

WORKDAY INFO SHEET: REQUISITIONS

Creating a requisition in Workday is required for all purchases that will be paid using an invoice. There are three types of requisitions.



SEARCH CATALOG

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

These items are typically a result of a request for quote and/or contracted pricing

REQUEST NON-CATALOG ITEMS

Add a good or service that is not in the catalog.

This is for anything not found in 'Search Catalog' or 'Connect to Supplier Website.'



CONNECT TO SUPPLIER WEBSITE

Utilize this link to punchout to a supplier's external website

Amazon, Office Depot, Grainger, McKesson

TIPS

- Workday offers the ability to copy past requisitions and use templates for frequent purchases
- Departments using a purchasing card may bypass the requisition process



For More Information :

www.gvsu.edu/workday