

## Create Non-Catalog Requisition Template Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through the process of creating a non-catalog requisition template in Workday, which can be used to automatically populate several key fields when creating a non-catalog requisition instead of manually entering them. This is useful for frequently ordered items, as you can save the needed items in a template and use it every time you create a requisition for those items.

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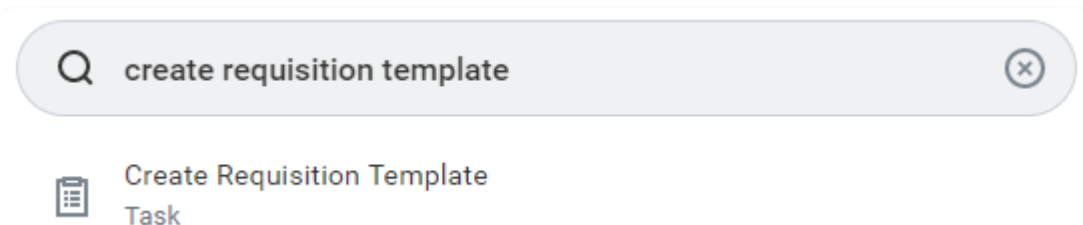
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## Procedure: Create Non-Catalog Requisition Template

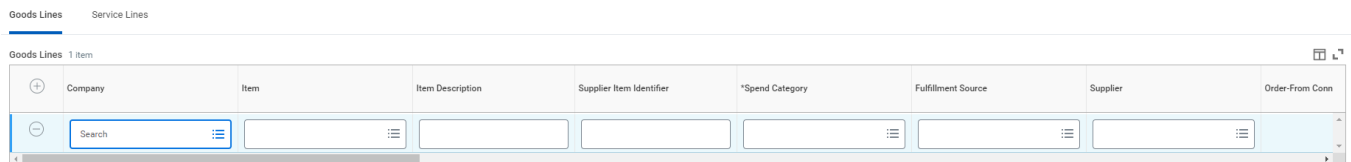
On the Workday Home screen:

1. Type **Create Requisition Template** in the search field.
2. Select **Create Requisition Template** task from the **Search Results**.



On the **Create Requisition Template** screen:

3. Complete the following required fields:
  - **Company:** Will default based on your profile, change if necessary
  - **Requisition Template Name** – name the template.
  - **Requisition Currency:** leave as USD
4. Click on the + button under either the Goods Lines or the Service Lines, whichever is appropriate.



- **Company:** Choose appropriate Intercompany Affiliate Company.

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- **Item Description:** enter your item description.
  - **Spend Category:** enter the appropriate Spend Category.
  - **Supplier:** enter the Supplier name.
  - **Quantity:** enter the appropriate quantity.
  - **Unit of Measure:** select the appropriate unit of measure.
  - **Current Unit Cost:** enter the per unit cost.
  - **Ship-To Address:** enter the ship to address.
  - **Ship-To Contact:** if appropriate, add ship-to contact.
  - **Deliver-To:** enter deliver-to address.
  - **Memo:** enter memo, if needed.
  - Enter appropriate Worktag information.
5. Add additional Goods and/or Services as needed.
  6. Select **OK**
  7. Review Template Details. If complete, click **Done**.

### Template Details

Company [The Rector & Visitors of the University of Virginia](#)  
Requisition Template Name [Sample: Monthly Office Supply Order](#)  
Worker [Jack S. Jensen](#)  
Created On 04/18/2023  
Requisition Currency [USD](#)

Goods Lines Service Lines

Goods Lines 1 item

Company	Item	Item Description	Supplier Item Identifier	Spend Category	Fulfillment Source	Supplier	Order-From Connection	Quantity	Unit of Measure	Current Unit Cost	Extended Amount	Ship-To Address	Ship-To Contact	Deliver-To
The Rector & Visitors of the University of Virginia		Pens		Supplies Office (SC0258)		The Supply Room		5	Each	2.00	10.00	1001 N Emmet St Charlottesville, VA 22903-4833 United States of America		Caruthers Hall



You have successfully completed this task.