

### Overview

Use this job aid as a resource to create a procurement requisition as an Employee. In Workday, requisitions will be used to initiate the buying process. A requisition will be the initial request from your department to procurement to identify a supplier for goods or services you need. Procurement will review all ad hoc good and services requests to ensure accurate and timely delivery and payment. Prior to initiating this task, be sure to have all related supporting documentation ready to upload in Workday as an attachment (e.g. vendor quotes, proposals, etc.). If you need to create a supplier, refer to the *Create Supplier Request* job aid. If you have questions, please contact the Procurement Office.

[procure@montgomerycollege.edu](mailto:procure@montgomerycollege.edu)

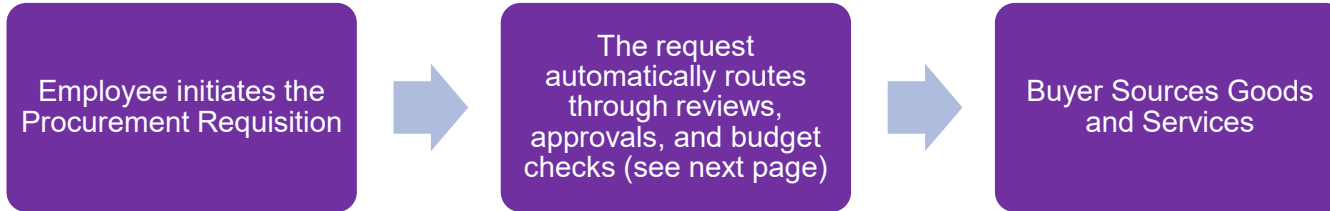
**Banner-to-Workday FOAPA Values:** If you need to locate the previous Banner FOAPA (FUND, ORGANIZATION, ACCOUNT, PROGRAM, ACTIVITY) value and what the value is now called in Workday, you will need to use the *Banner-to-Workday Crosswalk Query* report (e.g. fund, organization, program, activity, etc.). From the Workday search bar, type Banner-to-Workday Crosswalk Query and select the report. Read the instructions provided on the screen to locate the needed value(s).

**Important:** If you are creating a Procurement Requisition for an Educational Assistance Program (EAP) for pre-payment to an external institution, please skip to the EAP Procurement Requisition section of this job aid.

### Table of Contents

Section	Page #
Process Flow: Create Procurement Requisition	2
Create Requisition	3
Create Requisition Template	7
View Requisitions	7
Add from Templates and Requisitions	8
EAP Procurement Requisition	9
Transmit Payment PO to External Institution	12

## Process Flow: Create Procurement Requisition



### Who Reviews Requisitions:

- If there is a Grant Worktag, then Principal Investigator (Grant) reviews the requisition if they were not the Initiator.
- If the Spend Category is trackable, then Business Asset Accountant reviews the requisition if they were not the Initiator.
- Procurement Supervisor reviews the requisition if they were not the Initiator.

### Who Approves Requisitions:

- Cost Center Manager or Secondary Cost Center Manager approves all requisitions.
- If the Spend Category is IT, then IT Personnel also approves the requisition.
- If the Spend Category is Facilities, then Facilities Manager also approves the requisition.
- If there is a Grant Worktag, then Award Billing Specialist also approves the requisition.
- If there is a Project Worktag, then Project Manager Tracking also approves the requisition.
- If the Spend Category is >\$5k and Non-Capital, then Business Asset Accountant also approves the requisition.

### Budget Check

- Once reviewed and approved, the requisition will go through budget check. If there is not enough budget, the requisition will not be approved.

## Create Requisition

**Note:** The person listed on the requisition as the “Requestor” will be responsible for creating receipts against the resultant purchase order. If the person preparing/submitting the requisition is not the “Requestor,” the name must be changed prior to submitting the requisition.

1. From the Workday Search Bar, enter **Create Requisition** and select the task. The Create Requisition start screen displays.

2. The **Company, Requester, Currency, Deliver-To, Ship-To, Cost Center** fields automatically populate.

**Note:** If you wish to edit the data in these fields, click the **X** to delete then search for and select the correct input.

3. Fill in the following fields if applicable. Some fields may auto-populate based on your positions.

- Grant
- Project
- Cost Center
- Fund
- Program
- Additional Worktags

**Important:** If you need to locate the previous Banner Fund, Organization, Account, Program, Activity (FOAPA) value and what the value is now called in Workday, follow the steps in the overview section of this job aid.

4. Click **OK**.

5. Select **Request Non-Catalog Items**.

**Note:** Non-catalog items should be used for any good and/or Service. Workers receive the appropriate quotes from suppliers prior to requesting non-catalog items.

▼ **Select an Option**

[Request Non-Catalog Items](#)

**NOTE:** When submitting a requisition, [all related supporting](#)

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[Connect to Supplier Website](#)

**Do not use.** This link is for Procurement and IT Staff **ONLY**.

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[Add from Templates and Requisitions](#)

*Use this link to select saved Templates or to copy past Requisitions.*

6. **Requisition Currency:** USD defaults. Requisitions should always be made in USD.

7. **Non-Catalog Request Type:** Select **Request Goods** or **Request Service**.

8. Continue to the **Request Goods** (page 4) or **Request Service** (page 5) section of this job aid based on your selection.

## Request Goods

The Goods Request Details screen displays.

**Non-Catalog Request Type**

Request Goods  
 Request Service

**Goods Request Details**

Item Description	*	<input type="text"/>
Supplier Item Identifier		<input type="text"/>
Spend Category	*	<input style="border-bottom: 1px solid black; border-right: 1px solid black; border-left: 1px solid black; border-top: 1px solid black; padding: 2px 5px;" type="text"/> ⋮
Supplier		<input style="border-bottom: 1px solid black; border-right: 1px solid black; border-left: 1px solid black; border-top: 1px solid black; padding: 2px 5px;" type="text"/> ⋮
Supplier Contract		(empty)
Quantity	*	<input type="text" value="0"/>
Unit Cost		<input type="text" value="0.00"/>
Unit of Measure	*	<input style="border-bottom: 1px solid black; border-right: 1px solid black; border-left: 1px solid black; border-top: 1px solid black; padding: 2px 5px;" type="text" value="select one"/> ▼
Extended Amount		0.00
Memo		<input type="text"/>

Enter the following details:

1. **Item Description:** Provide a detailed description of your request.
2. **Supplier Item Identifier:** If known, enter the supplier’s part number in this field.
3. **Spend Category (Banner Account#):** Select from the menu.
4. **Supplier:** Select or search for the applicable Supplier.  
**Note:** To create a supplier, refer to the steps in the *Create Supplier Request* job aid.
5. **Supplier Contract:** Leave blank.
6. **Quantity:** Enter the quantity of the good.
7. **Unit Cost:** Enter the cost of the good.
8. **Unit of Measure:** Enter the unit of measurement of the good.
9. **Extended Amount:** This field defaults based on the quantity multiplied by the unit cost.
10. **Memo:** Enter any additional details about the good. This memo populates on the resulting Purchase Order.
11. Click **Add to Cart** at the bottom of the page.  
**Note:** A pop-up message confirms the item(s) have been added to your cart.
12. To add additional Goods lines, repeat the steps above.
12. Continue to the **Review Cart and Checkout** (page 6) section in this job aid for steps to complete your Requisition.

## Request Service

**Note:** Use for contracted services or when requesting a blanket purchase order.

The Service Request Details screen displays.

### Non-Catalog Request Type

Request Goods  
 Request Service

### Service Request Details

Description \*

Spend Category \*  ⋮

Supplier  ⋮

Supplier Contract (empty)

Start Date

End Date

Extended Amount  0.00

Memo

Enter the following details:

1. **Description:** Provide a detailed description of your request.
2. **Spend Category:** Select from the menu.
3. **Supplier:** Select the applicable Supplier.  
**Note:** To create a supplier, refer to the steps in the *Create Supplier Request* job aid.
4. **Supplier Contract:** Leave Blank.
5. **Start Date:** Enter the expected start date of the service.
6. **End Date:** Enter the expected end date of the service.
7. **Extended Amount:** Enter the expected cost of the service.
8. **Memo:** Enter any additional details about the service. This memo populates on the resulting Purchase Order.
9. Click **Add to Cart** at the bottom of the page.  
**Note:** A pop-up message confirms the item(s) addition to your cart.
10. Add additional Service lines as applicable.
11. Continue to the **Review Cart and Checkout** (page 6) section in this job aid for steps to complete your Requisition.

### Review Cart and Checkout

1. Click the **Cart** in the upper-right corner.
2. Click **View Cart**.
3. Review the items in your cart and update as needed.  
**Note:** Click the **Trashcan** icon in the upper-right corner of the item to remove it from your cart.
4. Click **Checkout** at the bottom of the page.
5. Confirm the default **Deliver-To** and **Ship To** addresses.
6. In the Requisition Information section, review the following information:
  - **Request Date:** Confirm the request date for the Good or Service.
  - **Currency:** Confirm the currency for the Good or Service.
  - **Credit Card:** Leave Blank.
  - **Requisition Type:** Leave Blank.
  - **High Priority:** Check if appropriate.
  - **Sourcing Buyer:** Leave blank, this is for Procurement Office only.
  - **Memo to Suppliers:** Include a memo to the suppliers, as needed.
  - **Internal Memo:** Include an internal memo, as needed.  
**Note:** This will be viewable by College Staff, this will not appear on the printed purchase order issued to the vendor.
7. In the Goods section, review the information for each Good you have added to your cart.  
**Note:** Leave the first column titled Item blank.
8. In the Services section, review the information for each Service you have added to your cart.

9. Click **Attachments**.
10. **Attach** applicable documents. When submitting a requisition, all related supporting documentation i.e. vendor quotes, proposals, etc., must be submitted as an attachment.  
**Note:** If you do not complete a mandatory field, you will receive a Red Error in which the process cannot be submitted until corrected. An Orange Alert which also exists, is to alert the user to proceed with caution.
11. To attach a file, drag-and-drop the files into the field or click **Select Files** to browse files on your computer.
12. Click **External**, if applicable.
13. Add a **Comment**, if applicable.  
**Note:** This will be viewable by College Staff, this will not appear on the printed purchase order issued to the vendor.
14. Click **Submit**.  
**Note:** You have completed the initial step of the Requisition. The process automatically continues through the budget check, reviews, and approvals.

### Create Requisition Template

Follow the instructions in this section to create a requisition template.

1. From the Workday Search Bar, enter **Create Requisition Template** and select the task. The Create Requisition Template screen displays.
2. The **Company** and **Requisition Currency** fields automatically populate.  
**Note:** If you wish to edit the data in these fields, click the **X** to delete then search for and select the correct input.
3. Enter a **Requisition Template Name**.
4. For Goods Lines, click the **+ icon** and fill out the mandatory fields for **Item Description, Spend Category, Unit of Measure, Cost Center, Fund, Program**, and any other fields as applicable.
5. For Service Lines, click the **+ icon** and fill out the mandatory fields for **Description, Spend Category, Cost Center, Fund, Program**, and any other fields as applicable.
6. Click **OK**.

### View Requisitions

You can view and filter through submitted requisitions.

1. From the Workday Search Bar, enter **My Requisitions** and select the task.
2. The My Requisitions start screen displays.
3. The **Company** field automatically populates.
4. Filter through the data by **Requisition, Status, Supplier, Spend Category, Project, Purchase Order**. You can also **Exclude Canceled** or **Exclude Closed** requisitions.
5. To filter requisition by date, enter the applicable date(s) in the **Document Date On or After** and/or **Document Date On or Before** fields.
6. Click **OK**.
7. Review the information in the Selection Criteria and Procurement Requisitions sections such as:
  - Requisition
  - Requisition Type
  - Document Date
  - Total Amount
  - Suppliers
  - Purchase Orders (click the **blue hyperlink** to view the PO)
  - Request Status
  - Memo to Suppliers (if applicable)
  - Internal Memo (if applicable)
8. If you wish to create a new requisition, click **Create Requisition**, and follow the steps in the **Create Requisition** section of this job aid (page 4).

**Add from Templates and Requisitions**

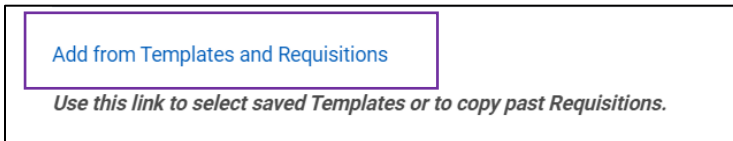
1. From the Workday Search Bar, enter **Create Requisition** and select the task. The Create Requisition start screen displays.
2. The **Company, Requester, Currency, Deliver-To, Ship-To, Cost Center** fields automatically populate.

**Note:** If you wish to edit the data in these fields, click the **X** to delete then search for and select the correct input.

3. Fill in the following fields if applicable. Some fields may auto-populate based on your positions.
  - Grant
  - Project
  - Cost Center
  - Fund
  - Program
  - Additional Worktags

**Important:** If you need to locate the previous Banner Fund, Organization, Account, Program, Activity (FOAPA) value and what the value is now called in Workday, follow the steps in the overview section of this job aid.

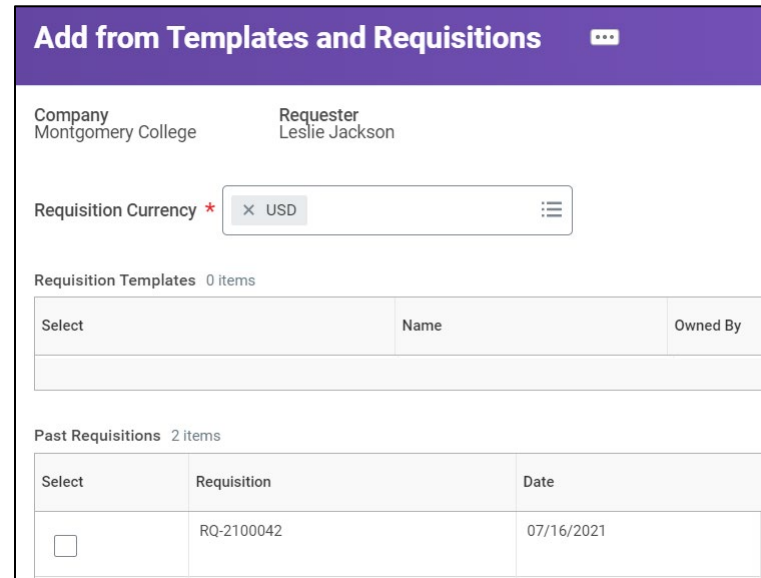
4. Click **OK**.
5. Select **Add from Templates and Requisitions**.



**Note:** Continue to the next page of this document.

6. The Add from Requisition Templates and Requisitions screen displays.

**Note:** If you have created previous templates or requisitions, they display on the charts. To create a template, refer to the *Create Requisition Template* section of this job aid (page 8).



Enter the following details:

1. **Requisition Currency:** USD defaults. Requisitions should always be made in USD.
2. Review your Requisition Templates or Past Requisitions.
3. Check the box(es) next to the applicable Requisition Template or Past Requisition.
4. Click **Add to Cart** at the bottom of the page.
5. Skip to the **Review Cart and Checkout** section in this job aid for steps to complete your Requisition.



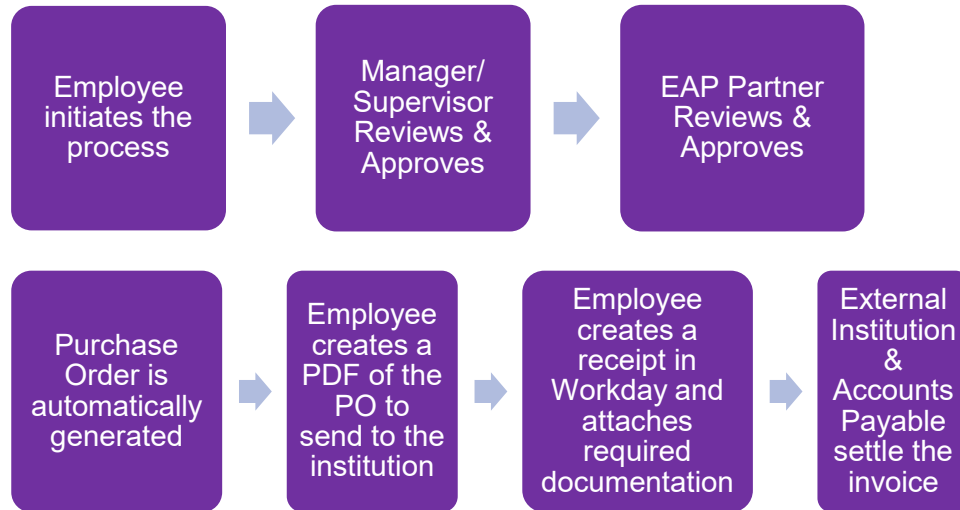
## Create Procurement Requisition *Workday Job Aid for Employees*

### EAP Procurement Requisition

An EAP Procurement Requisition is used to request pre-payment for an external institution's tuition and/or fees.

**Important:** EAP requisitions must be submitted at least 14 days prior to the start of the course to ensure timely payment processing.

### Process Flow: EAP Procurement Requisition



If your request is returned, it is because you have submitted a combination of EAP and Non-EAP items. If you are using EAP funds you will use the applicable EAP spend category.

**#1 example:** EAP Travel use the EAP spend category 5545 - EAP Travel

**Do not mix request. A separate request should be entered for non-EAP related items.**

Non-EAP request are usually paid using department funds and are processed by the procurement office.

**Request #2 example:** non-EAP - Travel/Hotel using the Non-EAP spend category 6311 - Conferences & Meetings, and Department Cost Center number.

Refer to [Quick Reference Guide for EAP](#)

### Create EAP Requisition

An EAP Procurement Requisition is used to request pre-payment for external institution tuition and/or fees.

1. From the Workday Search Bar, enter **Create Requisition** and select the task. The Create Requisition start screen displays.
2. The **Company, Requester, Currency, Deliver-To, Ship-To, Cost Center** fields automatically populate.
3. For the **Requisition Type**, select 'EAP' from the menu
4. Fill in the following fields if applicable. Some fields may auto-populate based on your positions.

- Grant
- Project
- Cost Center

**Note:** For EAP related Requisitions the only Cost Center used should be MC0001.

## Create Procurement Requisition Workday Job Aid for Employees

- Fund
  - Note:** For EAP related Requisitions the only Fund used should be 1110.
- Program – defaults from your Organization profile
- Additional Worktags – leave blank for EAP Requisitions

**Important:** If you need to locate the previous Banner Fund, Organization, Account, Program, Activity (FOAPA) value and what the value is now called in Workday, follow the steps in the overview section of this job aid.

5. Click **OK**.
6. Select **Request Non-Catalog Items**:

▼ **Select an Option**

Request Non-Catalog Items

**NOTE:** When submitting a requisition, [all related supporting](#)

7. **Requisition Currency:** USD defaults. Requisitions should always be made in USD.
8. **Non-Catalog Request Type:** Select **Request Goods**.
9. The Goods Request Details screen displays.

### Non-Catalog Request Type

Request Goods  
 Request Service

#### Goods Request Details

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

Enter the following details:

1. **Item Description:** Provide a detailed description of your request.
2. **Supplier Item Identifier:** If known, enter the supplier’s part number in this field.
3. **Spend Category (Banner Account#):** Select an EAP value from the menu.

**Note:** It is mandatory to enter a spend category.

## Create Procurement Requisition Workday Job Aid for Employees

4. **Supplier:** Select the name of the Institution.  
**Note:** If the Institution is not listed, you must create a supplier request. Refer to the steps in the *Create Supplier Request* job aid.
5. **Supplier Contract:** Leave blank.
6. **Quantity:** Enter the quantity of the item requested.
7. **Unit Cost:** Enter the cost of the item requested.
8. **Unit of Measure:** Enter the unit of measurement of the item requested.
9. **Extended Amount:** This field defaults based on the quantity multiplied by the unit cost.
10. **Memo:** Enter any additional details about the item requested. This memo populates on the resulting Purchase Order.
11. Click **Add to Cart** at the bottom of the page.

**Note:** A pop-up message confirms the item(s) have been added to your cart.

12. To add additional Goods lines, repeat the steps above.
13. Click the **Cart** in the upper-right corner.
14. Click **View Cart**.
15. Review the items in your cart and update as needed.

**Note:** Click the **Trashcan** icon in the upper-right corner of the item to remove it from your cart.

16. Click **Checkout** at the bottom of the page.
17. Confirm the default **Deliver-To** and **Ship To** addresses.
18. In the Requisition Information section, review the following information:
  - **Request Date:** Confirm the request date for the Good or Service.
  - **Currency:** Confirm the currency for the Good or Service.
  - **Credit Card:** Leave Blank
  - **Requisition Type:** EAP
  - **High Priority:** Check if appropriate.
  - **Sourcing Buyer:** Leave blank, this is for Procurement Office only.
  - **Memo to Suppliers:** Include a memo to the suppliers, as needed.
  - **Internal Memo:** Include an internal memo, as needed.
19. In the Goods section, review the information for each Good you have added to your cart.  
**Note:** Leave the first column titled Item blank.
20. In the Services section, review the information for each Service you have added to your cart.

## Create Procurement Requisition Workday Job Aid for Employees

21. Click **Attachments**.
22. **Attach** applicable documents. When submitting a requisition, all related supporting documentation i.e. vendor quotes, proposals, registrations, etc., must be submitted as an attachment.  
  
**Note:** If you do not complete a mandatory field, you will receive a Red Error in which the process cannot be submitted until corrected. An Orange Alert which also exists, is to alert the user to proceed with caution.
23. To attach a file, drag-and-drop the files into the field or click **Select Files** to browse files on your computer.
24. Click **External**, if applicable.
25. Add a **Comment**, if applicable.
26. Click **Submit**.

**Note:** You have completed the initial step of the Requisition. The process automatically continues to Manager/Supervisor and EAP Partner for review/approval.

**Important:** For EAP requisitions, proof of enrollment in the course/conference or course invoice/receipt of payment is required. Once provided the appropriate documentation, you must Create Receipt for the Payment PO and upload this document. Refer to the steps in the *Create Receipt* job aid.

### Transmit Payment PO to External Institution

This is the last step in the process for the employee to complete. After the approvals by the employee’s manger and EAP Parter, the Payment Purchase Order (PO) is generated.

The employe has to download this document from WD and transmit it to the external institution to initiate the payment process between the college and the external institution. The steps are as followed;

1. From the Workday Search Bar, enter **My Requisition** and select the report. The My Requisition start screen displays.
2. The **Company, Document Date On or After**, fields automatically populate. The **Exclude Canceled and Exclude Closed** boxes are checked.
3. If you wish to edit the date in these fields, click the **Calendar icon** and select the starting date of your choice then click **‘OK’**.

▼ Procurement Requisitions

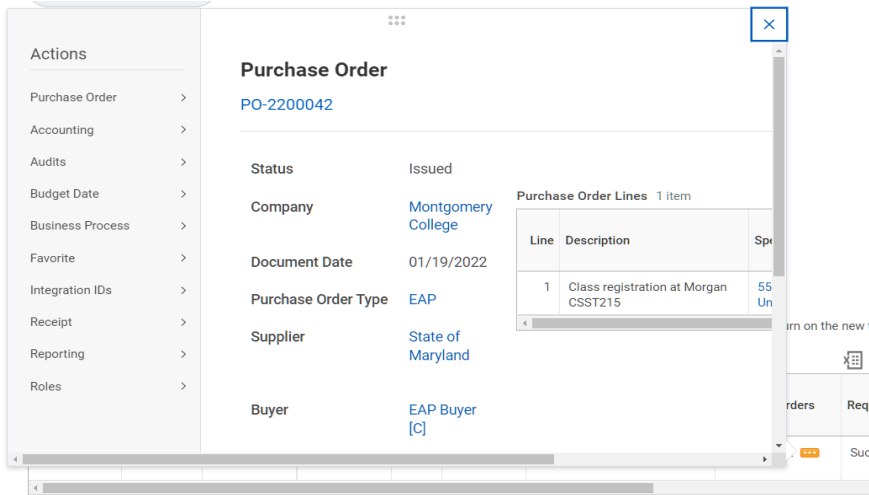
Turn on the new tables view

1 item 🔍 📄 📄 📄 📄

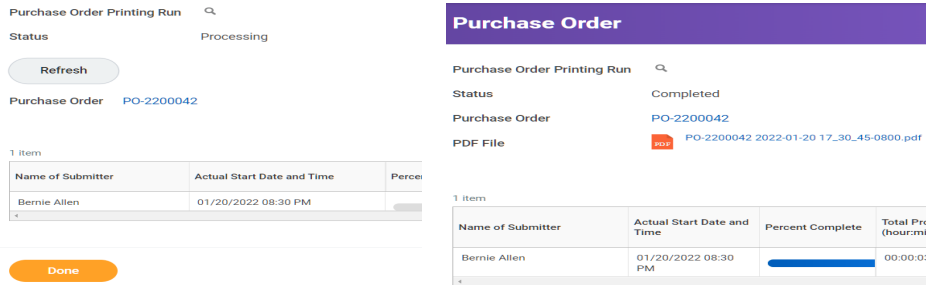
Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status
RQ-2200157	EAP		01/19/2022	758.00	USD	State of Maryland	PO-2200042	Successfully Comp

4. **The PO number is shown on the line with the Requisition.** Hover over the Purchase Order number to reveal the Related Action symbol, then click it.
5. The Action dialog pop-out is shown for the next step of creating a printable Purchase Order.

## Create Procurement Requisition Workday Job Aid for Employees



6. Within the Pop-out box, hover over 'Purchase Order' and select 'Printable Version' then click 'OK'.
7. The Processing Status bar is displayed. Click the 'Refresh' button until the PDF file is revealed in the window.



8. Click on the PDF file to open and download to your portable device or workstation. Send this document to the external institution for them to initiate the payment process with the college.

**Note:** You have completed all steps. The PO number is used with the 'Create Receipt' job aid. Upload your proof of registration for the Create Receipt process.