

Requisitions



UNIVERSITY *of* WASHINGTON



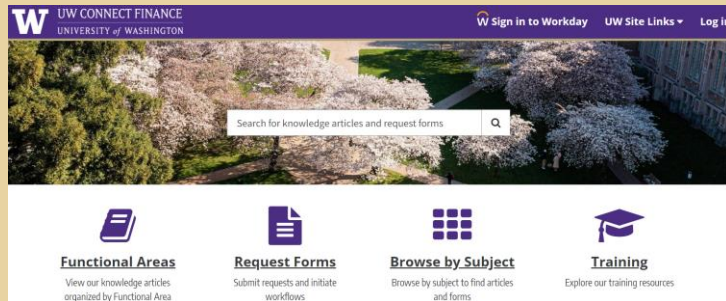
AGENDA

- > **WHAT TO KNOW BEFORE YOU BEGIN**
- > **CATALOG REQUISITION**
- > **NON-CATALOG REQUISITIONS**
- > **OTHER REQUISITION CONSIDERATIONS**

RESOURCES

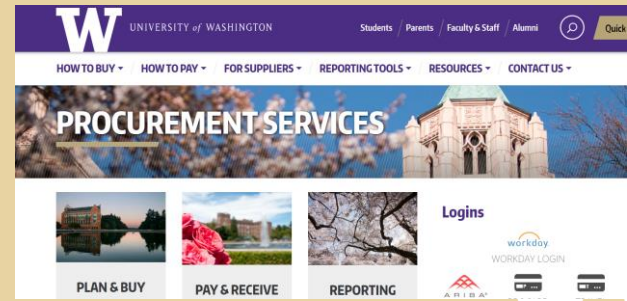
UW Connect Finance Portal:

- > **How to Create a Non-Catalog Requisition (UWA):**
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032960
- > **How to Create Requisitions for Catalog Suppliers (UWA):**
https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032927



Procurement Services Website:

- > **How to Buy:**
<https://finance.uw.edu/ps/how-to-buy>
- > **Workday Requisitions:**
<https://finance.uw.edu/ps/how-to-buy/system>

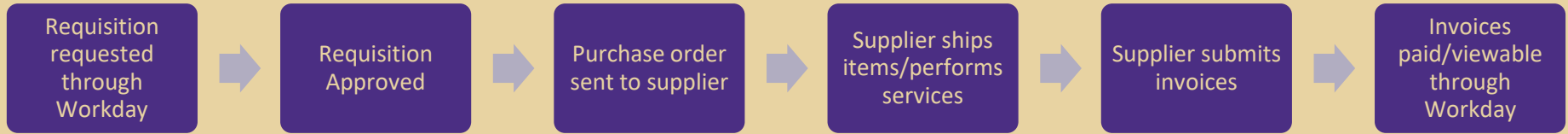


WHAT TO KNOW BEFORE YOU BEGIN

UNIVERSITY *of* WASHINGTON



REQUISITION PROCESS



REQUISITION ACCESS

- > For requisition entry: the "*Requisition Requester*" security role in Workday. This role allows a user to create requisitions and will also be the role that allows for receiving, if receiving is required for incoming invoices.
- > For approvals: Any individuals that need to approve requisitions will need to be set up as funding approvers in Workday.
 - Examples: Cost Center Manager and Grant Manager.

REQUISITION TYPES

Requisition Type	Description
Goods and Services	Primary requisition type to order general goods and services. Commonly used for catalog orders and non-catalog orders for goods.
Blanket Request	An agreement between a supplier and an organization that outlines pricing and terms that can be used over time for orders to be placed against. Will involve multiple billings and start and end services dates.
Capital Asset Request	This Requisition Type is used to purchase Capital Assets (items with a useful life > 1 year and a total cost >= \$5,000 including ancillary costs) and all weapons and accessories, regardless of cost. Per UW Policy these must be tracked in Workday. Visit the Equipment Inventory Office web page for more information on this requisition type and to learn about the “Trackable Spend Categories” which must be used with this requisition type to identify capital equipment.
Construction - Capital Projects	Request to purchase materials needed for a specific capital construction project
Multi-Component Capital Asset Request	This is the Requisition Type used when purchasing multiple components/parts that need to be combined to create one functioning piece of equipment. When the components are combined, they must have a total cost >= \$5,000 including ancillary costs and a useful life > 1 year. Visit the Equipment Inventory Office web page for more information on this requisition type and to learn about the “Trackable Spend Categories” which must be used with this requisition type to identify capital equipment.

CATALOG REQUISITIONS

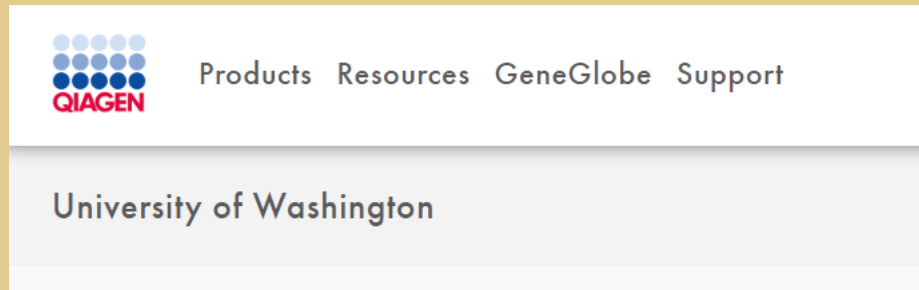


UNIVERSITY *of* WASHINGTON



CATALOGS

- > 17 catalogs for Goods and Services available for UWA to purchase through Workday
- > Catalogs are based on UW contracts which have established pricing, terms and discounts designed to offer best overall value to UW.
- > Catalogs are accessed through Workday and GHX



Select the Supplier Website option

Search Catalog

This catalog is for UWM use only.

UWA must use the 3rd party roundtrip catalogs, click on "Connect to Supplier Website" to access the catalogs.

Request Non-Catalog Items

Add a good or service that is not in the catalog

Connect to Supplier Website

GHX Procure 3rd party round-trip catalogs are for UWA use only.

UWM is not permitted to use Procure 3rd party round-trip catalogs.



CATALOG SUPPLIERS

Tip: Some catalogs have an “Order Status” option to track your order



DELIVER TO-SHIP TO

- > **Tip:** Learn from your team. What address have they been using in Workday and worked well for delivery?
- > A full list of UWA addresses is available through this UW Facilities report: <https://facilities.uw.edu/bldg>
- > In Workday, select the Deliver-To first. Let the Ship-To address populate based on the Deliver-To selection.
- > Do not manually change the ship-to address in catalog orders. This could result in the order failing to send.

UW Facilities

Buildings & grounds > Buildings > A-Z list of buildings

A-Z list of buildings

Displaying 1 - 50 of 865

Enter full or partial building Name, FacNum or facility code

Facnum	Building & facility code
6555	1021 Columbia St (L253)
6002	112 1/2 N 36th Ave, Yakima, WA [L086]

Buildings

- A-Z list of buildings
- Maps and floorplans
- Records (DocFinity)
- Building Coordinators
- UW Tower

DELIVER TO - SHIP TO

Deliver-To's can be searched three ways:

1. Search the building name. You can enter full building names in multiple ways such as using the full name of the location.

Example for Hall Health: "Hall Health"

2. Workday uses 3-letter matching which can aid in your search. You can search by three letter abbreviated names. This saves time and sometimes returns more accurate results.

Example for Hall Health: Enter "Hal Hea" in the search.

Deliver-To * hall health

Ship-To * Search Results (20+)

Grant

Gift

- Seattle Campus > David C. Hall Building_1203 > David Hall Bldg 1st Floor > 100A Hall Health Ctr Floor 01
- Seattle Campus > David C. Hall Building_1203 > David Hall Bldg 1st Floor > 100C Hall Health Ctr Floor 01

Deliver-To * hal hea

Ship-To * Search Results (20+)

Grant

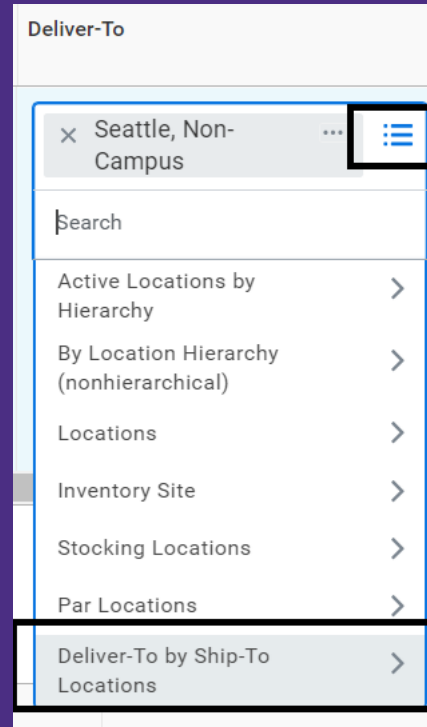
Gift

Program

- Seattle Campus > David C. Hall Building_1203 > David Hall Bldg 1st Floor > 100A Hall Health Ctr Floor 01
- Seattle Campus > David C. Hall Building_1203 > David Hall Bldg 1st Floor > 100C Hall Health Ctr Floor 01
- Seattle Campus > David C. Hall Building_1203 > David Hall Bldg 1st Floor > 100D Hall Health Ctr Floor 01

DELIVER TO – SHIP TO

3. You can use the “Deliver-To by Ship-To Locations” option for searching found by clicking the three lines.



View Cart

Company
UW1861 University of Washington

Requester
Nicholson, Heather

Requisition Type
Goods and Services

Total Amount
\$36.69

Currency
USD

2 items

Sort By: ▾

Pilot Precise V5 rollerball pen pack ... 1
\$19.94

Dymo Sharpie Bold Point Ink Gel Pe... 1
\$16.75

Edit

Description Pilot Precise V5 rollerball pen pack of 12

Supplier Item Identifier 5502264

Commodity Code 44121705 - Mechanical pencils

Spend Category Office Supplies (SC1095)

Supplier CDW GOVERNMENT INC

Supplier Contract (empty)

Checkout

Continue Shopping ▾

Quantity

1



APPROVALS

Who	When
Funding Approver	All catalog requisitions
IT Procurement Specialist	Only when the Spend Category requires
Environmental Health and Safety Specialist	Only when the material type requires
Business Asset Tracking Specialist	Only when the Spend Category requires



NON-CATALOG REQUISITIONS

UNIVERSITY *of* WASHINGTON



NON-CATALOG REQUISITIONS

- > Requisitions that do not use the catalogs in GHX
- > Initiator enters a requisition with all line-time details.
- > Supplier must be established in Workday to submit the requisition.
- > Entry must be accurate, and quotes are encouraged
- > Before entry obtain:
 - Current, correct item pricing
 - Part number(s)
 - Full item description
 - Quote number (if available)
 - Contact Name
 - Email address and or fax number for supplier

FIND SUPPLIERS REPORT IN WORKDAY

Supplier: MEDLINE INDUSTRIES LP IRS 1099 Supplier: No

1 item

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Customer Account Number	DUNS Number	Alternate Name	Supplier Co
Q	MEDLINE INDUSTRIES LP	SPL-010659	Active	Partnership (Partnership, Partnership LLC)	UWA Supplier Website Catalog WSS Contract			025460908 104374 V01820 MEDL001 MEDLINE Medline.cashapps	MILLS, CHA

- “Find Suppliers Report” in Workday
- Enter in search bar supplier: “supplier name”
- Verify is the supplier has any divisions in the Order-From Connections tab

Q supplier: medline

Workday

[MEDLINE INDUSTRIES LP](#)
Supplier



NEW SUPPLIERS

Use the Supplier Request Form
in the UW Connect Finance
Portal:

https://uwconnect.uw.edu/finance?id=sc_cat_item&sys_id=88d1b0b0dbdf01506ccf6a9ed39619b2

[Home](#) / [Request Forms](#) / [Supplier Request Form](#)

Supplier Request Form

Request set up and update existing suppliers in Workday

Requester

UW staff who are responsible for Requisition and Sourcing

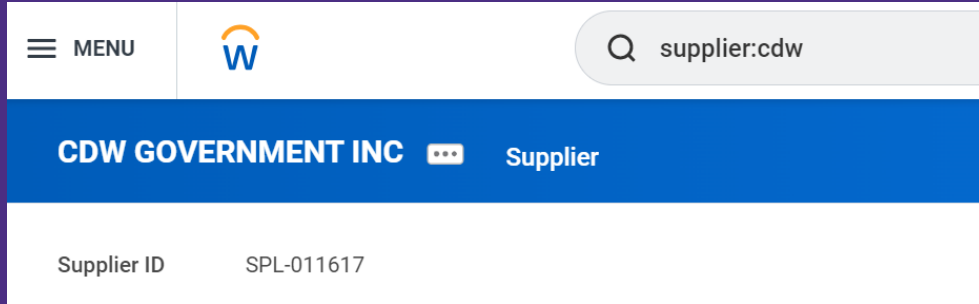
Purpose

Request new Workday suppliers or changes to existing Workday suppliers

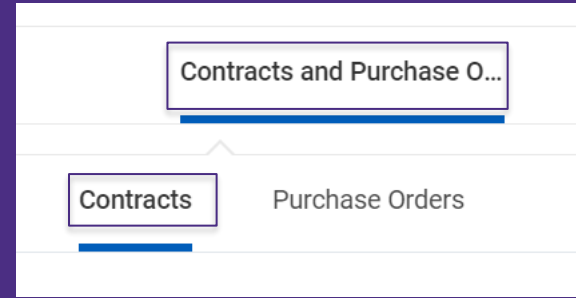
- When requesting a new supplier, verify the supplier does not already exist; if the proposed supplier is similar to an existing one, provide an explanation in the Additional Comments field below.
- When requesting a change to an existing Supplier, ensure the existing Supplier ID and Supplier Name are available in Verification section.

CONTRACTS IN WORKDAY

Contracts with **ENT** are available to UWA



A screenshot of the Workday interface showing a supplier profile. At the top left is a 'MENU' icon. Next to it is the Workday logo. A search bar contains the text 'supplier:cdw'. Below this is a blue header bar with 'CDW GOVERNMENT INC' and a 'Supplier' label. At the bottom, the 'Supplier ID' is listed as 'SPL-011617'.



A screenshot of a navigation menu. The top item is 'Contracts and Purchase O...', which is highlighted with a blue underline. Below it are two sub-items: 'Contracts' and 'Purchase Orders'. 'Contracts' is also highlighted with a blue underline.

🔍	SPC-008771	ENT-CDW Government Master Agreement for Information Technology Equipment and Peripherals	Purchased Goods & Services	Approved	Security: University of Washington Academy (Security COH 03)	CDW GOVERNMENT INC	
---	------------	--	----------------------------	----------	--	--------------------	--

Finding Contracts UWA Job Aid:

https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0033394



CONTRACTS OUTSIDE WORKDAY

UW Public Contract Search Portal

- > Naming convention ENT (enterprise) or UWA (academy)
 - <https://university-of-washington.public-portal.us.workdayspend.com/contracts>

W | University of Washington

Bids and Contracts

BID OPPORTUNITIES: 80

CONTRACTS: 1624


Search by Contract ID, Title, Type and more FILTERS

CONTRACT ID	TITLE	SUPPLIER NAME	TYPE	START DATE	END DATE	ACTIONS
4485	ENT_PHC_Corporation contract CNR01422	PHC CORPORATION OF NORTH AMERICA	Purchased Goods & Services	2/1/2017	1/31/2027	DETAILS





LINE ITEMS

- > Goods Line Item: Quantity
- > Services Line Item: Dollar amount

Request Non-Catalog Items 

Company UW1861 University of Washington	Requester Nicholson, Heather	Requisition Type Goods and Services
---	--	---

Requisition Currency *  

Non-Catalog Request Type

Request Goods

Request Service



GOODS LINE ITEMS

Do:

- > **Supplier Item Identifier (supplier item number or part number).**
- > **Spend Category: taxability is driven by the spend category selected. Pick a spend category with the correct taxability. Refer to the Spend Category report for more information.**
- > **Select the correct Supplier (This is required despite missing a red asterisk).**

Do Not:

- > **No line items for shipping**
- > **Do not use “lot” as a Unit of Measure (if a line needs multiple billings for a blanket order, use Service line item)**
- > **No zero dollar or negative dollar (discount) line items (PO won't release)**
- > **Line-Item Memo: No sensitive internal information on the line-item memo field, it is visible to suppliers.**

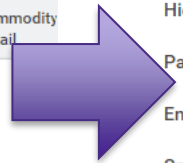
SPEND CATEGORY HIERARCHY EXAMPLE: OTHER SERVICES

View Spend Category Hierarchy

“Find Spend Categories” report in Workday

7 items

Spend Category Hierarchies	Spend Category	Spend Category Name	Commodity Detail
All OFM Spend Categories (OFM SCH 01) All Spend Categories (Financial SCH 01) C7 (OFM SCH 02) Other Contract Or Professional Services (Financial SCH 03) Other Professional Services (Financial SCH 02)	Consultant Travel (SC1709)	Consultant Travel (SC1709)	
All OFM Spend Categories (OFM SCH 01) All Spend Categories (Financial SCH 01)	Consulting - Recharge (SC2494)	Consulting - Recharge (SC2494)	



48 options for Other Contract or Professional Services.

Spend Category Hierarchy	Q
Spend Category Hierarchy Name	Other Contract Or Professional Services (Financial SCH 03)
Spend Category Hierarchy Display	Name Only
Hierarchy Level	SC Level 3
Parent	Other Professional Services (Financial SCH 02)
Enable for External Website	No
Spend Categories to Include	Archives Secretary Of State (SC1059) Armored Transportation (SC1744) Attorney General Services (SC1049) Audio Visual Services (SC1940) Campus Services - Trucking (SC1352) Capital Projects – Grants (SC1938) Commission Expense - Digital Sales (SC1060) Commissions Expense - Artistic Works (SC2448) Communication Services (SC1024) Conference Pass Through Charges (SC1766) Consultant Travel (SC1709) Contract Personnel Services (SC1009)



SERVICE LINE ITEMS

Do:

- > **Best line-item type for blanket orders.**
- > **Spend Category: taxability is driven by the spend category selected. Pick a spend category with the correct taxability. Refer to the Spend Category report for more information.**
- > **Service Dates (start and end): this should reflect the period of services on the quote.**
- > **Select the correct supplier. (This is required despite missing a red asterisk).**

Do Not:

- > **No zero dollar or negative dollar (discount) line items (PO won't release)**
- > **Line-item Memo Guidance: no sensitive internal information on the line-item memo field, it is visible to suppliers**
- > **No line-items for shipping**



REQUESTS OVER THE DIRECT BUY LIMIT

- > The Direct Buy Limit is 10K. Anything over this dollar amount will be reviewed by the Purchasing department before the order is sent.
- > Enter basis for the supplier selection in the “Internal Comments” field
 - Sole source justification
 - Contract number
 - Competitive solicitation information
- > Other useful information for the “Internal Comments:”
 - M&E statement
 - Prior PO number

ORDER-FROM CONNECTION

- > Check “Order-From Connection” field to see if there are multiple to choose from. If there are, select the appropriate division.
- > **IMPORTANT:** Those with references to UWMC or HMC are internal configurations for use by UW Medicine only. They should not be selected manually.

Supplier	Order-From Connection	Supplier
<div data-bbox="672 725 1039 841">× TELEDYNE INSTRUMENTS INC ... ☰</div>	<div data-bbox="1070 725 1437 1053"><input type="text" value="Search"/> ☰<ul style="list-style-type: none"><input type="radio"/> TELEDYNE IMPULSE<input type="radio"/> TELEDYNE ISCO<input type="radio"/> TELEDYNE OIL AND GAS<input type="radio"/> TELEDYNE RD INSTRUMENTS ...</div>	



MEMO TO SUPPLIER FIELD

Include:

- > Deliver-To instructions on room and floor number
- > Alert that M&E tax exemption is attached
- > Announcement of replacement order (i.e.: this order replaces PO-000###")
- > Anything else the supplier should know

Note: If no information is added, you will get a red alert message to add content



Errors

You may see Alert messages in the top right-hand corner.

- > Red Error messages mean something will need to be fixed before submitting.
- > Orange and yellow Alert messages indicate warnings but will not impede the routing of your request.



Error

1. Page Error

- FIN_P2P Include Delivery Contact Details in Memo field for Supplier delivery
- FIN_P2P_Balancing Unit required for UW1861 and SOM Company including Split Line Worktags



ATTACHMENTS

Attachments for suppliers should be flagged “external”

- > Quotes
- > M&E certificate (with PO shown on it)
- > Resale certificate
- > Scope of work

Attachment for internal review (not for supplier):

- > A page from the grant award
- > Sole source document justification

APPROVALS

Who	When
Shared Environment Requisition Specialist	All non-catalog requisitions
Funding Approver	All non-catalog requisitions
IT Procurement Specialist	Only when the Spend Category requires
Environmental Health and Safety Specialist	Only when the material type requires
Buyer	Only when the requisition is greater than \$10,000
Business Asset Tracking Specialist	Only when the Spend Category requires

Requisition Event Filter Nanolearning:

https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032341



NON-CATALOG REMINDERS

- > Do not sign any goods and services contracts with a supplier. Contact the Purchasing team for assistance.
- > Check with Purchasing for available contracts that the purchase can be bought with if you don't see one during your initial search. See the Subject Matter Expert webpage to find the right individual: <https://finance.uw.edu/ps/contact-us/subject-matter-experts>



TRACKING

- > Find Requisitions Report in Workday
- > Add Requisitions App to your menu
- > “Process History” will show the approval process up to the current step. But be mindful that not all individuals who show up as “Buyers” in Process History can help with the order. Check the SME page for a contact: <https://finance.uw.edu/ps/contact-us/subject-matter-experts>

Goods Lines Attachments Tax Process History

Process History 35 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Review Requisition	Awaiting Action		09/18/2024	Acevedo-Soto, Monica (Buyer)	35	
					Adler, Debra (Buyer)		
					Amaral, Charles (Buyer)		
					Andersen, Silvia (Buyer)		
					Ballard, David [C] (Buyer)		



OTHER REQUISITION CONSIDERATIONS

UNIVERSITY *of* WASHINGTON



EXCEPTION ITEMS

- > Some purchases require special considerations, including prior approvals or other requirements. An Exception Items list has been created to assist with your purchasing decisions.
- > Exceptions include things like fume hoods, biological safety cabinets, live animals, radioactive materials and more. Full list on the Exceptions web page.
- > Requests for these commodities may require completing a questionnaire in Workday and approval from other teams.
- > <https://finance.uw.edu/ps/how-to-buy/exception-items>



CAPITAL ASSET TRACKING

- > Trackable spend categories were created specifically to identify equipment purchases that will result in the creation of an asset record.
- > Business Asset Tracking will review requisitions and receipts based on spend category used.
- > <https://finance.uw.edu/eio/resources>

REQUIREMENTS ON M&E TAX EXEMPTIONS

1. The Exemption is intended for Research & Development. The research must qualify for the exemption:
 - Five qualifying categories: 1. Advanced Computing 2. Advanced Materials 3. Biotechnology 4. Electronic Device Technology 5. Environmental Technology
2. Purchase must meet these requirements:
 - 1. Useful life \geq 1 year
 - 2. used more than 50% annually on qualifying research
 - 3. Have an acquisition cost \geq \$200 (exception to \$200: Workday Fabrication Project exists (PJ worktag needs to be added in additional worktags section))
 - ***NO CONSUMABLES or WARRANTIES allowed***

MORE M&E TAX EXEMPTION REQUIREMENTS

3. The only proper purchasing method:
 - Requisition in Workday as PRE-approval is required.
 - **No Procard purchases**
 - **No employee reimbursements**
 - **No after the fact Supplier Invoice requests (SQs) for already received items where invoice needs to be paid (Exception: M&E approval was in the legacy system, Ariba, but the Supplier was not paid prior to WD cutover. Must provide legacy PO details.)**

4. Include a valid M&E Research statement :
Provide a brief description of the type of research being done, and the hoped-for development outcome. M&E Statement Examples

5. Attach a valid M&E Tax Exemption certificate
Single-use
Include supplier name and put current date in lower right-hand corner of page 1.
Must be marked External = Yes (as this must go to the supplier)

MACHINERY AND EQUIPMENT TAX

- > **If the equipment does qualify, you will find the Machinery & Equipment tax exempt certificate on EIO Home page:**
<https://finance.uw.edu/eio/home>
- > **Suppliers often request to have the purchase order number showing on this certificate when they receive it.**



FINANCIAL TREATMENT WORKTAGS

Financial Treatment worktags allow you to indicate a special taxability on a transaction.

- > **Tax Exempt (FT001):** Common for resale. Use this worktag to flag a line item as tax exempt when the spend category is flagged taxable. Add a note to the memo field why this is tax exempt.
 - Make sure to attach a copy of the resale certificate.
- > **Machinery and Equipment Tax Exempt (FT003):** Use this worktag to flag an item as tax exempt. Provide M&E statement for this exception in the line memo field. Review Equipment and Inventory guidelines for using this code.
 - Make sure to attach a copy of the M&E certificate and include the PO number on it.

https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032747

OTHER COMMODITIES

- > **Charters and Transportation:** <https://finance.uw.edu/ps/how-to-buy/transportation>
- > **Customs Clearance:** <https://finance.uw.edu/ps/how-to-pay/supplier-invoice/customs-clearance>
- > **Conference and Event Planning:**
<https://finance.uw.edu/ps/how-to-buy/planning-event>
- > **Gases:** <https://finance.uw.edu/ps/how-to-buy/gases>
- > And visit the **How to Buy** web page:
<https://finance.uw.edu/ps/how-to-buy>



Demonstration



W