Create Non-Catalog Purchase Requisition Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through creating a non-catalog purchase requisition. You will place non-catalog orders in Workday, which will then be integrated into the Marketplace. By the end of this QRG, you will be able to successfully create a non-catalog purchase requisition in Workday to procure goods and supplies as per UVA's need.

NOTE	**Please Note:** This process was formerly done through the Non-Catalog Order Form in the UVA Marketplace and will now be done in Workday. As a result, the Non-Catalog Order Form is no longer available in the UVA Marketplace.

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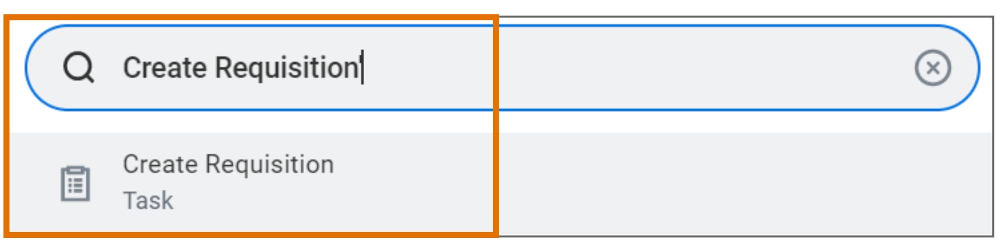
Procedure: Create Non-Catalog Purchase Requisition

On the **Workday Home** screen:

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

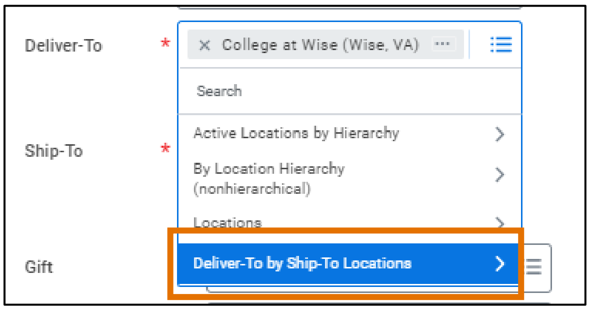


On the **Create Requisition** screen:

3. Complete the following required fields:
   - **Requester** – auto-populates based on user. If the requisition is being created

for someone else, change the Requester to the appropriate individual. NOTE: This is the only place to change the Requisitioner. If a change from the default is needed it MUST be done here.

- **Company** – auto-populates based on user.
- **Currency** – auto-populates to USD.
- **Requisition Type** – select **Contract Request** when Spend Category Buyer review is needed, otherwise select **Standard.**
- **Deliver-To** – auto-populates based on the employee. If you want to keep the auto-populated suggestion, this will need to be updated to include the specific building details (e.g., name and room number). To select your accurate floor and/or room level Deliver-To Address:
    - In the Deliver-To field, select the **Deliver-To Ship-To Location** category.



    - In the Deliver-To Ship-To Location dropdown, select the **building** or **building address** from the list and then select either a **floor level** or a **specific room** within the floor.

NOTE	To avoid manually updating the Deliver-To field in the future, refer to the Change My Workspace and "Deliver-To" Location QRG.

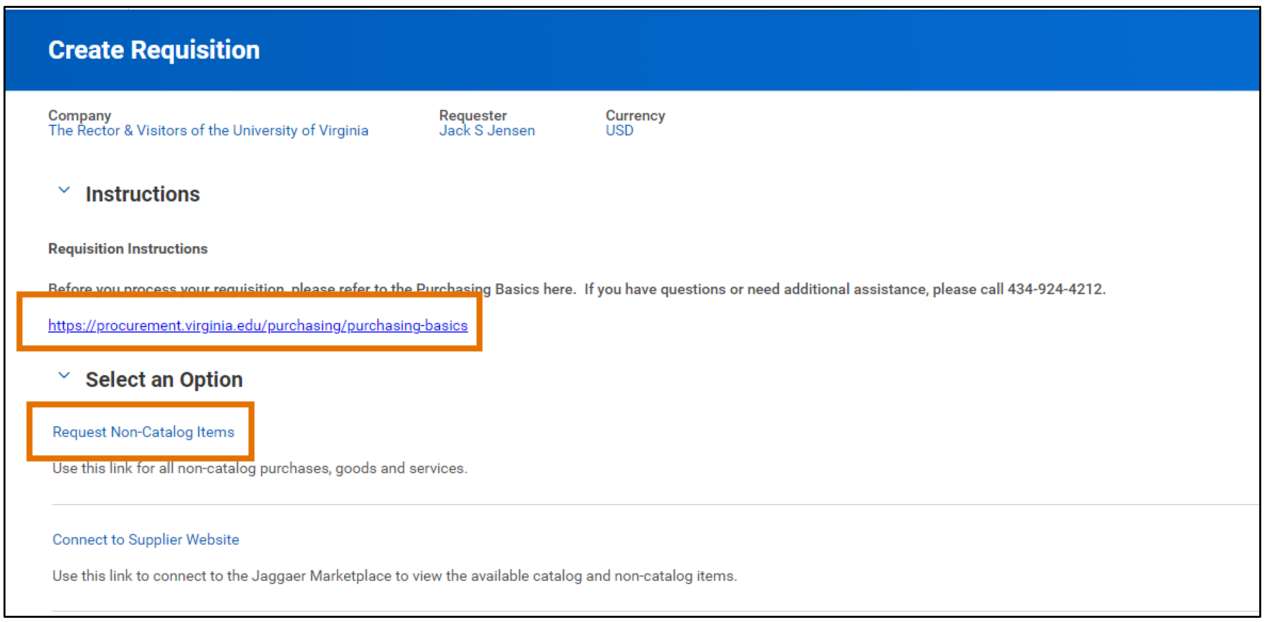
- **Ship To** – auto-populates based on user. However, check the field details and update as needed. If the requisition is being created for someone else, change to the appropriate Ship To location as needed.

NOTE	• The Deliver To field auto-populates but does NOT include the building names and room numbers. This means some shipments will arrive with only basic delivery information such as street address and the name of the requester. • Worktag information may be added at this time, or once you get to the Goods or Service line of the non-catalog requisition form. However, if you would like the Worktag information to apply to ALL lines, it will save time to enter this information on this Header level.

4. Click **OK** to proceed.

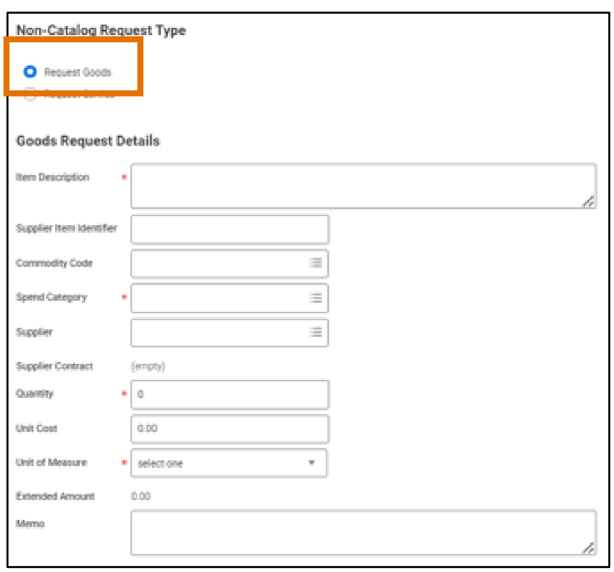
On the second **Create Requisition** screen:

5. If needed, review the Requisition Instructions by selecting the **Purchasing Basics** link.
6. Select **Request Non-Catalog Items** to proceed.

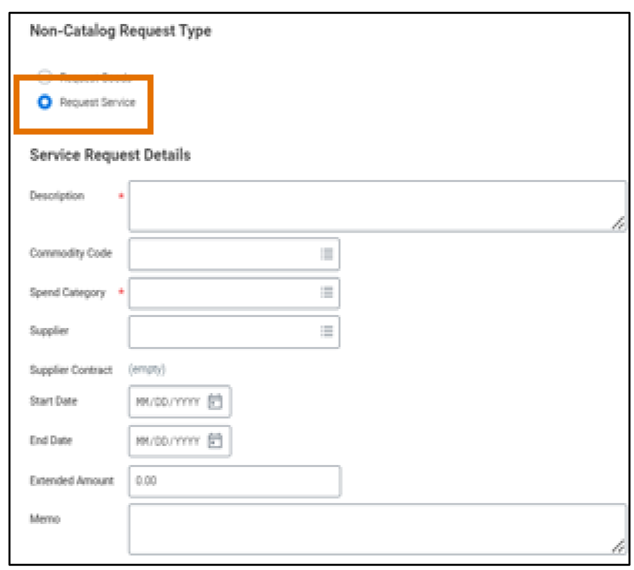


On the **Request Non-Catalog Items** screen:

7. Under Non-Catalog Request Type, select either the **Request Goods** or the **Request Service** option. If you select "Request Service" the fields will change. For services you will provide an extended amount rather than a quantity and a unit cost.

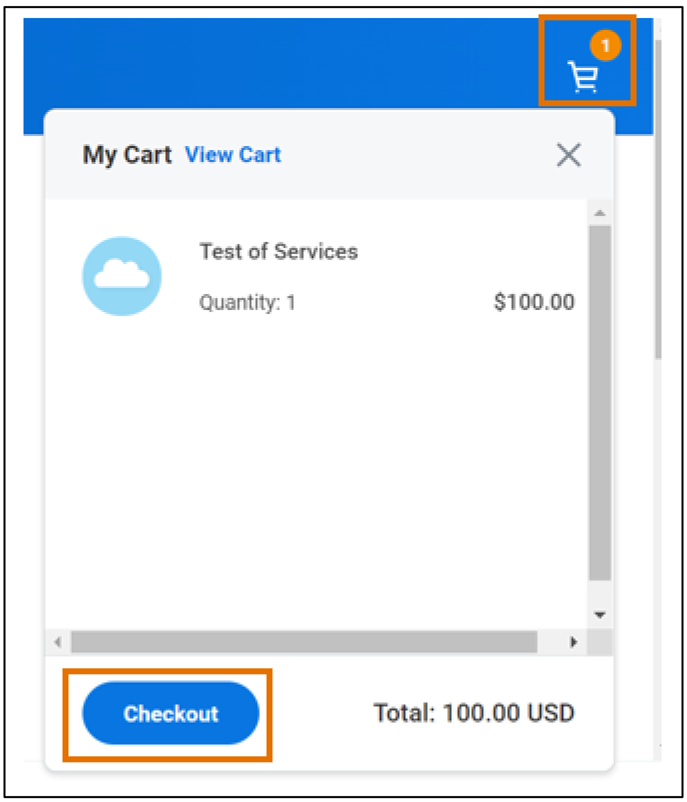


OR



8. Fill in all the appropriate information fields, making sure to include the Supplier.
9. Once fields are completed, click **Add to Cart.**

10. You will now see a notification of the item in the shopping cart in the top right. Additional non-catalog items can be added on the non-catalog item form shown and added to the cart. Another option is to add addition items on the requisition information screen after checking out. When ready to checkout, click the **Cart** icon.
11. From either this screen, or after clicking **View Cart** to see a more detailed view of the cart, click **Checkout.**



On the Workday **Checkout** screen:

In the **Requisition Information Section**:

12. Review the details added previously and edit as needed.

NOTE	Although not required, it is advisable to type a **Memo to Supplier** and **Internal Memo** to be able to reference your purchase requisitions easily in the future.

13. In the **Goods** and **Services** sections, verify or complete the following required fields for **each of the line items bought:**
    - **Company** – auto-populates based on user.
        - <u>For an Intercompany Requisition request</u>, change the default value and select the applicable company responsible for the requisition.
    - **Spend Category** – select the spend category relevant to your purchase from the drop-down list. (may auto-populate depending on the item)

For Capital Equipment requisitions under $5000, use Equip NonCapital.
For Capital Equipment requisitions over $5000, use Equip Capital.

- **Ship-To Address** – auto-populates based on user
    - <u>For an Intercompany Requisition request</u>, change the ship-to-address as needed.
- **Gift, Grant, Designated**, or **Project** – if not done on the header level, enter Worktag in one of the four options
- **Fund** – select the fund from which resources will be drawn for this purchase (may auto- populate based on the Gift, Grant, Designated, or Project Worktag).
- **Cost Center** – select the Cost Center that represents the requestor (may auto-populate based on the user or the Gift, Grant, Designated, or Project Worktag)
- **Function** – select the function relevant to the purchase
- **Additional Worktags** – if the Rectors & Visitors company is being used, verify/enter the Business Unit

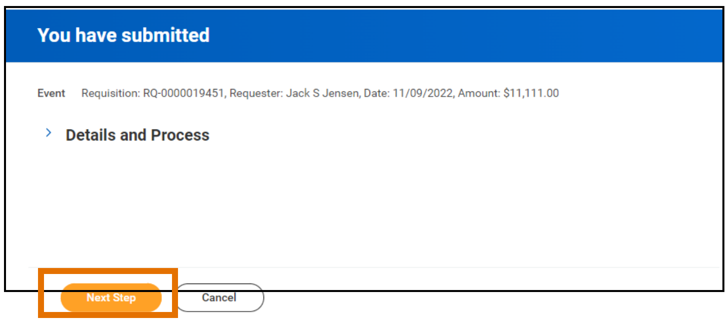
14. To add another non-catalog item, click the **Add Row +** button under the appropriate Goods or Services section. You will need to fill in (or cut and paste from previous line as appropriate) the description, spend category, amount, and supplier. **NOTE**: The worktags will populate based on your initial entry. Adjust as necessary.

In the **Attachments** section:

15. Drag and drop any supporting documentation to the field or select the **Select Files** button to browse your documents.

Adding attachments to your requisition is optional unless the requisition type is "Contract Request" or if it's a non-catalog purchase over $10,000. In these cases, an attachment is required.

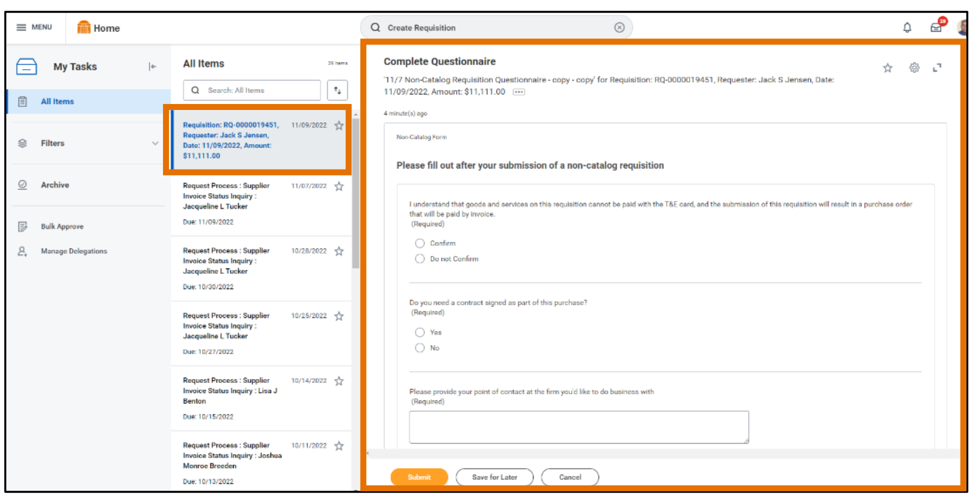
16. Click **Submit** to submit your requisition.
17. The **You have submitted** screen will appear. Click **Next Step** to be taken to the non-catalog purchase requisition questionnaire. This questionnaire **will only appear** if there is a non-catalog item on the requisition and the requisition is over $10,000 for a non-contract vendor, and over $200,000 for a contract vendor.



18. You will be taken to a Complete Questionnaire screen in your "My Tasks" section

NOTE

If you clicked out of the page, you can also access the questionnaire from your Workday inbox (**My Tasks**), as you will receive a notification to complete the questionnaire.



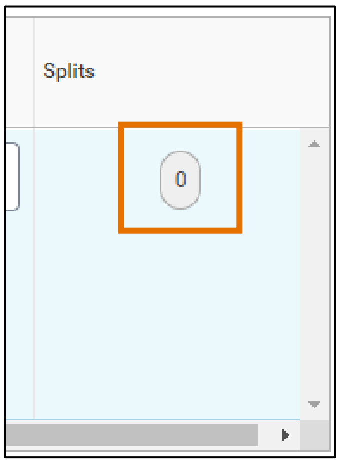
19. Complete the questionnaire. Additional questions may appear based on your answers to the questions shown.
20. Once the questionnaire is completed, click **Submit.**

NOTE	Activity Stream is available on the Requisition and the Purchase Order once it is created. Activity Stream allows you to tag colleagues within your area in comments and see all related business process events and comments. This should NOT be used instead of an AskFinance ticket. Click HERE to learn more about Activity Stream and comments.

You have successfully completed this task. It will now be routed based on the configuration.

Procedure: Create Non-Catalog Purchase Requisition with Splits

1. Follow the same steps 1-13 in the Create Non-Catalog Purchase Requisition section. When you get to the checkout screen and are verifying/completing the fields in the **Goods** and **Services** sections, click on the **Splits** button to the far right



In the Splits pop-up:

2. Select **(+) Add to** add another line in the Split table. If you need to remove the line from the Split table, select the **(-)** icon.

3. For each line, complete the following required fields in the table:
   Percent or Amount – split the total percentage/amount of the Line Item into the required number of lines.
   - **Gift, Grant, Designated**, or **Project** – if not done on the header level, enter the worktag in one of the four options.
   - **Fund** – select the fund from which resources will be drawn for this purchase (may auto- populate based on the Gift, Grant, Designated, or Project Worktag).
   - **Cost Center** – select the Cost Center that represents the requestor (may auto-populate based on the user or the Gift, Grant, Designated, or Project Worktag).
   - **Function** – select the function relevant to the purchase.

NOTE	The total amount must be accounted for to proceed, as shown in the Amount Split and the Remaining Amount to Split lines.

4. Follow the remaining steps of the requisition process as laid out above.

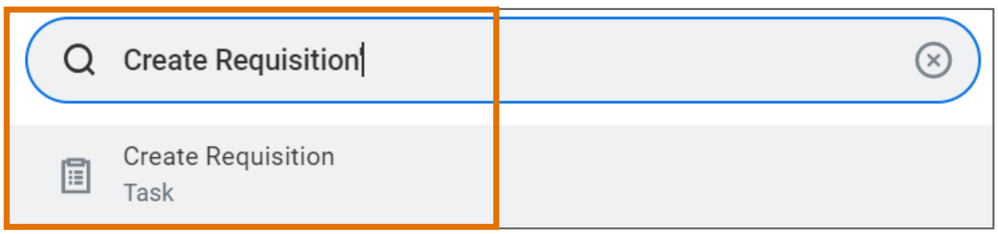
NOTE	Activity Stream is available on the Requisition and the Purchase Order once it is created. Activity Stream allows you to tag colleagues within your area in comments and see all related business process events and comments. This should NOT be used instead of an AskFinance ticket. Click HERE to learn more about Activity Stream and comments.

You have successfully completed this task. It will now be routed based on the configuration.

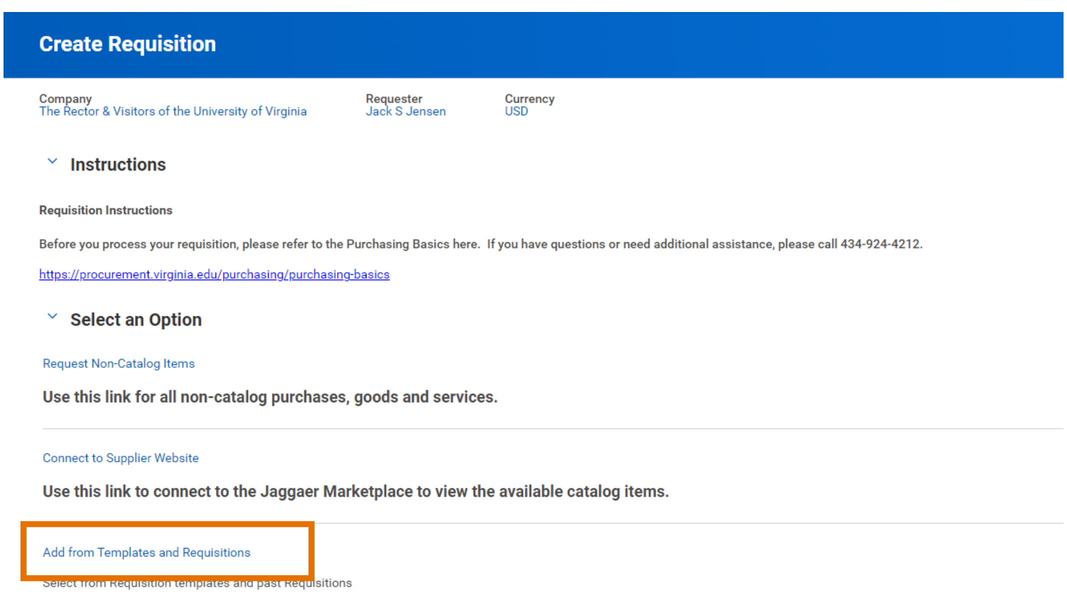
Procedure: Create Non-Catalog Purchase Requisition from Requisition Template

On the **Workday Home** screen:

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

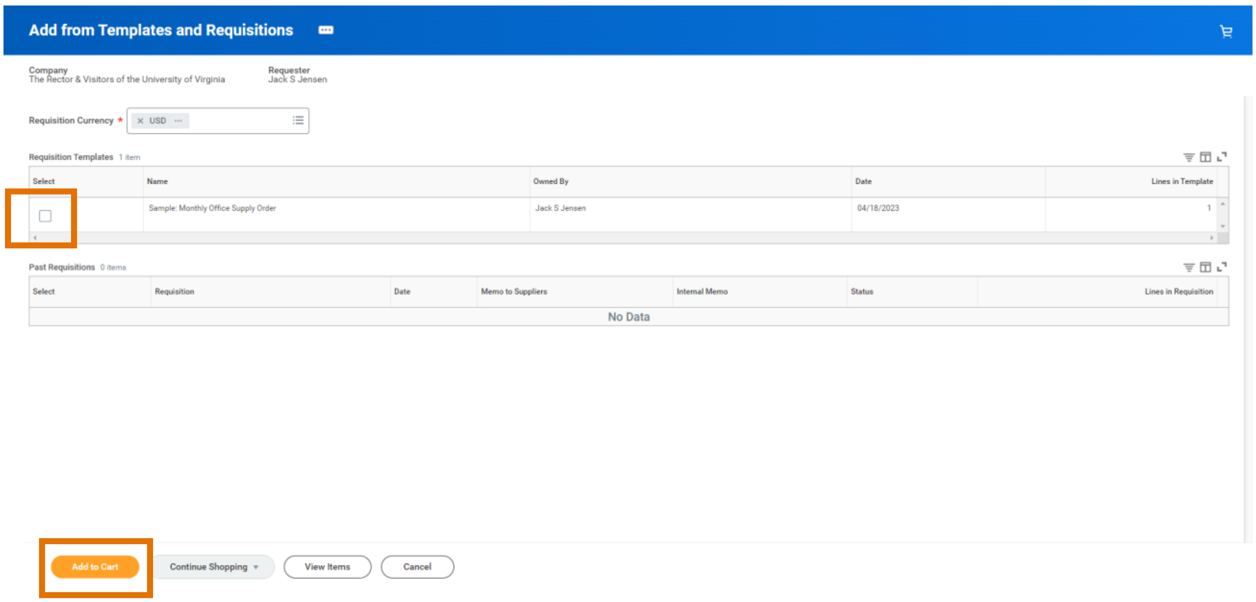


3. Because you will be creating the requisition from a saved requisition template, which will override anything that is entered on the initial Create Requisition screen, you can just click OK.
4. On the second Create Requisition screen, click **Add from Templates and Requisitions.**

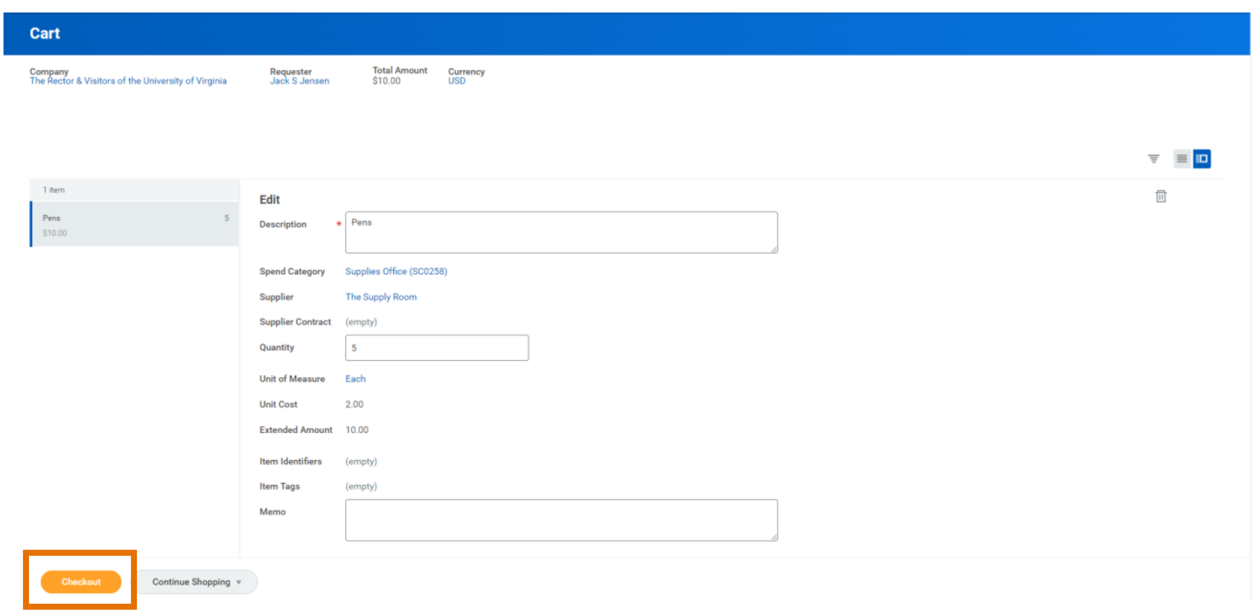


NOTE	The QRG for Creating a Requisition Template can be found at this link:.

5. Select from the saved Requisition Template and **Add to Cart**



6. Verify that this is/are correct item/items and click **Checkout.**



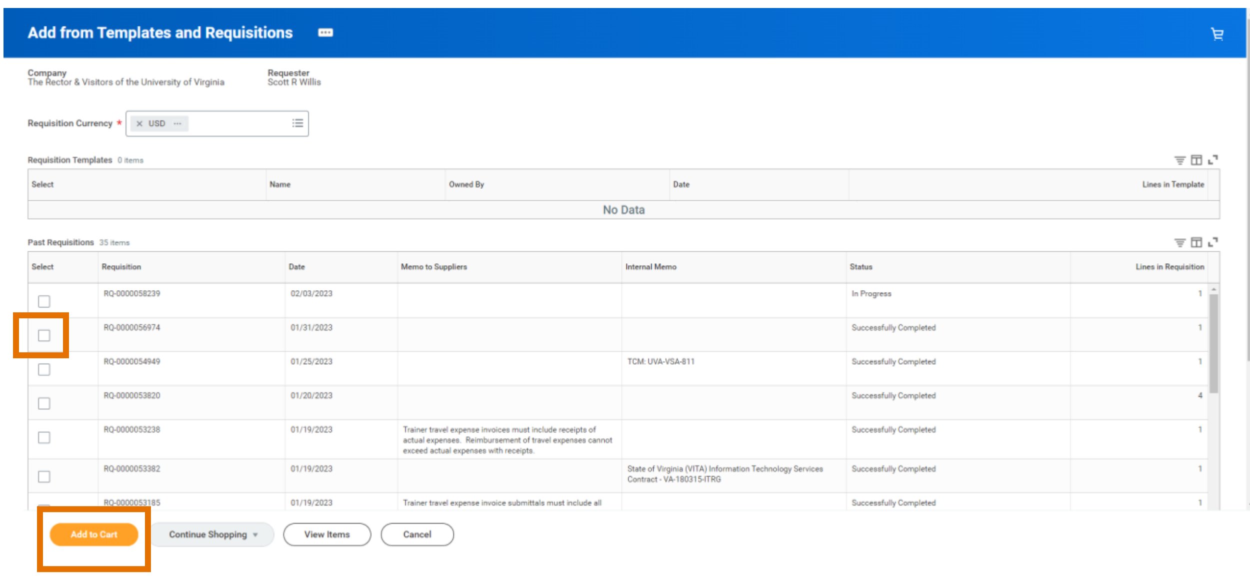
7. Enter Requisition Type. If a contract needs signed or a buyer assist is needed, choose **Contract Request.** Otherwise, choose **Standard.**

8. Enter Memo to Supplier and Internal Memo information as needed.
9. Verify that all information on the Goods and/or Services lines are accurate, including the Worktag information, and adjust as needed.
10. Add any needed Attachments.
11. When done, click **Submit.**

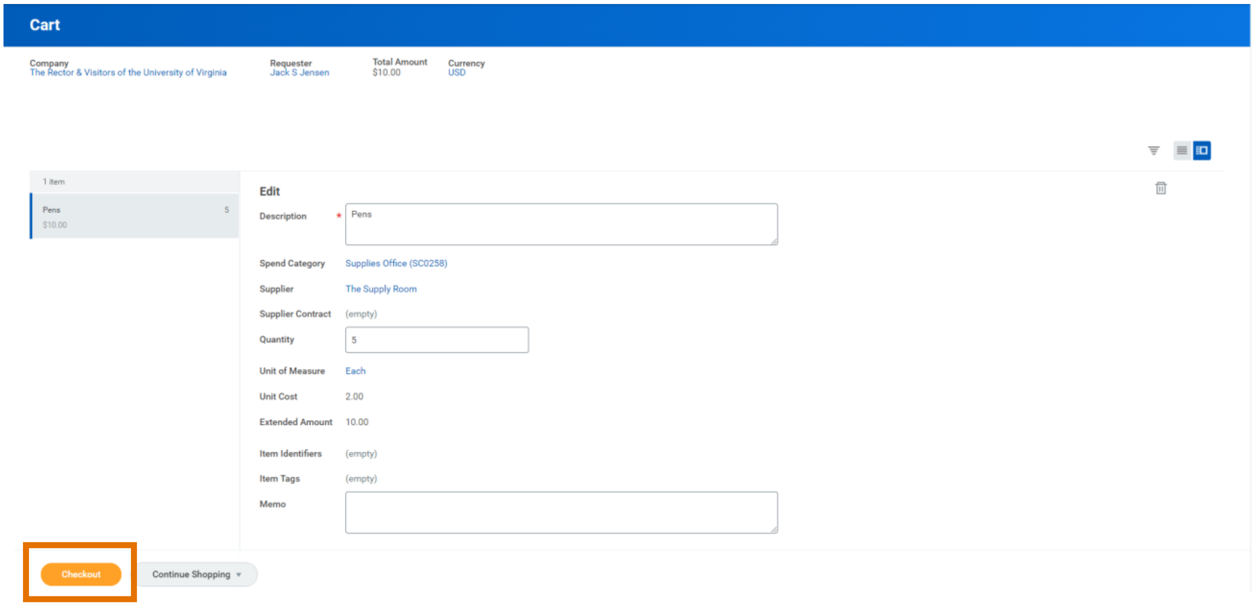
You have successfully completed this task. It will now be routed based on the configuration.

Procedure: Create Non-Catalog Purchase Requisition from Previous Requisition

1. Follow steps 1-4 on the above Create Non-Catalog Purchase Requisition from Requisition Template procedure.
2. Select the previous Requisition number that you would like to duplicate this requisition from and then **Add to Cart**. **<u>NOTE: Make sure that the requisition you are selecting contains only non-catalog order items</u>.**



3. Verify that this is/are the correct item/items and click **Checkout.**



4. Enter Requisition Type. If a contract needs signed or a buyer assist is needed, choose **Contract Request**. Otherwise, choose **Standard.**
5. Enter Memo to Supplier and Internal Memo information as needed.
6. Verify that all information on the Goods and/or Services lines are accurate, including the Worktag information, and adjust as needed.
7. Add any needed Attachments.
8. When done, click **Submit.**

You have successfully completed this task. It will now be routed based on the configuration.

Procedure: Apply Discount to a Non-Catalog Purchase Requisition

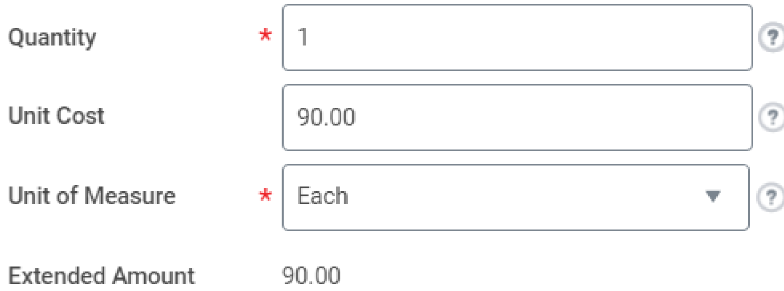
You will create a non-catalog purchase requisition through the standard procedure, as instructed above.

The supplier's discount should be reflected on each of the item lines so that the price listed on the requisition will also be price charged to us through the supplier invoice.

It may also be helpful to layout of the terms of the discount in the Description field.

For example, if a supplier is offering us a 10% discount on Widget 1 and Widget 3, and a 5% discount on Widget 2, the items description would look similar to this:

The unit cost for each item should reflect the discounted price. For Widget 1, the Unit Cost would be:



Add to Cart and then do the same for Widget 2 and Widget 3.

When all items have been added to the cart, proceed with checking out and completing the order as you would with a standard non-catalog purchase requisition.

Likewise, if a discount is given off the entire order, each line of the requisition will need to reflect this discount.

For example, if Widget 1 had a list price of $100, Widget 2 had a list price of $150, and Widget 3 had a list price of $300, and the supplier was giving a 20% discount off of the entire order, each line-item amount needs to reflect the 20% discount:

	List Price	-	20% discount amount	=	Requisition Line-Item Amount
Widget 1:	$100	-	$20	=	$80
Widget 2:	$150	-	$30	=	$120
Widget 3:	$300	–	$60	=	$240

You have successfully completed this task. It will now be routed based on the configuration.