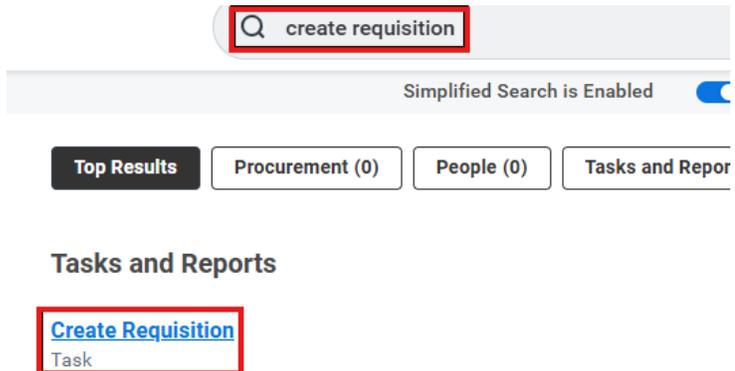


How to Connect to Supplier Website (Punchout)

1. On the Workday search box, type in **“Create Requisition”** and select the task.



2. Review the following information, make changes if needed and select **“OK”**

A screenshot of the "Create Requisition" form. The title "Create Requisition" is displayed in a dark blue header. The form contains several fields, each with a dropdown menu and a "x" icon to clear the selection. The fields are: "Requester" (with a red asterisk), "Company" (with a red asterisk), "Currency" (with a red asterisk), "Requisition Type", "Deliver-To", "Ship-To" (with a red asterisk), "SmartTag", "Fund", "Cost Center", "Project", "Grant", "Gift", "Expense Classification", and "Additional Worktags". The "OK" button at the bottom left is highlighted with a red rectangular box, and the "Cancel" button is to its right.

3. Review the instructions if needed and select “Connect to Supplier Website”

[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.

4. Select which Supplier website is needed for this request (for this example we are going to use Amazon) select “**Connect**”

Supplier Websites 15 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Airgas Punchout	<input type="checkbox"/>	Airgas, Inc. Site-Airgas USA, LLC Punchout	Lab Gases	<input type="button" value="Connect"/>
	Amazon Punchout	<input type="checkbox"/>	Amazon Capital Services, Inc. (Punchout)	Marketplace	<input type="button" value="Connect"/>

5. Browse or search for needed items or materials and add the items to your cart

One-time purchase:

\$11.19

✓prime Tomorrow

FREE Returns ▾

FREE delivery Tomorrow,
February 5. Order within 2 hrs
55 mins

📍 Deliver to Test - Boca Raton
33431

In Stock

Qty:

Add to cart

6. Enter the delivery details (MUST be an FAU Address) and **Submit**
7. From the Supplier Website, it should bring you back to your Workday cart

8. Review that the information and items needed are correct and select **“Checkout”**

1 item	
Post-it Notes, 4 in x 6 in, 5 Lined Sti... \$11.19	1

Edit	
Description	Post-it Notes, 4 in x 6 in, 5 Lined Sticky Note Pads, 100 Sheets per Pad, Beachside Café Collection, New Year Organization or Second Semester School Supplies
Supplier Item Identifier	B0006HVJ30
Spend Category	(empty)
Supplier	Amazon Capital Services, Inc. (Punchout)
Supplier Contract	SUPP_CON [REDACTED] Amazon Punchout
Quantity	1
Unit of Measure	Each
Unit Cost	11.19
Extended Amount	11.19
Memo	<input type="text"/>

Checkout Continue Shopping ▾

9. For additional information for **“Checkout”**, please refer to the job aid **“Create Requisition Non-Catalog”** for checkout and shipping directions.