Create Purchase Requisition

This How-To Guide covers creating and checking the status of punchout and non-catalog **Requisitions**.

Start Here

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. In the top-left corner, select **Menu**.
5. Under **Organization** select the **Requisitions** app. The first time you do this, you may need to add the app to your menu by following these steps:
   - Select **(+) Add** at the bottom of the **Menu**.
   - In the search field, type **Requisitions.**
   - Select the plus sign icon to add a new app.
6. Review the **Instructions** at the top of the page and **Requisition Details** on the right.
7. Select **Edit Details** to adjust the **Requisition Type**, **Deliver To** and **Ship To** addresses, and **Worktags**.

- Worktags default based on your Supervisory Organization. Make adjustments from the **Requisition Lines** if necessary.
- **Save Changes** if you have made any updates.

Punchout Requisition

1. Scroll down to the bottom right of your screen (under **Requisition Details**). Select **Connect to Supplier Website**.

2. **Connect** to the vendor catalog you want to visit.

3. Shop the catalog and add desired items to your cart.

4. Choose the **Spend Category** for each item.

5. **Add to Cart**.

6. Select the **Cart Icon** and **View Cart** to review.

7. **Submit**.

Non-Catalog Requisition

1. Select **Start Requisition**.

2. Next To **Request Type**, select **Goods** (tangible items) or **Service** (non-tangible).

3. Enter the **Supplier**.

4. Add **Request Description**. Be specific (item name, item number, color, etc.) as this requisition will be turned into a purchase order by the purchasing staff.

5. Choose the appropriate **Spend Category** based on the items being purchased.

6. For Goods, Enter the **Quantity**, **Unit of Measure,** and the **Price** per unit. You will see the subtotal reflect the total price. For Services, enter the **Start Date, End Date** and total **Price**.

   - An **Attachment** is required for each Requisition. Add vendor quotes or screen shots under **Goods and Services**.

7. **Add to Cart**.

8. Continue to add items from the same Supplier.

9. To order from a different Supplier, begin by selecting your new supplier and then follow the steps above.

10. Select the **Cart Icon** in the top right corner and **View Cart** to review.

11. Select **Checkout.**

12. Review and make sure all items are filled out correctly.

13. **Submit**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.