



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**.



Edit Requisition Details

Requesting for *

Company * x Bryn Mawr College

Currency * x USD

Requisition Type *

Deliver-To x Bryn Mawr College > Bryn Mawr College Campus > CANADAY

Ship-To * x 101 N Merion Ave, Bryn Mawr, PA 19010, United States of America

Grant

Project

Cost Center x Cost Center: zzDNU_LITS

Additional Worktags x Functional Classification: Academic Support
x Fund: Operating
x Location: Bryn Mawr College > Bryn Mawr College Campus

- 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**.
 - Use the **External Checkbox** on Non-Catalog Requisition Attachments to make sure they are sent to the Supplier, along with the Purchase Order.

▼ Attachments

	Test workday.docx ✓ Successfully Uploaded!
Attachment Category	<input type="text"/>
External	<input checked="" type="checkbox"/>
Comment	<input type="text"/>

7. **Add to Cart**.
8. Continue to add items from the same Supplier.



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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.