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**

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.**

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

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

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

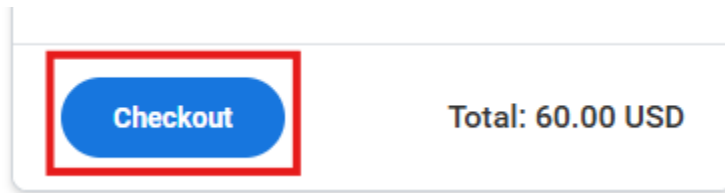| Item Description | * |
Supplier Item Identifier	
Spend Category	*
Supplier	
Supplier Contract	(empty)
Quantity	* 0
Unit Cost	0.00
Unit of Measure	* select one
Extended Amount	0.00

Continue Shopping ▼   Add to Cart   Cancel

7. Select Continue Shopping or Add to Cart

Continue Shopping ▼   Add to Cart   Cancel

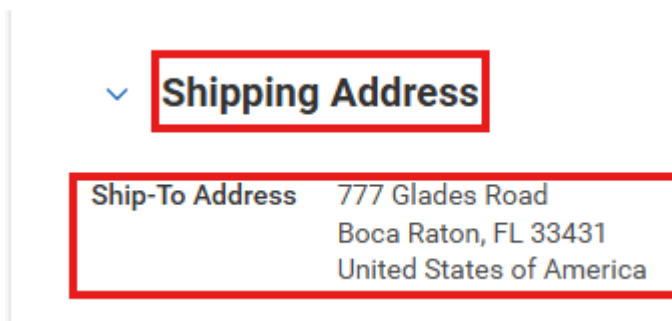**8.** When you select Add to Cart, you can view the items that are in your Cart.

My Cart View Cart ×

sticky notes for office
Quantity: 20 $60.00
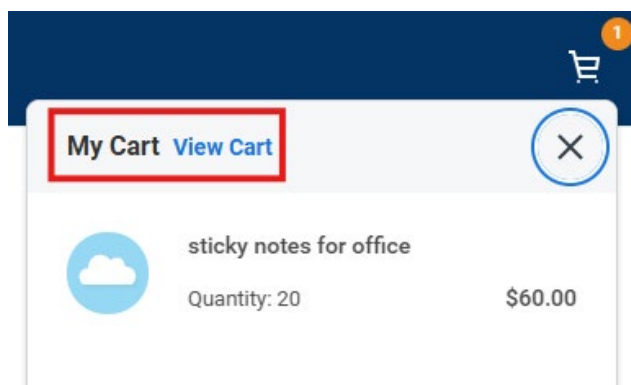
9. When you are ready, select Checkout.
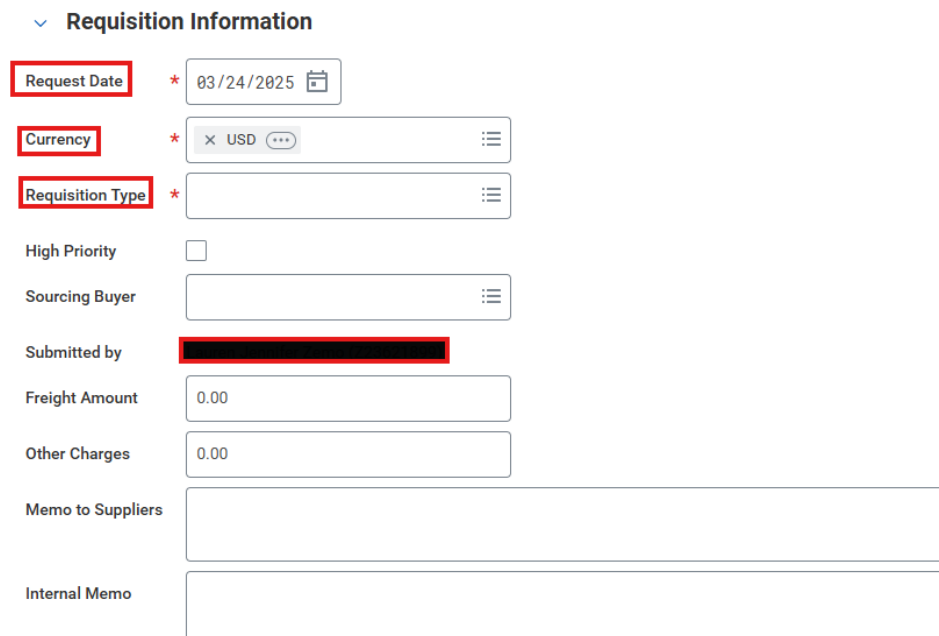
10. Please make sure that the shipping information is correct. It must be an FAU address and

    contain a building and room number.

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 requestion

    request sent back. Please also provide your name and the room number your items are going to.

12. If you scroll down to the **Goods and Services Lines,** determine which one you are using and

check if the information is correct

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

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