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 a standing purchase order.

If Request Goods is selected, after clicking Submit, an error message will appear advising the requisitioner to transfer the items to a Service Line.
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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### Service Request Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Standing purchase order for blood and specimen lab analysis for fiscal year 22 (6/1/21 – 5/31/22). List of tests attached.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spend Category</td>
<td>SC0811 - Other Outside Services</td>
</tr>
<tr>
<td>Supplier</td>
<td>LABORATORY CORPORATION OF AMERICA HOLDINGS</td>
</tr>
<tr>
<td>Supplier Contract</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>06/01/2021</td>
</tr>
<tr>
<td>End Date</td>
<td>05/31/2022</td>
</tr>
<tr>
<td>Extended Amount</td>
<td>500.00</td>
</tr>
<tr>
<td>Memo</td>
<td>Dr. Alvarez, Research Project 1234567</td>
</tr>
</tbody>
</table>

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7. Click **Add to Cart**.

8. Click the cart icon. (upper right corner)

9. Click **Checkout**.

10. Attach supporting documents such as quotes and examples of previous monthly invoices that show a range of low and high usage.

11. Click **Submit** to begin the approval process.

12. Check the **status** of the requisition to ensure a purchase order is issued before services are rendered.

13. Once the purchase order is issued, submit invoices to Accounts Payable.