Submitting a Requisition for a Standing Purchase Order

Use this tutorial to create a single purchase order for a reoccurring service during fiscal year 2022. Exceptions are made for Airgas and Iron Mountain, which can be extended beyond a single fiscal year. For goods, separate requisitions should be created as needed.

1. From the Workday home page, click Purchases.

2. Click Request Non-Catalog Items.

3. Working from top to bottom, complete the fields.
   
   **TIP:** This screen may not appear if items are already in the shopping cart from a previous requisition that was not submitted or saved for later.

   **TIP:** Requisition Type field – Select Standing Order.

   **TIP:** Ship-To field - Delete Accounts Payable and replace with the correct shipping location.

4. Click OK.

5. Select Request Service.

   **TIP:** Always select Request Service. For technical reasons, if Request Goods is selected only one invoice can get paid.

6. Complete the Request Non-Catalog Item fields.

   **TIP:** Description:
   
   - What service is being provided and to whom.

   **TIP:** Spend Category

   **TIP:** Extended Amount – (This is the total dollar amount estimated for this fiscal year, which will be encumbered when the requisition is submitted.) Change orders can be initiated to increase as needed.

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Company: 200 Academy
Requester: Michelle Roy
Currency: USD
Requisition Type: Standing Order

Deliver-To: Gables One Tower > Floor 04 > ... Room 400.34
Ship-To: 1320 S Dixie Hwy Gables One Tower 400.04 Coral Gables, FL 33146-2956 United States of America

Program: PG000999 Director University Purchasing

**Non-Catalog Request Type**

- Request Service

**Service Request Details**

Description: Standing purchase order for blood and specimen lab analysis for fiscal year 22 (6/1/21 - 5/31/22). List of tests attached.

Spend Category: SC08811 - Other Outside Services

Supplier: LABORATORY CORPORATION OF AMERICA HOLDINGS

Supplier Contract:

Start Date: 06/01/2021
End Date: 05/31/2022

Extended Amount: 500.00
Memo: Dr. Alvarez, Research Project 1234567
### Submitting a Requisition for a Standing Purchase Order

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click <strong>Add to Cart</strong>.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Click the cart icon. (upper right corner)</td>
<td><img src="https://purchasing.miami.edu" alt="Cart Icon" /></td>
</tr>
<tr>
<td>9.</td>
<td>Click Checkout.</td>
<td><img src="https://purchasing.miami.edu" alt="Checkout Button" /></td>
</tr>
<tr>
<td>10.</td>
<td>Attach supporting documents such as quotes and examples of previous monthly invoices that show a range of low and high usage.</td>
<td><img src="https://purchasing.miami.edu" alt="Select Files" /></td>
</tr>
<tr>
<td>11.</td>
<td>Click <strong>Submit</strong> to begin the approval process.</td>
<td><img src="https://purchasing.miami.edu" alt="Submit Button" /></td>
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<tr>
<td>12.</td>
<td>Check the <strong>status</strong> of the requisition to ensure a purchase order is issued before services are rendered.</td>
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</tr>
<tr>
<td>13.</td>
<td>Once the purchase order is issued, submit invoices to Accounts Payable.</td>
<td></td>
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