Procurement: Create a Requisition from a Catalog Item

A catalog is a series of line items from a supplier in which the description, price, and other pertinent information has been negotiated and entered into Workday by the Purchasing Department. These price lists simplify and facilitate the requisition process when ordering from a catalog.

1. Search for Create Requisition or access from the Purchases Worklet.
2. Check Company Name and Requestor; change as needed.
3. Click OK.
4. In Workcart, Click Search Catalog from right side menu.

5. Click to Catalog to search for items by Catalog, or Click on Supplier to search for catalog by Supplier, or Click on Spend Category to search by Spend Category or type in item name/description in Search Keywords.
6. Only one Search criteria is required. It is recommended to search by Catalog and scroll through all the available catalogs. Once selected, click on the Search button under the search criteria.

7. Select the catalog lines items from the Search Results by checking the Add Block on left hand side column. Later on in the requisition the quantity for each item can be specified, but for now the requisition is being pre-loaded with the items selected.
8. Click Checkout to continue.

9. Check Company Name and Requestor.
10. Select Ship to Address.
11. Leave Requisition Type blank.
12. Check High Priority if a High Priority.
13. Check Add Ad Hoc Address is shipping to a different location or to enter address with building and room number.
14. Enter Request Date.
15. Leave Sourcing Buyer blank.
16. Enter additional comments in Memo field.
17. On Goods or Services Line, enter quantity for each item.
18. Check/change Worktags as necessary.
19. Use Project Worktag (Tech Fees, Construction, etc.) or Grant Worktags as necessary. If buying equipment over $5,000 on a Grant the “Expense Treatment over $5,000” Worktag must be added to Additional Worktag.
Procurement: Create a Requisition from a Catalog Item

20. Click on Attachments. Upload documents for requisition such as printing template for business cards.

* An attachment is required for all Pride Printing Catalog requisitions using the template forms for business cards, envelopes, and letterhead on the FAU Purchasing Website at: http://www.fau.edu/purchasing/fau_printing/

21. Click on Ad Hoc Address. Add Ad Hoc Address complete all red star fields.

22. Click Submit to complete and send for approval.