

Create non-catalog items requisition in Workday

Please note that the ship-to-address must be an FAU address, and provide a building and room number

1. On the Workday search box, type in **Create Requisition** and select the **Task**

The screenshot shows the Workday search bar with the text 'create requisition'. Below the search bar, a blue banner indicates 'Simplified Search is Disabled'. Under the heading 'Tasks and Reports', the 'Create Requisition' task is highlighted with a red box. Below it, the 'Create Requisition Template' task is also visible.

2. Fill in all the required (*) information – select a **Requisition Type**, check if the information is correct, most of this will automatically populate but you are able to edit. Then, click **OK**.

The screenshot shows the 'Create Requisition' form. The form has a dark blue header with the title 'Create Requisition'. Below the header, there are several fields with red boxes around the labels: 'Requester', 'Company', 'Currency', 'Ship-To', 'SmartTag', 'Fund', and 'Cost Center'. Each field has a red asterisk (*) indicating it is required. The 'Requester' field is filled with a blacked-out name. The 'Company' field is filled with 'Florida Atlantic University'. The 'Currency' field is filled with 'USD'. The 'Ship-To' field is filled with '777 Glades Road Boca Raton, FL 33431 United States of America'. The 'SmartTag' field is filled with 'TAG [redacted] CF'. The 'Fund' field is filled with 'FAU_F [redacted]'. The 'Cost Center' field is filled with 'CC [redacted]'. At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.

3. Please take a minute to read the important information provided at the top. This also provides you a link to the Purchasing website for additional information.

Create Requisition

Company
Florida Atlantic University

Requester
[REDACTED]

Currency
USD

Instructions

Please visit the FAU Job Aids worklet on your Workday home screen for job aids and additional assistance with creating requisitions (Area of Focus – Purchasing).
For additional information about FAU Purchasing, please visit our website <http://www.fau.edu/controller/purchasing/>

4. Select Request Non-Catalog Items

Select an Option

Search Catalog

Search the internal catalog of preferred items and suppliers to add into the shopping cart

Request Non-Catalog Items

Add a good or service that is not in the catalog

Connect to Supplier Website

Purchases of EDIBLE ITEMS cannot be made using E&G or GRANT funds via the ODP (Office Depot) Punchout.

5. Select the Non-Catalog Request Type

Request Non-Catalog Items

Company
Florida Atlantic University

Requester
[REDACTED]

Requisition Currency *

USD

Non-Catalog Request Type

☒ Request Goods

☐ Request Service

6. Here, you will enter the information required such as item description, spend category, and more. ***On the “Item Description” line, please include a detailed description of the goods requested***

Goods Request Details

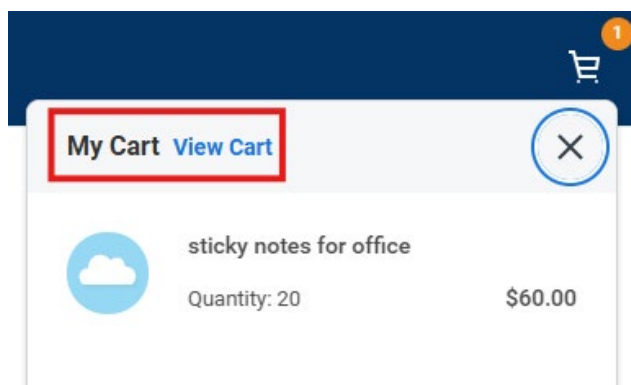
Item Description	*	<input type="text"/>
Supplier Item Identifier		<input type="text"/>
Spend Category	*	<input type="text"/>
Supplier		<input type="text"/>
Supplier Contract		(empty)
Quantity	*	<input type="text" value="0"/>
Unit Cost		<input type="text" value="0.00"/>
Unit of Measure	*	<input type="text" value="select one"/>
Extended Amount		0.00

[Continue Shopping](#)
[Add to Cart](#)
[Cancel](#)

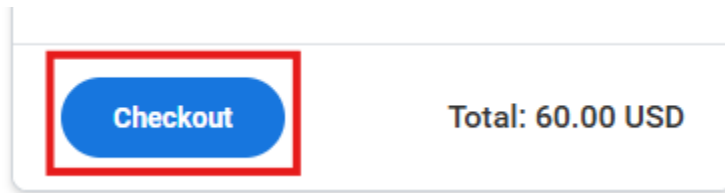
7. Select Continue Shopping or Add to Cart

[Continue Shopping](#)
[Add to Cart](#)
[Cancel](#)

8. When you select Add to Cart, you can view the items that are in your Cart.

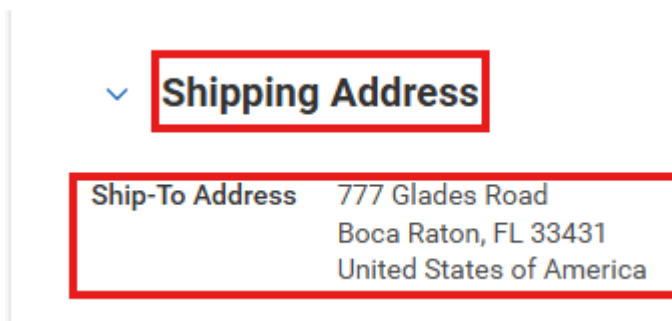


9. When you are ready, select Checkout.



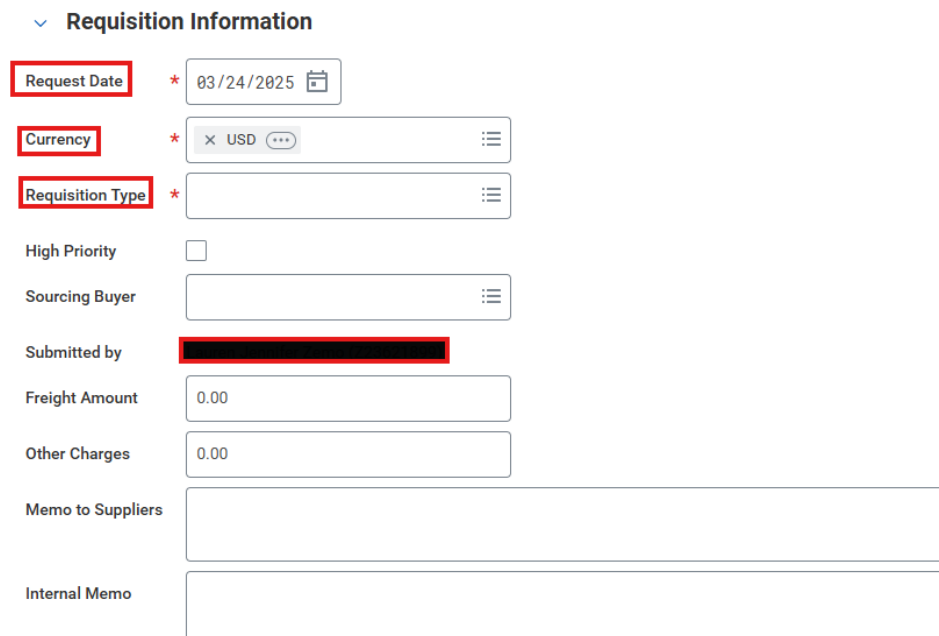
A screenshot of a checkout interface. On the left, there is a blue button with the word "Checkout" in white text, which is highlighted by a red rectangular box. To the right of the button, the text "Total: 60.00 USD" is displayed.

10. Please make sure that the shipping information is correct. It must be an FAU address and contain a building and room number.



A screenshot of the "Shipping Address" section. The section title "Shipping Address" is in bold and has a red box around it. Below it, the "Ship-To Address" is listed: "777 Glades Road", "Boca Raton, FL 33431", and "United States of America". The entire address block is also enclosed in a red box.

11. Fill out the required (*) Requisition Information. Please write the quote/agreement number in "Memo to Suppliers" line. Failure to provide this information may result in your requisition request sent back. Please also provide your name and the room number your items are going to.



A screenshot of the "Requisition Information" form. The section title "Requisition Information" is at the top. Below it, there are several fields: "Request Date" (with a calendar icon and a red box around the label), "Currency" (with a dropdown menu and a red box around the label), "Requisition Type" (with a dropdown menu and a red box around the label), "High Priority" (with a checkbox), "Sourcing Buyer" (with a dropdown menu), "Submitted by" (with a redacted name and a red box around the label), "Freight Amount" (with a text input field), "Other Charges" (with a text input field), "Memo to Suppliers" (with a large text area), and "Internal Memo" (with a large text area).

12. If you scroll down to the **Goods and Services Lines**, determine which one you are using and check if the information is correct

Goods

1 Item

	Order	Image	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount	Deliver-To
					sticky notes for office	Supplies - Classroom	Quantity 20 Unit of Measure Unit	3.00	60.00	Boca Raton Kenneth I Williams Bldg (AD) : 10_Room

Services

0 Items

	Order	Image	Item	Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To Address	Ship-To Cont.
No Data										

13. Please add all necessary **Attachments** and then click **Submit**

Note: Necessary attachments may include quotes, proposal, estimates, invoices, etc.

> Attachments

Submit

Save for Later

Continue Shopping

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