Workday Requisitions Instructions and assigning a shopping cart

Step 1: Log on to Workday.

Step 2: Click the "Menu" button on the top left of the screen.

E MENU ma Home	Q Search		Need Help?
Hello There		It's Monday, September 18, 2023	

Step 3: Click the "Requisitions" App.

*Note: if "Requisitions" does not show up for you, you will have to add the App to your menu by clicking the "+Add Apps" button.

Menu	? ×
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You can track requisitions you create here.	Cost Center: CC0059 AS-Economics (ECC Start Requisition Edit Detai	IN)
	Ordering Methods	
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	Connect to Supplier Website	

Step 4: Under "Ordering Methods" section click the "Connect to Supplier Website" button.

Step 5: Click the white "Connect" button in the top right of the screen.

Continue Shopping

Cancel

Connect to S	Supplier Website	-					Ä
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Step 6: Click "Office Supplies" under the "Enterprise Suppliers" tab as the supplier. Make sure not to use Safari or Microsoft Edge as there might be more issues using these browsers compared to Google Chrome.



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ACCOUNT EXECUTIVE: Keith Courtney (34) 989-4305 kcourtney@thssupphroom.com CUSTOMER SERVICE; (800) 849-7239 – Toll Free	

Step 7: Select "Products" on the upper left hand side of the screen

Step 8: Select "Office Supplies"



Step 8B: Select "Explore All"



Step 9: Search for an item

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Step 10: Select Item and Quantity and then click the blue "Add to Cart" button

Step 10: When everything you need is added to your cart, click "Submit Cart"





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Step 11B: Type in the department administrator that will be responsible for approving the purchase (For this example it will be "Debby Stanford") under First and Last name then click Search.

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Step 11C: After finding them, click the plus sign on the right hand side of the screen.

Step 11D: Click Assign and add notes for reason of purchase and the worktag being used for the purchase (Additionally any other important information the assignee should know)

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Step 12: Your order should now be assigned to your department administrator. They will make sure everything looks correct and place the order on your behalf.

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