

Procuring Goods and Services

Buckeye Buy and Non-Catalog Requests

Note: this is **not** to be used if you are paying an individual for a masterclass or performance. See other instructions on paying individuals.

Before You Start

Before you begin a purchase, you need to have these basic things in mind:

WHAT you are purchasing

WHERE you are purchasing from

HOW it will be paid for (aka your funding source)

WHY the purchase is necessary for your work (also called a “business purpose”)

Every funding source has associated worktags, and you will need to know the worktags you want to use before you start buying. If you are uncertain on what the worktags are for your funding source, please email Jackie Shreves.5@osu.edu

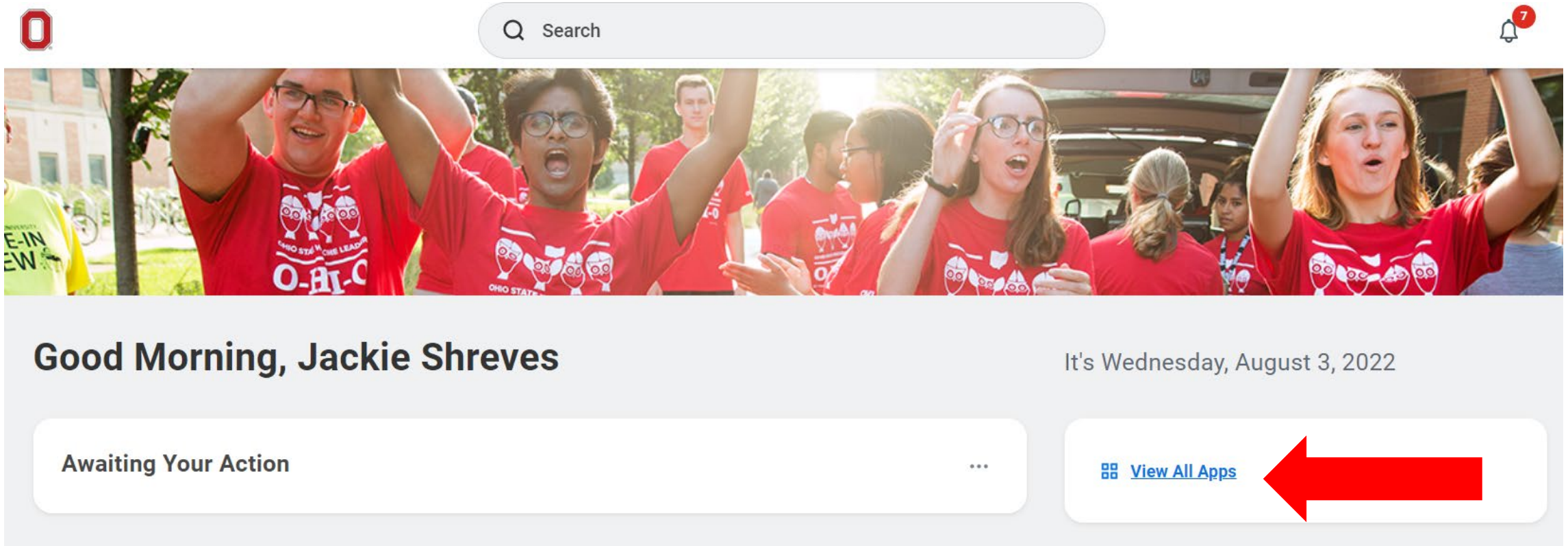
Types of Requests

Buckeye Buy	Non-Catalog Request	Pcard	After the Fact
<p>If you are purchasing from one of the following internal, your request type will be Buckeye Buy:</p> <ul style="list-style-type: none">• Catering (Panera, Freedom a la Cart)• Staples (office supplies)• University Flower Shop <p>This is a less common type of request. You will likely be making a Non-Catalog Request over a Buckeye Buy Request for your main needs.</p>	<p>This is the most common request type. These are for vendors that we do not have internal contracts with, but we can still add them into Workday and make purchases.</p> <p>Most of your requests will likely be a Non-Catalog.</p>	<p>The Pcard can be used in certain cases and does not require any action in Workday on your part. Please email Jackie Shreves at shreves.5@osu.edu with information on what you would like to purchase.</p> <p>Examples for Pcard use:</p> <ul style="list-style-type: none">• Registration to events• Purchases from websites that are not vendors with us	<p>If you are paying for a good or service that has already been delivered/provided, please email Jackie Shreves at shreves.5@osu.edu.</p> <p>It is very important that you pay for goods/services prior to receiving them. Arts and Sciences may reject issuing payment to a supplier if too many after the fact purchases are done.</p>

Buckeye Buy Request

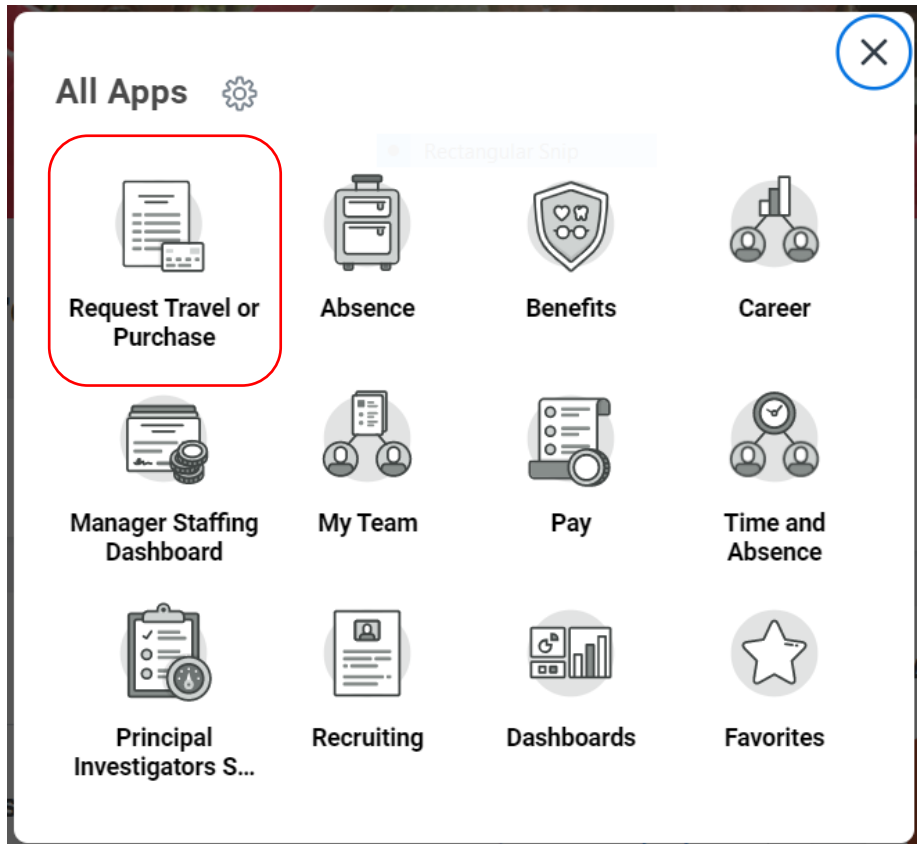
First, log into workday.osu.edu

Your main screen will look similar to the below, showing active inbox items on the left. You will need to click on the **View All Apps** button on the right to get started.



The App box will expand to show various options based upon your assigned role in Workday.

Click **Request Travel or Purchase**



You will then see an expanded selection to pick what action you would like. Select the third one down, **Request to procure goods and/or services**

I need to...	Description
Request preapproval for travel	Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend Authorization is issued.
Request an expense reimbursement and/or process PCard transactions	Create an Expense Report to request a reimbursement for costs personally expended for business needs or travel on behalf of the university and/or process a PCard transaction associated with business expenses. Transactions must be expensed in a timely manner.
Request to procure goods and/or services	Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.
Request payment for a PO invoice	Request to pay an invoice tied to a purchase order. Examples: Invoices that did not go through Central AP. Please email them to: UNIV: apinvoices@osu.edu OSUHS: medctrinvoices@osumc.edu OSUP: osupinvoices@osumc.edu
Request payment for a non-PO invoice	Request to pay an invoice not associated with a purchase order and the supplier is an approved vendor in the system. Examples: Utilities
Request a one time payment to a non-supplier	Request a one-time payment to a non-supplier. Examples: Honorarium, visiting fellows, etc.

On the Create Requisition screen, it should auto-populate your name, company, and a few other items.

Under **Requisition Type**, you can select either Buckeye Buy Request or Non-Catalog Request. In this section, we will do a Buckeye Buy Request.

Create Requisition

Requester *	<input type="text" value="X Jackie Shreves ..."/>
Company *	<input type="text" value="X The Ohio State University ..."/>
Currency *	<input type="text" value="X USD"/>
Requisition Type *	<input type="text"/>
Deliver-To *	<input type="text" value="X Columbus Campus > Weigel Hall (0355)"/>
Ship-To *	<input type="text" value="X 2650 Kenny Rd Columbus, OH 43210-1060 United States of America"/>

Requester *	<input type="text" value="X Jackie Shreves ..."/>
Company *	<input type="text" value="X The Ohio State University ..."/>
Currency *	<input type="text" value="X USD"/>
Requisition Type *	<div><input type="text" value="Search"/><ul style="list-style-type: none"><input type="radio"/> After the Fact Purchase Order<input type="radio"/> Bid Waiver<input type="radio"/> Blanket Purchase Order<input checked="" type="radio"/> Buckeye Buy Request<input type="radio"/> Bundled Equipment Request<input type="radio"/> Change Order Request<input type="radio"/> Competitively Bid<input type="radio"/> Inventory Replenishment<input type="radio"/> JIT Replenishment<input type="radio"/> Medical Bill Only<input type="radio"/> Non-Catalog Request<input type="radio"/> OAKS State Funded</div>
Deliver-To *	<input type="text"/>
Ship-To *	<input type="text"/>
Cost Center	<input type="text"/>
Balancing Unit	<input type="text"/>

Scrolling down, you will see boxes for the worktags. This is your **HOW** aka your funding source. You do not need to fill in every box, as not every funding source will have a tag in every section. The required sections are marked with a * below.

CC#s will go here*	Cost Center	<div data-bbox="1640 315 2308 436"> × CC12304 Arts and Sciences Music ... ☰ </div>
BL#s will go here* - Note that this often populates for you based on the CC# you entered	Balancing Unit	<div data-bbox="1640 458 2308 579"> × BL1462 Arts and Sciences Arts and Humanities ... ☰ </div>
FD#s go here* - These also autopopulate	Fund	<div data-bbox="1640 604 2308 694"> × FD100 General Fund ... ☰ </div>
GF#s go here	Gift	<div data-bbox="1640 721 2308 811"> ☰ </div>
GR#s go here	Grant	<div data-bbox="1640 832 2308 922"> ☰ </div>
PG#s go here	Program	<div data-bbox="1640 946 2308 1036"> ☰ </div>
PJ#s go here	Project	<div data-bbox="1640 1061 2308 1150"> ☰ </div>
This section can contain FN#s*, AE#s, and AS#s - FN#s will also autopopulate	Additional Worktags	<div data-bbox="1640 1175 2308 1293"> × Function: FN100 Instruction and Departmental Research ... ☰ </div>

Clicking OK will take you to the next page. Here you will see the option between a Buckeye Buy request and a Non-Catalog request. For a Buckeye Buy request, click **Connect to Supplier Website**.

▼ **Select an Option**

[Request Non-Catalog Items](#)

If you can't find what you are looking for in Buckeye Buy, then you need to submit a non-catalog request for your goods or services.

Connect to Supplier Website


Buckeye Buy is the online store that hosts preferred and contracted supplier catalogs.

If you are a screen reader and/or keyboard-only user, you will experience problems navigating the internal catalog. For assistance, contact the Accessibility Help Line at (614) 292-5000.

Then, click Connect

Supplier Websites 1 item

Turn off the new tables view

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	The Ohio State University Columbus	Yes		Click "Connect" to search Buckeye Buy online store that hosts preferred and contracted supplier catalogs.	Connect

Now you will see this search engine. These are the things we can get from the university warehouses. You can search for common items or suppliers here. Catering will be found here by searching for the supplier, or by filtering for the supplier on the left-hand side.

Add Request

[RoundTrip](#)

My Lists [Actions](#)

Facility Lists

Supplier



Filter

- VWR International Inc (957655)
- Sigma-Aldrich Inc (490841)
- Life Technologies (fka Invi... (231654)
- ABCAM INC (114979)
- NETA SCIENTIFIC INC. (95931)

Item search ▼ Description, Supplier & Manufacturer Part Number, Customer item number, GTIN, HIBC, Keyword 🔍 📄 ☰ Clear View

Catalog Results (24) Level 2 Results (20)

Items per page: 10 ▼ 1 - 10 of 24 ⏪ ⏩

ITEM	PRICE	PACKAGING	QTY
<p>>  2xAA Lithium batteries</p> <p>Supplier: HU-FRIEDY MFG LLC Supplier PN: CA-265A Mfr: Hu-Friedy Mfg. Co., LLC Mfr PN: CA-265A Customer Item #:</p>	<p>\$16.15</p> <p>Contract: 19-DENTA-Hu-FriedyMfgLlc</p>	EA	1 ⬆ ⬆
<p>>  Restek Replacement AA Batteries for the Mobile Phase Waste Indicator 3pk - RES</p> <p>Supplier: NETA SCIENTIFIC INC</p>	<p>\$9.90</p> <p>Contract:</p>	PK / 3	1 ⬆ ⬆

Add to Cart

[Add to Cart](#)

For example, you can buy batteries from the warehouse.

In most circumstances, you will need to use a university contracted supplier rather than the warehouse, but you can always check in this search bar first if you are uncertain. Add any items you require with the blue **Add to Cart** button.

The screenshot displays a procurement system interface. On the left, there are navigation panels: 'Add Request' with a 'RoundTrip' button, 'My Lists' with an 'Actions' dropdown, and 'Facility Lists'. Below these is a 'Supplier' filter section with a list of suppliers: VWR International Inc (957655), Sigma-Aldrich Inc (490841), Life Technologies (fka Invi... (231654), ABCAM INC (114979), and NETA SCIENTIFIC INC. (95931). The main area shows an 'Item search' bar with 'batteries' entered. Below the search bar, a dropdown menu displays 'Short description (5+)' and 'Long description (5+)'. The 'Short description' list includes: 'BATTERIES 9 VOLT DURACELL PROCELL 12 PER BOX 1604 PER CASE', 'BATTERIES, AA, DURACELL, PROCELL, 24 PER BOX, 1500 PER CASE', 'BATTERIES, AAA, DURACELL, PROCELL, 24 PER BOX, 2400 PER CAS', 'BATTERIES, C, DURACELL, PROCELL, 12 PER BOX, 1400 PER CASE', and 'BATTERIES, D, 1.5 VOLT, DURACELL, PROCELL, 12 PER BOX, 1300'. The 'Long description' list includes: 'BATTERIES 9 VOLT DURACELL PROCELL 12 PER BOX 1604 PER CASE', 'BATTERIES, AA, DURACELL, PROCELL, 24 PER BOX, 1500 PER CASE', and 'BATTERIES, AAA, DURACELL, PROCELL, 24 PER BOX, 2400 PER CAS'. The search results table shows two items. The first item is 'BATTERIES 9 VOLT DURACELL PROCELL 12 PER BOX 1604 PER CASE' with a price of \$16.04, a quantity of 1, and an 'Add to Cart' button. The second item is 'Restek Replacement AA Batteries for the Mobile Phase Waste Indicator 3pk - RES' with a price of \$9.90, a quantity of 1, and an 'Add to Cart' button. The interface also includes a 'Clear View' button and a '10 of 24' indicator.



Item search batteries

Short description (5+)

- BATTERIES 9 VOLT DURACELL PROCELL 12 PER BOX 1604 PER CASE
- BATTERIES, AA, DURACELL, PROCELL, 24 PER BOX, 1500 PER CASE
- BATTERIES, AAA, DURACELL, PROCELL, 24 PER BOX, 2400 PER CAS
- BATTERIES, C, DURACELL, PROCELL, 12 PER BOX, 1400 PER CASE
- BATTERIES, D, 1.5 VOLT, DURACELL, PROCELL, 12 PER BOX, 1300

Long description (5+)

- BATTERIES 9 VOLT DURACELL PROCELL 12 PER BOX 1604 PER CASE
- BATTERIES, AA, DURACELL, PROCELL, 24 PER BOX, 1500 PER CASE
- BATTERIES, AAA, DURACELL, PROCELL, 24 PER BOX, 2400 PER CAS


ITEM	PRICE	QTY	ADD TO CART
 BATTERIES 9 VOLT DURACELL PROCELL 12 PER BOX 1604 PER CASE	\$16.04	1	Add to Cart
 Restek Replacement AA Batteries for the Mobile Phase Waste Indicator 3pk - RES	\$9.90	1	Add to Cart

Supplier: Hu-Friedy Mfg. Co., LLC
Mfr: Hu-Friedy Mfg. Co., LLC
Mfr PN: CA-265A
Customer Item #: FriedyMfgLlc

Supplier: NETA SCIENTIFIC INC
Supplier PN: RES-26545
Contract: UN17-091-

To buy from a contracted supplier, click on the RoundTrip icon in the upper left.

Add Request

 RoundTrip

My Lists [Actions](#) ▾

Facility Lists

Supplier





Filter

- VWR International Inc (957655)
- Sigma-Aldrich Inc (490841)
- Life Technologies (fka Invi... (231654)
- ABCAM INC (114979)
- NETA SCIENTIFIC INC. (95931)

Item search ▾ Description, Supplier & Manufacturer Part Number, Customer item number, GTIN, HIBC, Keyword 🔍 📄 | 🗑️ Clear View

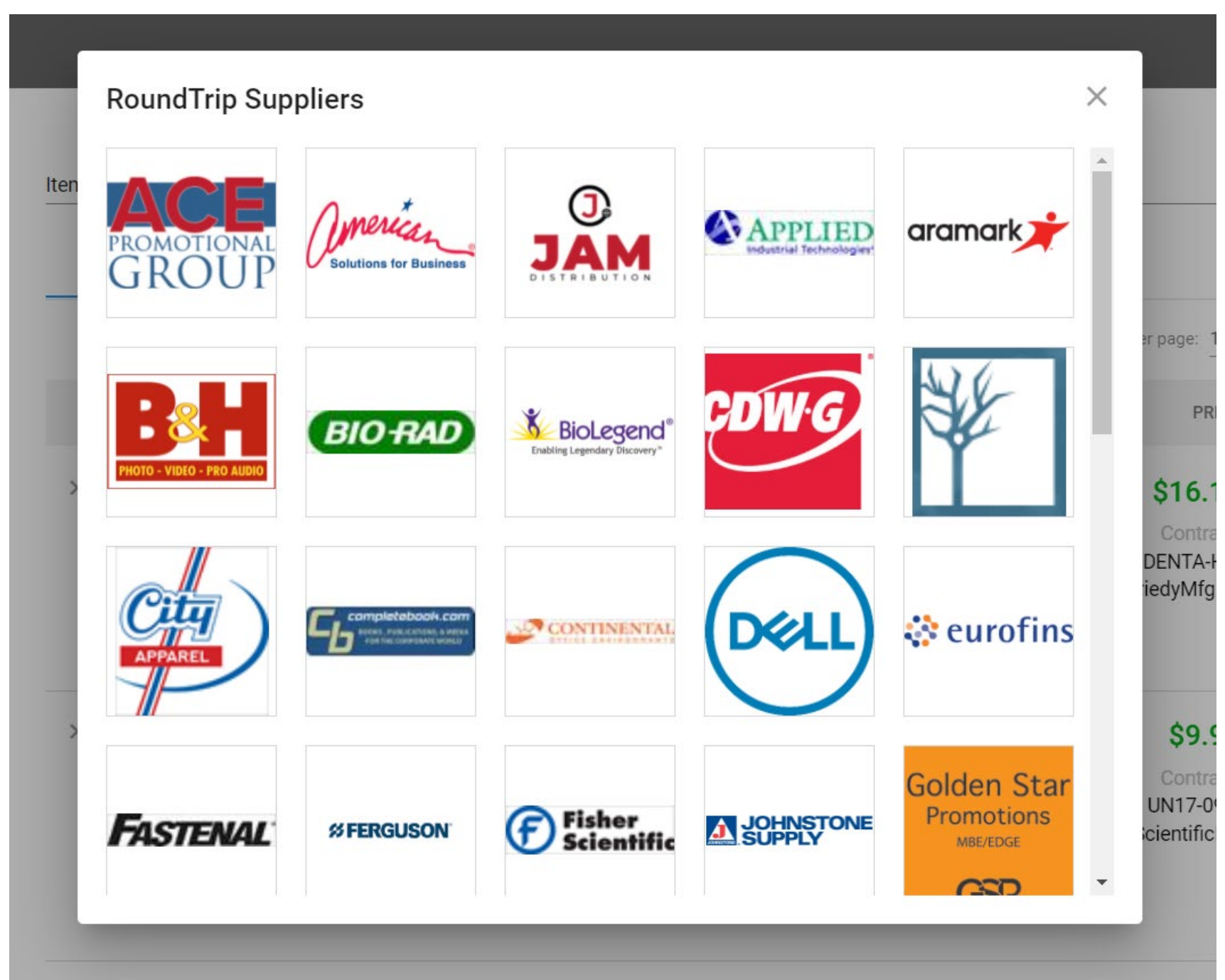
Catalog Results (24) Level 2 Results (20)

Items per page: 10 ▾ 1 - 10 of 24 < >


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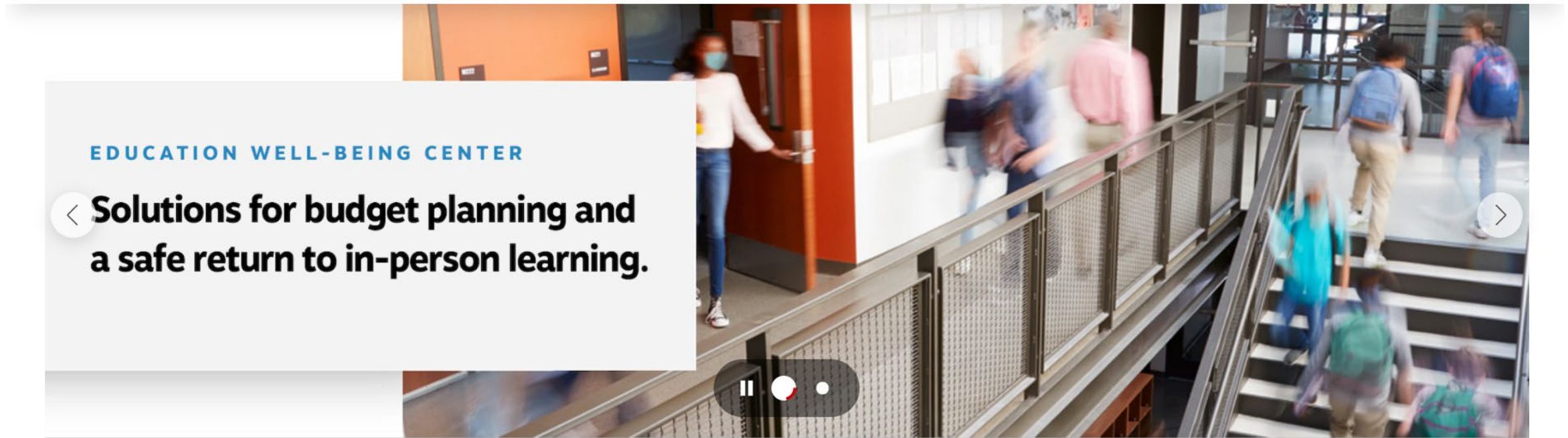
Now you will see a list of many different companies that have contracts with OSU to make them a preferred buyer. This means we **have** to search for an item we need with them first before trying to buy them elsewhere. You may find office supplies on Amazon that you like, but we are **required** to first find an equivalent with Staples or the warehouse.

For this example, we are using Staples, which is listed at the bottom. If you click on Staples (or any supplier), it will take you to their website, as seen in the next step



Here we see the Staples website through OSU. You can use the search engine as you would on any store website.

 Save more with new Ink & Toner Bundles! [Shop now](#)



 **Orders** [View all](#)

 **Lists (3)** [View all](#)

For this example, you can search for “pens.” You’ll see several results. Note that at the bottom, it lists if an item is “On Contract.” That means we can buy it. Things off contract require special one-time permission.

You can select “Add” and view things from your cart in the upper right, just as you would with various online retailers.

TRU RED™ Ballpoint Gripped Pen, Medium Point, 1.0mm, Black, Dozen (52864)

★★★★☆ 1,002

\$1.89 ~~\$3.30~~
12/DZ

≡ Free Next-Day Delivery by tomorrow

1 ▾ **Add** 1

ON CONTRACT

When you're finished, you can view your cart and click Submit Order to return to our main purchasing page.

Review & Checkout

Order Summary

Items (1)	\$1.89
Total	\$1.89

[Submit Order](#)

1 item in cart



Item search

Description, Supplier & Manufacturer Part Number, Customer item number, GTIN, HIBC, Keyword



Clear View



Catalog Results (295155)

Level 2 Results (1680150)

Items per page: 10

1 - 10 of 295155



ITEM	PRICE	PACKAGING	QTY
<p>></p>  <p>Month Rate - PUMP FLOWMETER 8IN</p> <p>Supplier: HERC RENTALS Supplier PN: 816-2730 MONTH Mfr: Herc Rentals Mfr PN: 816-2730 MONTH Customer Item #:</p>	<p>\$489.00</p> <p>Contract: 2019000318- HercRentals</p>	MO	1
<p>></p>  <p>Rabbit monoclonal [EPPTX-R2] to 17-beta-Estradiol - BSA and Azide free</p>	<p>\$866.25</p>	EA	1


Here we are back at the warehouse page, but items from the contract supplier have been added to your cart and can be clicked on to proceed.

You can add items to your cart from various suppliers by going back to RoundTrip, but when you are ready to purchase, click **Submit**.

Total Cost: \$1.89 [Submit](#)


[Clean My Cart](#) Return items in cart to your purchasing application


View: [Item Details](#) 1 - 1 of 1


ITEM	PRICE	PACKAGING	QTY	SUBTOTAL
 TRU RED Ballpoint Gripped Pen, Medium Point, 1.0mm, Black, Dozen (52864) Supplier: STAPLES CONTRACT A... Supplier PN: 24328148 Mfr: STAPLES BRANDS GRO... Mfr PN: TR52864 Customer Item #: UNSPSC: 44121704	\$1.89 Contract:	DZ	1	\$1.89

Ship-To Address 2650 Kenny Rd
Columbus, OH 43210-1060
United States of America


▼ Requisition Information

Request Date * 12/20/2021 

Currency * 

Requisition Type 

High Priority

Sourcing Buyer 

Submitted by Jackie Shreves

Memo to Suppliers

Internal Memo

▼ Goods

This will take you back to Workday. At the top of the page is the header information.

The only field you need to fill out is the Internal Memo field. This will be your **WHY**, aka why you need the item. For something like office supplies, you could put an equivalent of “Office supplies requested for use in Weigel/Timashev.”

Below the Memo fields are the Goods and Services line. In this case, your Service line will be blank since we aren't requesting any services, but your Goods line will contain what we have pulled from our suppliers.

If you didn't do so previously, you can scroll to the right in the goods line to see the worktags and adjust them if needed.

Goods

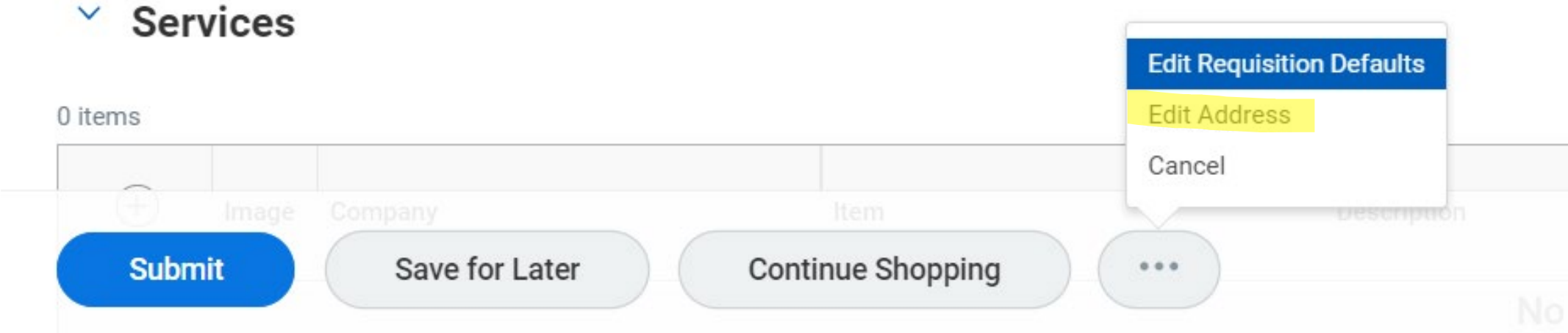
1 item



*Cost Center	*Balancing Unit	*Fund	Gift	Grant	Program
<input type="checkbox"/> CC10496 Public Health Health Behavior and Health Promotion	<input type="checkbox"/> BL1034 Public Health General	<input type="checkbox"/> FD100 General Fund			

Services

At the bottom bar on the page, it lists Submit, Save for Later, Continue Shopping, and three dots. Click the three dots and then “Edit Address”



Workday requires that a specific room number be listed in the **Deliver-To** address box. It will default to your building, but not the specific room.

Deliver-To

Ship-To Address

Use Alternate Address

You will need to type your room and building in the **Deliver-To** section, or you can check the Use Alternate Address box and fill in a non-university address if needed.

Deliver-To

Ship-To Address

Use Alternate Address

Click “Apply” at the bottom to return to the main page

Click the Attachments drop down to be able to add an attachment if needed. A necessary attachment might be a quote, an email approval to use funds, or an event flyer if you are making the purchase for an event.

The screenshot shows a web form with two main sections: Attachments and Tax. The Attachments section is at the top, featuring a dropdown arrow and the text "Attachments". Below it is a large light blue area with a dashed border, containing the text "Drop files here" and a "Select files" button. The Tax section is below, with a dropdown arrow and the text "Tax". It includes an "Update Tax" button and the text "Total Tax Amount 0.00". At the bottom of the form, there are four buttons: "Submit" (highlighted in blue), "Save for Later", "Continue Shopping", and a three-dot menu icon.

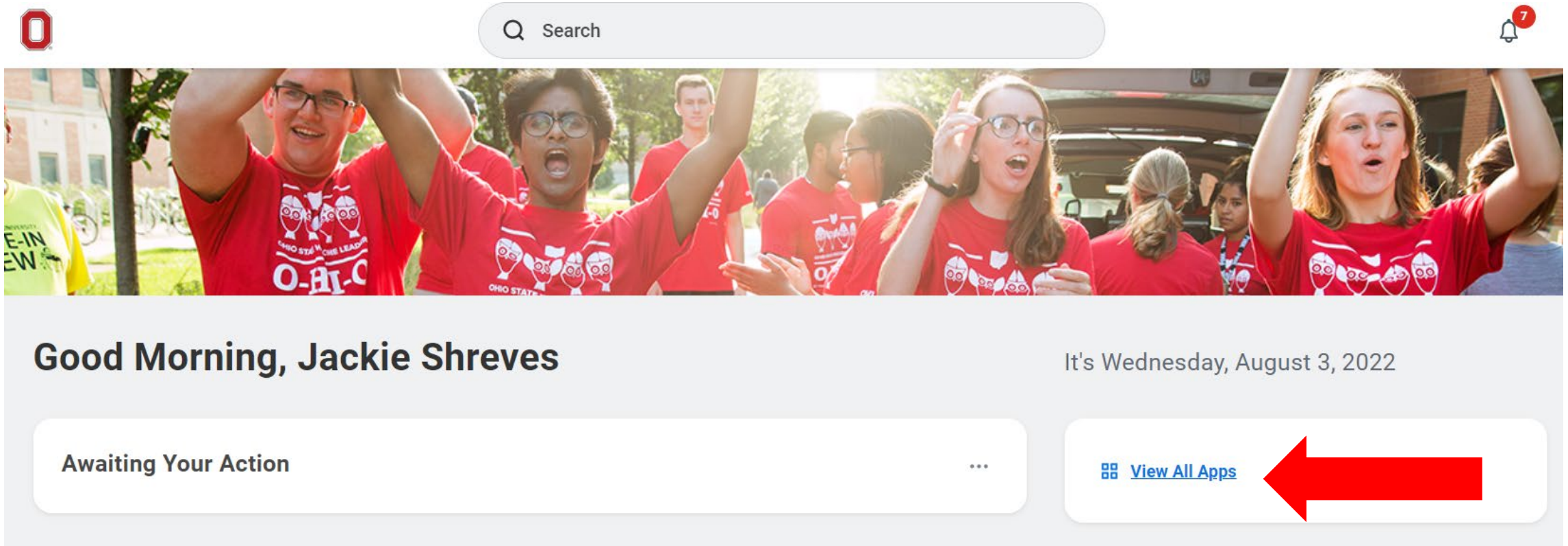
When you are finished, select **Submit**.

If you are notified of an **Alert**, that is fine. Alerts are just pop up information that may be important for someone in purchasing and do not prevent submission. If you receive an **Error**, your request has not been submitted. A pop up box will tell you why the error has appeared. If you are having issues with errors on your submission, please contact Jackie Shreves at shreves.5@osu.edu

Non-Catalog Request

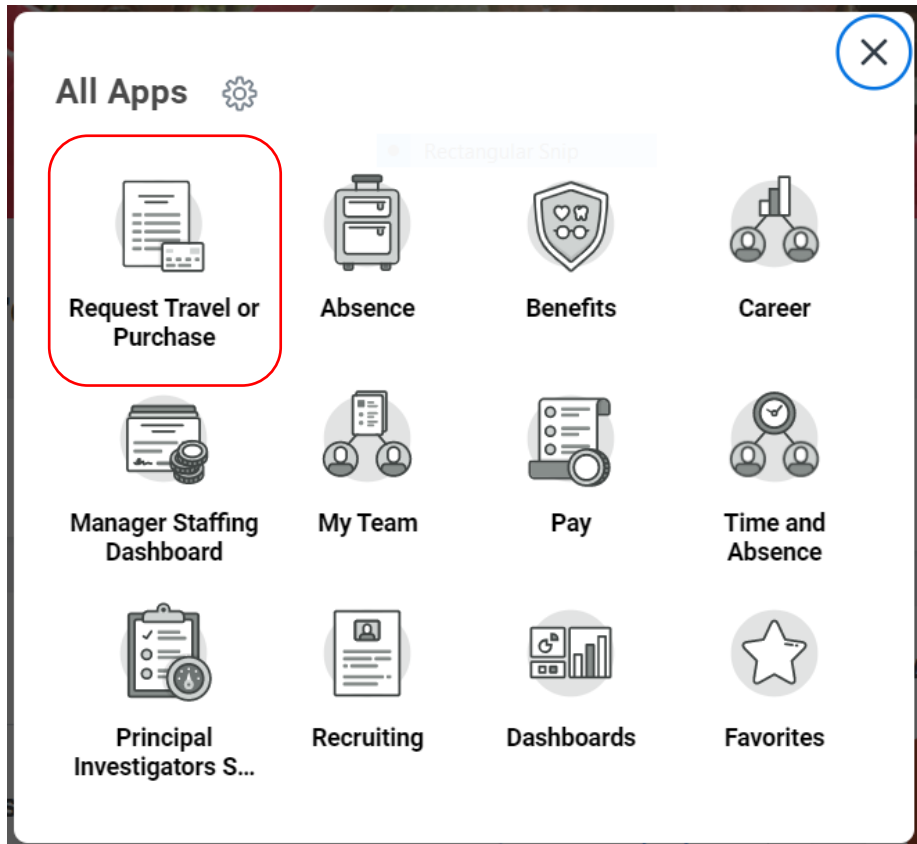
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You will then see an expanded selection to pick what action you would like. Select the third one down, **Request to procure goods and/or services**

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Request to procure goods and/or services	Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.
Request payment for a PO invoice	Request to pay an invoice tied to a purchase order. Examples: Invoices that did not go through Central AP. Please email them to: UNIV: apinvoices@osu.edu OSUHS: medctrinvoices@osumc.edu OSUP: osupinvoices@osumc.edu
Request payment for a non-PO invoice	Request to pay an invoice not associated with a purchase order and the supplier is an approved vendor in the system. Examples: Utilities
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Under **Requisition Type**, you can select either Buckeye Buy Request or Non-Catalog Request. In this section, we will do a Non-Catalog Request.

Create Requisition

Requester *	<input type="text" value="X Jackie Shreves ..."/>
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Currency *	<input type="text" value="X USD"/>
Requisition Type *	<input type="text"/>
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Ship-To *	<input type="text" value="X 2650 Kenny Rd Columbus, OH 43210-1060 United States of America"/>

Requester *	<input type="text" value="X Jackie Shreves ..."/>
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Currency *	<input type="text" value="X USD"/>
Requisition Type *	<div><p>Search</p><ul style="list-style-type: none"><input type="radio"/> After the Fact Purchase Order<input type="radio"/> Bid Waiver<input type="radio"/> Blanket Purchase Order<input type="radio"/> Buckeye Buy Request<input type="radio"/> Bundled Equipment Request<input type="radio"/> Change Order Request<input type="radio"/> Competitively Bid<input type="radio"/> Inventory Replenishment<input type="radio"/> JIT Replenishment<input type="radio"/> Medical Bill Only<input checked="" type="radio"/> Non-Catalog Request<input type="radio"/> OAKS State Funded</div>
Deliver-To *	<input type="text"/>
Ship-To *	<input type="text"/>
Cost Center	<input type="text"/>
Balancing Unit	<input type="text"/>

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PJ#s go here	Project	<div data-bbox="1640 1061 2308 1150"> ☰ </div>
This section can contain FN#s*, AE#s, and AS#s - FN#s will also autopopulate	Additional Worktags	<div data-bbox="1640 1175 2308 1293"> × Function: FN100 Instruction and Departmental Research ... ☰ </div>

Once you have entered your Worktags, you can proceed to the next page, and select **Request Non-Catalog Items**.

▼ **Select an Option**

Request Non-Catalog Items

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[Connect to Supplier Website](#)

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This page will allow you to enter information about the item. Note that you must select if it is a Good or Service first.

A Good is a tangible item we will receive – equipment, instruments, so on.

A Service is just that – a someone doing something for us that they charge for but is not a physical product, such as moving items for us, cleaning, consulting, and so on.

Company: The Ohio State University Requester: Jackie Shreves Requisition Type: Non-Catalog Request

Requisition Currency *

Non-Catalog Request Type

- Request Goods
- Request Service

Goods Request Details

Item Description *

Supplier Item Identifier

Commodity Code

Spend Category *

Supplier

The **Goods Request Details** looks like this. You will need to enter the fields below -

Item Description: what you are purchasing

Spend Category: there are many to choose from and you may have to search some terms to find an appropriate fit

Supplier: you can search for the name of the supplier you are buying from here

Quantity: how many you are purchasing

Unit Cost: the price

Unit of Measure: there are many you can choose from. If you are unsure “Unit” is a pretty good catch-all term

Add to Cart when you are finished

Goods Request Details

Item Description	*	<input type="text"/>
Supplier Item Identifier		<input type="text"/>
Commodity Code		<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
Memo		<input type="text"/>

Tip: Type a word describing your purchase into the Spend Category box and hit enter to search for related categories.

Example Spend Categories (Goods):

- Musical Instruments
- Furniture – Classroom
- Cleaning Supplies

Add to Cart

Continue Shopping

Cancel

The **Service Request Details** looks like this. You will need to enter the fields with the red asterisk.

Description: what you are purchasing

Spend Category: there are many to choose from and you may have to search some terms to find an appropriate fit

Supplier: you can search for the name of the supplier you are buying from here

Start/End Date: the date(s) that the service will be performed

Extended Amount: the price

Add to Cart when you are finished

- Request Goods
 Request Service

Service Request Details

Description *	<input type="text"/>
Commodity Code	<input type="text"/>
Spend Category *	<input type="text"/>
Supplier	<input type="text"/>
Supplier Contract	(empty)
Start Date	<input type="text" value="MM/DD/YYYY"/>
End Date	<input type="text" value="MM/DD/YYYY"/>
Extended Amount	<input type="text" value="0.00"/>
Memo	<input type="text"/>

Tip: Type a word describing your purchase into the Spend Category box and hit enter to search for related categories.

Example Spend Categories (Service):

- Moving Services
- Storage Services

What if I cannot find my supplier in the system?

If the supplier is not in the system, we will need to get information from them in order to set them up so we can pay them.

Please contact Jackie Shreves at shreves.5@osu.edu and she can direct you further. In some cases we can use the Pcard to cover where we do not have a set up supplier.

- Request Goods
- Request Service

Service Request Details

Description *

Commodity Code

Spend Category *

Supplier

Supplier Contract (empty)

Start Date

End Date

No matches found

Suppliers By Supplier Group >

All Independent Contingent Workers >

Independent Contingent Workers by Organization >

Suppliers By Supplier Category >

Suppliers on Hold >

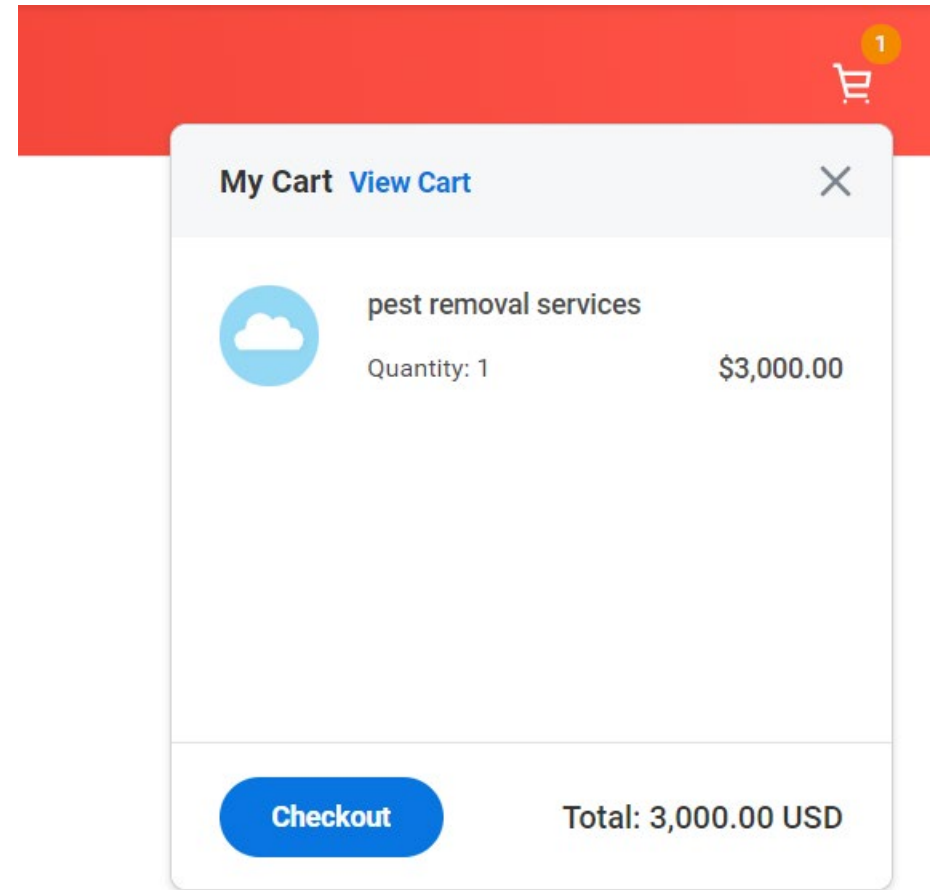
geralt of rivia ✕

MM/DD/YYYY 📅

MM/DD/YYYY 📅


You are able to add multiple Goods or Services to your cart, but please don't mix multiple suppliers on one requisition.


You can click on the cart icon in the upper right and Checkout when you are ready to complete the transaction




Ship-To Address 2650 Kenny Rd
Columbus, OH 43210-1060
United States of America


▼ Requisition Information

Request Date * 12/20/2021 

Currency * 

Requisition Type 

High Priority

Sourcing Buyer 

Submitted by Jackie Shreves

Memo to Suppliers

Internal Memo

▼ Goods

This will take you back to Workday. At the top of the page is the header information.

The only field you need to fill out is the Internal Memo field. This will be your business purpose/why you are requesting the items. For something like office supplies, you could put an equivalent of “Office supplies requested for use in Cunz Hall.”

Below the Memo fields are the Goods and Services line. They will be populated based on whether or not you added a Good or a Service

If you didn't do so previously, you can scroll to the right in the goods line to see the worktags and enter them if needed

Goods

0 items

	Image	Company	Item	Item Description	*Spend Category	*Quantity	Un
No Data							

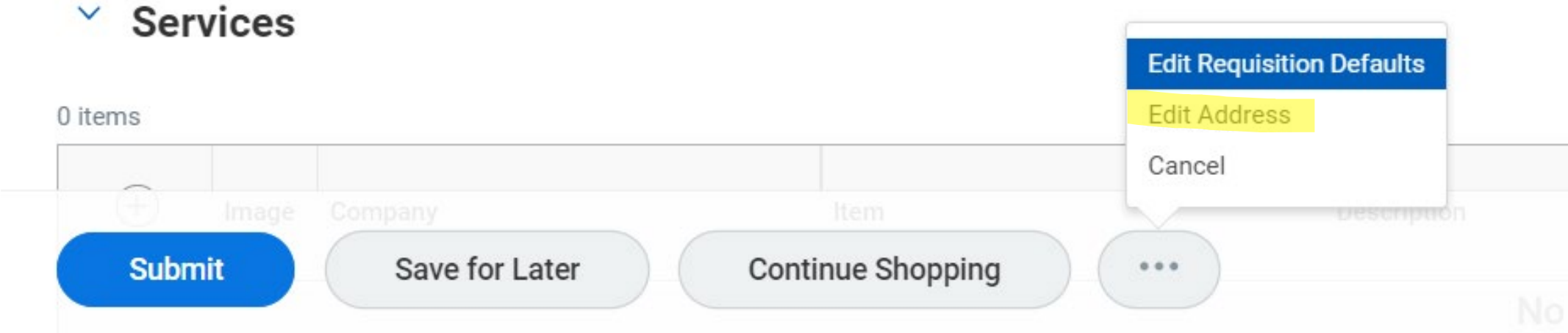
Services

1 item

	*Cost Center	*Balancing Unit	*Fund	Gift	Grant	Program
	<input type="text" value="x CC10496 Public Health Health Behavior and Health Promotion"/>	<input type="text" value="x BL1034 Public Health General"/>	<input type="text" value="x FD100 General Fund"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachments

At the bottom bar on the page, it lists Submit, Save for Later, Continue Shopping, and three dots. Click the three dots and then “Edit Address”



Workday requires that a specific room number be listed in the **Deliver-To** address box. It will default to your building, but not the specific room.

Deliver-To

Ship-To Address

Use Alternate Address

You will need to type your room and building in the **Deliver-To** section, or you can check the Use Alternate Address box and fill in a non-university address if needed.

Deliver-To

Ship-To Address

Use Alternate Address

Click “Apply” at the bottom to return to the main page

Click the Attachments drop down to be able to add an attachment. For this type of request, you will need to include a quote of the goods/services provided as an attachment.

The screenshot shows a web form with two main sections: Attachments and Tax. The Attachments section is at the top, featuring a dropdown arrow and the text "Attachments". Below it is a large light blue area with a dashed border, containing the text "Drop files here" and a "Select files" button. The Tax section is below, with a dropdown arrow and the text "Tax". It includes an "Update Tax" button and the text "Total Tax Amount 0.00". At the bottom of the form, there is a row of buttons: "Submit" (highlighted in blue), "Save for Later", "Continue Shopping", and a three-dot menu icon.

When you are finished, select **Submit**.

If you are notified of an **Alert**, that is fine. Alerts are just pop up information that may be important for someone in purchasing and do not prevent submission. If you receive an **Error**, your request has not been submitted. A pop up box will tell you why the error has appeared. If you are having issues with errors on your submission, please contact Jackie Shreves at shreves.5@osu.edu