# Workday Procurement – Create Requisition from a Prior Non-Catalog Requisition

| **Instructions** | **Details and Screenshots** |
| --- | --- |
| Home page:   * Use the UR logo to return to this Home screen * Use the Global Search field with keywords * Use the Inbox icon for Workday messages * Use the Procurement dashboard for frequently used tasks and reports   + Create Requisition | C:\Users\skraynik\AppData\Local\Temp\SNAGHTML196b07be.PNG |
| Rules | Enter all line items from the quote  Only 1 company per requisition line (can have multiple FAOs within the same company)  Upon final workflow approval the requisition becomes a Purchase Order (PO) and will be sent to the supplier |
| From the *Procurement* dashboard, choose Create Requisition and enter the required information   * Select the appropriate Company – one FAO on the requisition must match this Company * Change Requester name if doing the requisition on behalf of someone * Add the Ship-to Address. It is best to search with a building name or room number. Call the P2P center if you are unable to find your address. * Add your commodity and FAO, this will default to all lines, but can be changed on the lines. * Select <**OK**> |  |
| * To copy a previous non-catalog requisition select <**Add from Templates and Requisitions**> |  |
| * Search for the requisition by clicking at the top of the Requisition column and typing the number in the <**Value>** field. Click <**Filter**>. |  |
| * Check the box for the requisition and then click <**Add to Cart**>. |  |
| Check for accuracy.   * In the cart screen you can modify the description, price and memo fields. * Click to each line for adjustments, as needed. * When complete, click <**Checkout**>. |  |
| Anything can be edited on the checkout screen.   * If additional lines are needed, click on the plus sign at the top of the lines. Fill in as appropriate. * Click on the arrow next to the word Attachments to add supporting documentation * When complete, click <**Submit**>. |  |
| * Click on <**Complete Questionnaire**> to finalize submitting the requisition. |  |
| Answer the questions as appropriate and click on <**Submit**> when complete. | C:\Users\jbrock2\AppData\Local\Temp\SNAGHTML24d6c6cf.PNG |
| The system will tell you that you have successfully completed the questionnaire and will indicate to whom the transaction has routed. |  |
|  |  |