended amount for the FY25 framework will exceed \$20,000, attach a document that summarizes the total spend on your FY24 framework.



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

21. Once all required fields have been verified, click **Submit** to submit the requisition.



Attachments

Test PDF.pdf  
✓ Successfully Uploaded!

Attachment Category

External

Comment

Submit Save for Later Continue Shopping ...

## NEXT STEPS

The requisitioner's role is complete in creating a purchase requisition. By clicking **Details and Process**, requisitioners can view the steps thus far 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.

The initiator or the requester will receive a notification that the requisition was approved, corrected, or denied.