This quick reference guide (QRG) supports requisitioners who need to create a purchase requisition for non-catalog items when punchout or catalog items are unavailable.

It is best practice to confirm the supplier in the system before initiating the requisition process.

CREATE A PURCHASE REQUISITION

1. Type and select the **Create Requisition** task 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**.

4. Validate that the **Deliver-To** and **Ship-To** addresses are correct. Select different values, if needed.

Note: Vendors deliver goods to UAMS using the **Ship To** address, while the UAMS Central Receiving team uses the **Deliver To** address to deliver goods to the Requisitioner/recipient.

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 **OK**.

The *Create Requisition* screen displays.

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

The *Request Non-Catalog Items* screen displays. You will complete Steps 8-16 for each line on the requisition.

8. Select **Request Goods** or **Request Services**.

9. Enter **Item Description**.

10. Enter **Supplier Item Identifier**. If one does not exist, use N/A.

11. Select **Spend Category**.

12. Select **Supplier**.

13. Enter **Quantity**.

14. Enter **Unit Cost**.

15. Select **Unit of Measure**.

16. Enter **Memo**. This field is viewed by the Vendor. Use the first line of the memo to enter the unique pricing documentation identifier for your supporting pricing documentation (e.g., quote #). The Remaining lines may be used to relay special instructions to the vendor.

17. Click **Add to Cart**.

Request Non-Catalog Items ...

Company	Requester	Requisition Type
University of Arkansas for Medical Sciences	Erin Quimby	Standard

Requisition Currency *   ✕ USD ...

Non-Catalog Request Type

🔘 Request Goods
⚪ Request Service

Goods Request Details

Item Description *	L-shaped Desk, Brown
Supplier Item Identifier	ABC789456
Spend Category *	✕ SC0577 Furniture - Low Value Collective ...
Supplier	✕ LaHarpe's Office Equipment ...
Supplier Contract	
Quantity *	1
Unit Cost	465.58
Unit of Measure *	Each ▼
Extended Amount	465.58
Memo	Line 2 of Quote 88852

A success pop-up window displays indicating item added to the cart.

18. Repeat Steps 8 through 17 to enter additional lines to the requisition.

19. Click **Shopping Cart** once complete.

20. Click **Checkout**.

The *Checkout* screen displays.

21. Enter **Request Date**. The current date will auto-populate.

22. Enter **Internal Memo** to provide notes or specific instructions about the Purchase Order. This field is only viewed by UAMS employees (not the Vendor).

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

24. Verify that the lines in each section are correct, editing as needed.

> Note: You only can have one supplier per line of a purchase requisition, but you can have multiple suppliers on multiple lines. As an example, you can have 3 requisition lines and each line with a different supplier.

> Note: UAMS requisitions will require an **Order-From Connection** on each line. Every UAMS Order-from connection should contain UAMS in the name.

25. Upload pricing documentation and any applicable attachments in the **Attachments** section.

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

26. 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 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.