

# Purchasing: Create Requisition from Supplier Website (Office Depot or Fisher Scientific)

## PURPOSE

Referred to as a 'Punchout', Workday's functionality includes the ability for an end user to shop on Office Depot's website, fill a shopping cart, and bring those cart items back to an automatic creation of a purchase requisition in Workday.

The same tasks as above can be accomplished through the Fisher Scientific website. In addition to Connecting to Fisher Scientific to fill a shopping cart, Fisher Scientific sales representatives can take an order over the phone, create a quote, and post that quote out on their website. Then you, the end user, can access that quote through this task of Connecting to a Supplier Website, and bring it back down to Workday to create your requisition. Call Fisher Scientific Customer Service at 1-800-766-7000 or Sean Mandat at 561-420-1347 to get your quote posted.



You will need to have a receipt created only for Office Depot orders. Send an email to your campus receiver with the Office Depot PO number and ask them to create a receipt for you.

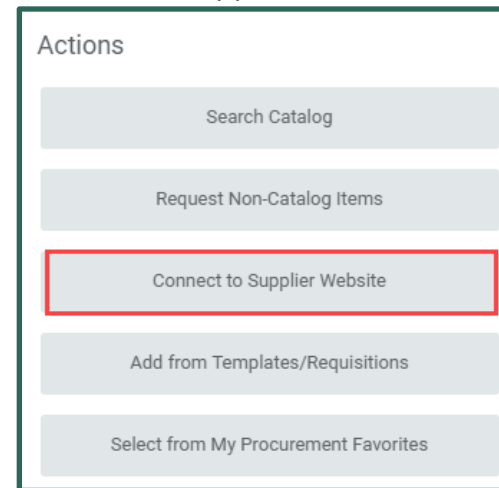
## Create Requisition – Connect to Supplier Website

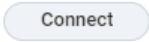
- Starting from the Purchases worklet



Purchases

- Click Connect to Supplier Website under **Actions**



- On the right-hand side, click . This will take you to the website.
- On their website, choose the items you want and **Add to Cart**.

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5. Once you are done shopping, click on the **Cart**, and then **Checkout**. This will pull your items into Workday.
6. Back in Workday, review the information and then click **Checkout**
7. The **Shipping Address** may default to your campus address. If it does not, select the drop down list, select Default Addresses, and select the campus of where you want the goods to be shipped. Click **Next**
8. **Requisition Type** – choose Standard Purchase Order-Requisition
9. Is this an Office Depot order?

If...	Then...
Yes	In the <b>Memo to Suppliers</b> field, type your Building and Room Code. This will facilitate delivery of Office Depot order directly to your department. Continue to step 10
No	Continue to step 10

10. Click on **Review & Submit** section
11. **Spend Category** – This is the budget line that will get charged. Choose **Spend Categories by Hierarchy > Materials & Supplies >** (choose category here)
12. Scroll to the right and double-check **\*Cost Center** and **\*Additional Worktags**. Change if necessary.

13. Click **Submit**
14. Requisition will be routed to a Buyer for approval



REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
6/1/18	Initial release	ERP Team
7/2/18	Added second paragraph under Purpose. Also updated steps 7-10	TR, DC, CF
7/26/18	Added green sections to the beginning and end	BZ, CF
8/9/18	Deleted green section at the end, and changed the wording in first green section.	BZ, CF