Submit Requisition EIB Reference Guide

- The Enterprise Interface Builder (EIB) is a template model used to upload different financial transactions in batch mode for high volume data entry. This spreadsheet tool will only work for those that are assigned the security role to use it. For example, only requisitioners can use the Submit Requisition EIB.
- Use the Submit Requisition EIB template to upload a non-catalog ***Goods*** requisition that contains more than 20 lines.
- A successful Submit Requisition EIB upload will create a *Draft* Requisition. You will then be able to add attachments, submit the requisition and answer all questionnaire questions.
- Do not include *Service lines* on the EIB – instead; you may manually add a service line to the draft requisition in Workday.
- Do not add or remove any columns or change the format or layout of the EIB. Do not use special characters or formatting.
- EIB fields are case sensitive. Use Drop down lists whenever possible. Review the field guidelines for additional information
- This guide will describe each field, suggest where to find the data, show examples and how to upload the EIB template.
- Contact the Procurement Service Center if you need assistance finding the data fields. (585) 275-2012 or email: Procurement_service_center@ur.rochester.edu

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Submit Requisition

Area	All	Requisition Data (All)		Ship To Address Data (All > Requisitic	Requisition Data (All)						Item Request Line Data+ (All > Requisition Data)			
Restrictions	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Required	Optional	Optional	Optional
Format	Text	YYYY-MM-DD	Company_Refer	Text	Employee_ID	Text	Text	Number (26,6)	Number (26,6)	Y/N	Text	Company_Reference_I	Text	Text
Fields	Spreadsheet Key*	Requisition Date*	Company	ID	Requester	Memo to Supplier		Amount	Other Charges	High Priority	Row ID*	Line Company Refer	Supplier Item Id	Item Description
	1	2021-09-24	CM060	ADDRESS_REFERENCE-3-315702	29827572	Quote 102130					1		STAND6	Bench-Straight, B
	1										2		028B002	STAND6 - Guardia
	1										3		92492	HD MOBILE DRAV
	1										4		H-3382	HEMCO - Ductles
	1										5		2 11949C	GLOBAL INDUSTR
	1										6		RDI	BODY SOLID - 2-T
	1										7		R5DHG-3010	POWER SYSTEMS
	1										8		DWFP55126	Uline - Economy

Header Area

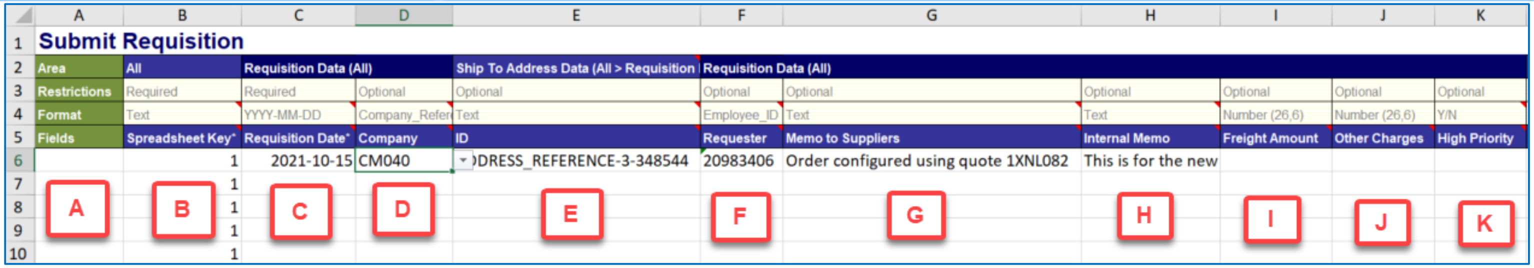
Line Area

An optional Memo for the Requisition

Use the Drop-down for the requisition

- Hover over *Field* to view comments
- Right-click on field and select *Show/Hide Comments* to see full text. Right-click again on field to select *Hide Comments*

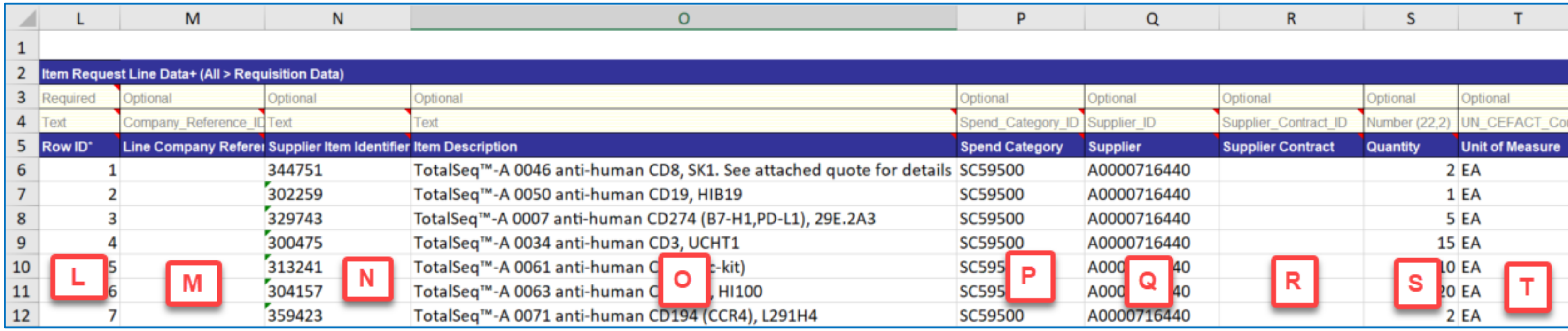
Submit Requisition EIB Field Guidelines



	A	B	C	D	E	F	G	H	I	J	K
1	Submit Requisition										
2	Area	All	Requisition Data (All)		Ship To Address Data (All > Requisition	Requisition Data (All)					
3	Restrictions	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
4	Format	Text	YYYY-MM-DD	Company_Refer	Text	Employee_ID	Text	Text	Number (26,6)	Number (26,6)	Y/N
5	Fields	Spreadsheet Key*	Requisition Date*	Company	ID	Requester	Memo to Suppliers	Internal Memo	Freight Amount	Other Charges	High Priority
6		1	2021-10-15	CM040	DRESS_REFERENCE-3-348544	20983406	Order configured using quote 1XNL082	This is for the new			
7		1									
8		1									
9		1									
10		1									

Callout letter	*Field Name*	*Field Description*
A	**NA**	• Do not use
B	**Spreadsheet Key (Required)**	• Place a 1 in this field, which represents one requisition header. There will need to be a 1 for every line. For example, if there are 35 lines in this requisition, you should have a 1 in rows 6-40. • Columns B-K are for the requisition header and should be entered on row 6 only.
C	**Requisition Date (Required)**	• Use *today's date*, do not back date or future date. Enter once on row 6 only. • Format must be YYYY-MM-DD
D	**Company (Required)**	• Use the drop-down to select the header Company for this requisition on row 6 only. Note: select the company for which your FAO belongs. If necessary, search for your *FAO* in Workday and take note of the company.
E	**ID (Required)**	• This cell is for the ship to ***address ID***, found on **Find Location Shipping Addresses** report. Enter once on row 6 only. Search for room or suite in "Address Line 2" (do not enter dashes, periods or spaces), such as 3100 (for Suite 3.100), find the shipping address you need and look for its "Address ID". Contact P2P Service Center for assistance (275-2012) • This field is case sensitive. Example: ADDRESS_REFERENCE-3-315702
F	**Requester (Required)**	• This is your **Workday Employee ID**, found in your View Profile (or the requester you are preparing the requisition) • Or, it is your URID, an 8-digit code in **HRMS**, (but NOT your 6-digit employee ID in HRMS) • Enter on row 6 only
G	**Memo to Suppliers (Optional)**	• A text field that will be included on the purchase order header as a note to the supplier. Enter on row 6 only
H	**Internal Memo (Optional)**	• An text field for an internal Memo for the overall requisition (Header). If using, enter on row 6 only
I	**Freight Amount (Optional)**	• This can be used for estimated Freight. If using, enter on row 6 only. • Do not include dollar sign, format xx.xx. Examples: 35 or 27.98
J	**Other Charges (Optional)**	• This field should be left blank since it is not included on the purchase order to the supplier
K	**High Priority (Optional)**	• Use drop down (on row 6 only) if this requisition is a high priority (Y/N).

Submit Requisition EIB Field Guidelines cont'd



	L	M	N	O	P	Q	R	S	T
1									
2	Item Request Line Data+ (All > Requisition Data)								
3	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
4	Text	Company_Reference_ID	Text	Text	Spend_Category_ID	Supplier_ID	Supplier_Contract_ID	Number (22,2)	UN_CEFACT_Com
5	Row ID*	Line Company Referei	Supplier Item Identifier	Item Description	Spend Category	Supplier	Supplier Contract	Quantity	Unit of Measure
6	1		344751	TotalSeq™-A 0046 anti-human CD8, SK1. See attached quote for details	SC59500	A0000716440		2	EA
7	2		302259	TotalSeq™-A 0050 anti-human CD19, HIB19	SC59500	A0000716440		1	EA
8	3		329743	TotalSeq™-A 0007 anti-human CD274 (B7-H1,PD-L1), 29E.2A3	SC59500	A0000716440		5	EA
9	4		300475	TotalSeq™-A 0034 anti-human CD3, UCHT1	SC59500	A0000716440		15	EA
10	5		313241	TotalSeq™-A 0061 anti-human C -kit)	SC595	A000 40		0	EA
11	6		304157	TotalSeq™-A 0063 anti-human C , HI100	SC595	A000 40		0	EA
12	7		359423	TotalSeq™-A 0071 anti-human CD194 (CCR4), L291H4	SC59500	A0000716440		2	EA

Callout letter	*Field Name*	*Field Description*
L	**Row ID (Required)**	• This is for the line number, one number for each row on the requisition. Ex: 1, 2, 3, 4…… 100
M	**Line Company Reference (Optional)**	• Use the drop-down to select the line Company • Can leave blank if company is the same as the header company
N	**Supplier Item Identifier (Optional, recommended)**	• Use this field for item or part numbers. • It is recommended to fill this this field in to reduce warnings on the requisition (can enter "NA")
O	**Item Description (recommended)**	• **Maximum character length 254 characters**. You can enter the first part of the line description from the quote and add "*See attached quote for details*" like shown above
P	**Spend Category (recommended)**	• Enter the spend category for each line, for example: SC58900. Do not include the name • The spend category must be available for *Procurement Usage*. • Refer to **the Procurement Spend Category Audit report** and/or your department finance team.
Q	**Supplier (recommended)**	• Enter the supplier ID code for each line. Do not use the supplier name • Locate the correct supplier in Workday and take note of the ID. This code may be alpha-numeric
R	**Supplier Contract (do not use)**	• Do not use this field at this time. There are no contracts pre-loaded in Workday at this time
S	**Quantity (recommended)**	• Enter a **whole number** only for each line
T	**Unit of Measure (recommended)**	• Enter the two-digit **UN CEFACT Common Code** from the **Units of Measure report** for each line. Popular choices are EA for each, CT for Carton, CS for Case… • The full list can be found on the Units of Measure report.

Submit Requisition EIB Field Guidelines cont'd

	U	V	W	X	Y	Z	AA
1							
2							
3	Optional	Optional	Optional	Optional	Optional. May have multiples	Optional. May have multi	Optional. May have mult
4	Number (26,6)	Number (18,3)	YYYY-MM-DD	Text	Custom_Organization_Reference_ID	Grant_ID	Custom_Organization_R
5	Unit Cost	Extended Amount	Requested Delivery Da	Memo	Commodity	Grant FAO	Non-Grant FAO
6	211.25				COMMODITY_RESEARCH_LAB_SUPPLIES		OP343398
7	211.25				COMMODITY_RESEARCH_LAB_SUPPLIES		OP343398
8	211.25				COMMODITY_RESEARCH_LAB_SUPPLIES		OP343398
9	211.25				COMMODITY_RESEARCH_LAB_SUPPLIES		OP343398
10	211.25				COMMODITY_RESEARCH_LAB_SUPPLIES		OP343398
11	211.25				COMMODITY_RESEARCH_LAB_SUPPLIES		OP343398
12	211.25				COMMODITY_RESEARCH_LAB_SUPPLIES		OP343398

U V W X Y Z AA

Callout letter	*Field Name*	*Field Description*
U	**Unit Cost (recommended)**	• Enter the unit cost for each line. • Do not use $ • Do not enter a negative value • Format 100.00
V	**Extended Amount (Optional)**	• Leave this field blank. Workday will calculate the extended amount based on Quantity*Unit Cost
W	**Requested Delivery Date (Optional)**	• This can be left blank, however if used this should be a future date on each line. Format must be YYYY-MM-DD
X	**Memo (Optional)**	• This can be used for a line memo.
Y	**Commodity (Recommended)**	• Enter the Commodity *Reference ID* on each line, **one commodity per requisition**. • Must use the same ID on every line (otherwise you will get an error). Options can be found on **Procurement Commodity Audit Report**. • Popular choices are: COMMODITY_EQUIPMENT_AND_IT, COMMODITY_NONCLINICAL, COMMODITY_SERVICES, COMMODITY_CLINICAL however, you may select a more specific commodity.
Z	**Grant FAO (Recommended)**	• Enter the Grant FAO (GRxxxxx) for each line, if this requisition is for a grant. • At least one FAO must belong to the Company used on the header
AA	**Non-Grant FAO (Recommended)**	• Enter the non-Grant FAO (OPxxxxx, GFxxxxx, PRxxxxx) for each line • At least one FAO must belong to the Company used on the header • If you need to set up line splits, it is recommended that you do so in Workday, on the Requisition Checkout screen, by selecting […] Edit Requisition Line Defaults.

Submit Requisition EIB Upload Instructions

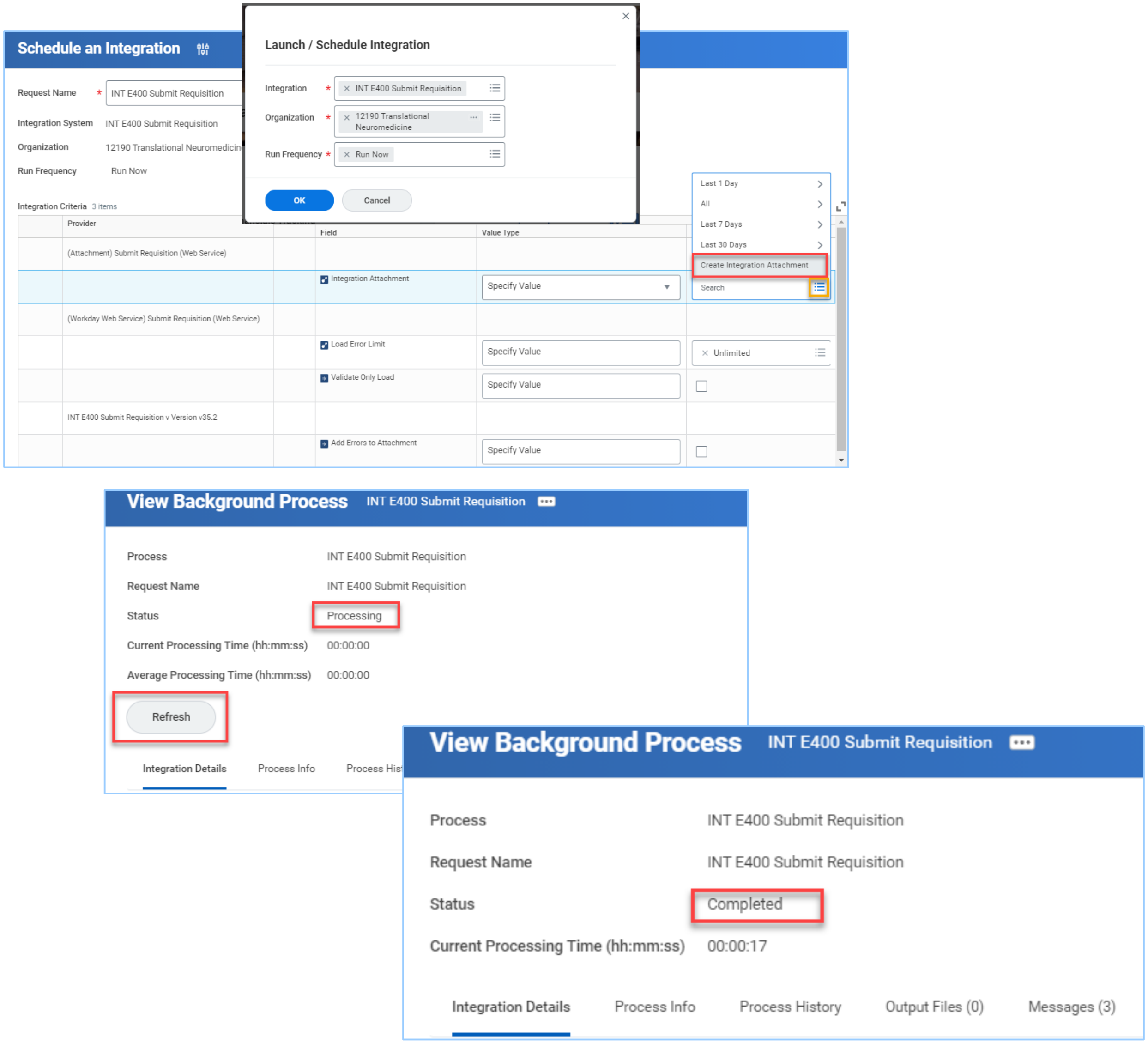
Before you upload, review the template:

Is any information in the wrong column?

Is the spreadsheet key (1) entered on every row of data?

Uploading EIB Template

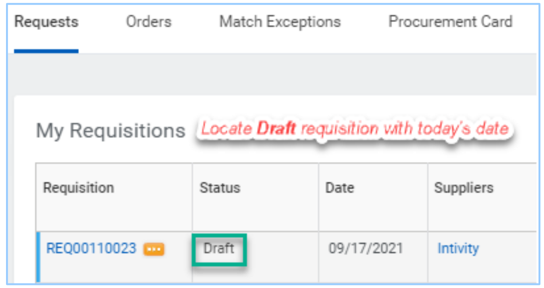
1. Search **Launch / Schedule Integration**
2. Click on or search **INT E400 Submit Requisition**
3. Click on prompt in Organization to select Cost Center or Cost Center Hierarchy (or UR Project Hierarchy, depending upon your access) and select the cost center.
4. Click **OK**. Note: accept the default (run now) for run frequency.
5. Click drop-down Value field for the *Integration Attachment*
6. Click Create > **Create Integration Attachment.**
7. Drag/Drop file in place or locate and open file.
8. Click **OK**
   - Note: if you see a percent indicator that the file is attaching, wait until it disappears.
9. Click **OK**
10. Click **Refresh**
11. Note: you may need to click **Refresh** several times until status is Completed.

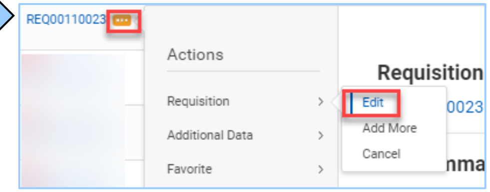


EIB Upload Results

If EIB Template successfully completes (no errors)

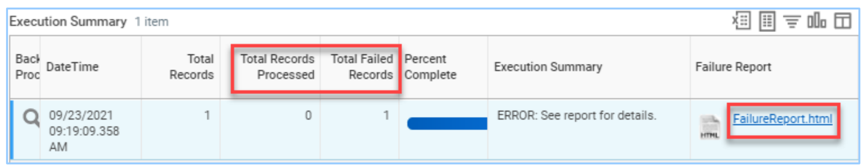
1. Locate draft requisition by going to the **UR Procurement** dashboard and looking in "**My Requisitions**" worklet for the *draft* requisition with today's date
2. Select the 'related actions' next to the Requisition then Requisition > **Edit**
3. Add attachments, review the draft requisition for any other changes.
4. When ready, select <**Submit**>
5. Answer questionnaire/questionnaires

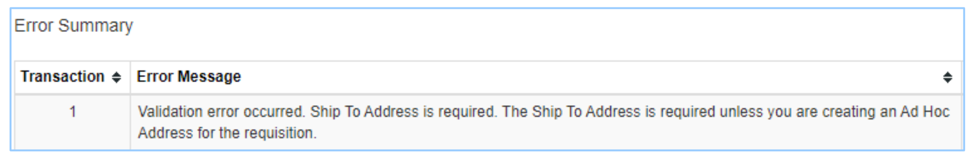


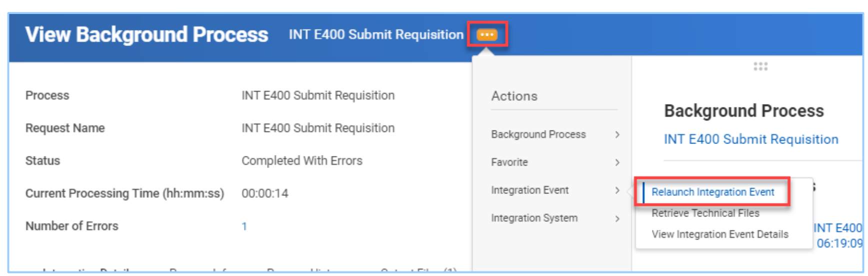


If EIB Template completes with errors

1. On the view background process screen, scroll down to the **Execution Summary**
2. Select the FailureReport link, click to view
3. Review the error message and update the EIB template with the fixed data
4. Once fixed, you can **Relaunch the Integration Event** from the background process related actions.
   a. Be sure to remove and reattach the fixed version of the EIB template
5. Samples of some errors will be highlighted here and on the next page. If you are unable to fix, contact the P2P Service Center so they can elevate for help







EIB Upload Troubleshooting Common Errors

Fixing errors: From the **View Background Process** screen, drill into the *FailureReport link in the Executive Summary area*.

Error Summary

Transaction	Error Message
1	Validation error occurred. Submit a requester for this requisition.

Transaction	Error Message
1	Validation error occurred. Invalid ID value. '266685' is not a valid ID value for type = 'Employee_ID'

Missing or Invalid Requester UR ID. This 8 digit code can be found on your HRMS. If you are placing this order on behalf of a requester, request their UR ID from them.

Error Summary

Transaction	Error Message
1	Validation error occurred. Ship To Address is required. The Ship To Address is required unless you are creating an Ad Hoc Address for the requisition.

Missing Ship to Address ID. Run Find shipping addresses report, locate desired ship-to and update EIB template. Do not try to use Ad Hoc address on template, instead you can edit requisition ship to address (using ... Edit Address button) in Workday prior to submitting requisition

Error Summary

Transaction	Error Message
1	Select a balancing worktag for Worktags of the following type: Fund
1	The following Accounting Worktags are required but have not been assigned: Fund.

Missing Grant or Non-Grant FAO. Enter just the FAO (such as OP12345 or GR12345) for every line of the requisition.

UR Procurement website:
https://www.rochester.edu/adminfinance/urprocurement/p2p-resources/

Help – be sure to mention ***Submit Requisition EIB help needed***:
P2P Service Center: (585) 275-2012 or email: Procurement_service_center@ur.rochester.edu

UnivITHelp: 585-275-2000 or email: univithelp@rochester.edu