A Punchout is a connection from Workday to a supplier website in which the FAU contract items are available for ordering. Unlike a catalog where the price lists are relatively short and manually loaded into Workday, a Punchout is maintained by the supplier due to the high number of items available under contract, such as office supplies. The benefits of ordering from a punchout are real time contract information, choices in item selection, and an expedited electronic ordering portal between Workday and the supplier.

1. Search for Create Requisition or access from the Purchases Worklet.
2. Check/Enter Company Name and Requestor. Click OK.
3. From right side Workcart menu select Connect to Supplier Website.
4. Locate desired vendor and click on Connect.
Procurement: Create a Requisition From a Supplier Website (PunchOut)

5. Shop for items. When done access Shopping Cart and click Checkout. (To checkout without an item, either Click Log Out from website if available, checkout with zero items in basket, or hit the browser’s back button. Do not close window; closing the browser will log you out of Workday.)

View Cart

Company: Florida Atlantic University
Requester: Tony Montero (200009653)
Currency: USD

Add more to your Workcart

Search Catalog
Connect to Supplier Website
Request goods and services from Supplier Websites
Request Ad Hoc Goods or Services
Add a good or service that is not in the catalog
Request Project-Based Services
Provide project details to request a project related service
Copy from Templates and Requisitions
Select from Requisition templates and past Requisitions

Your screens and processes may vary from those described here.
6. Review Shopping Cart and click Submit when done to return to Workday.

7. Click Checkout from Workcart to create requisition.

8. Check Requester and Ship To Address.

9. Leave Requisition Type Blank.

10. Check High Priority Flag if high priority.

11. Check Add Ad Hoc Address is shipping to a different location or to enter address with building and room number.

12. Select/enter Request Date.

13. Leave Sourcing Buyer Blank.

14. Enter Additional comments in Memo field.

15. Check Goods/Services Lines to review Items. Check/Change Spend Catgeogry and Worktags as necessary.
16. 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.

17. Click on Attachments. Upload any documents for requisition.

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

19. Click Submit to complete and send for approval.