

# Purchase Requisitions

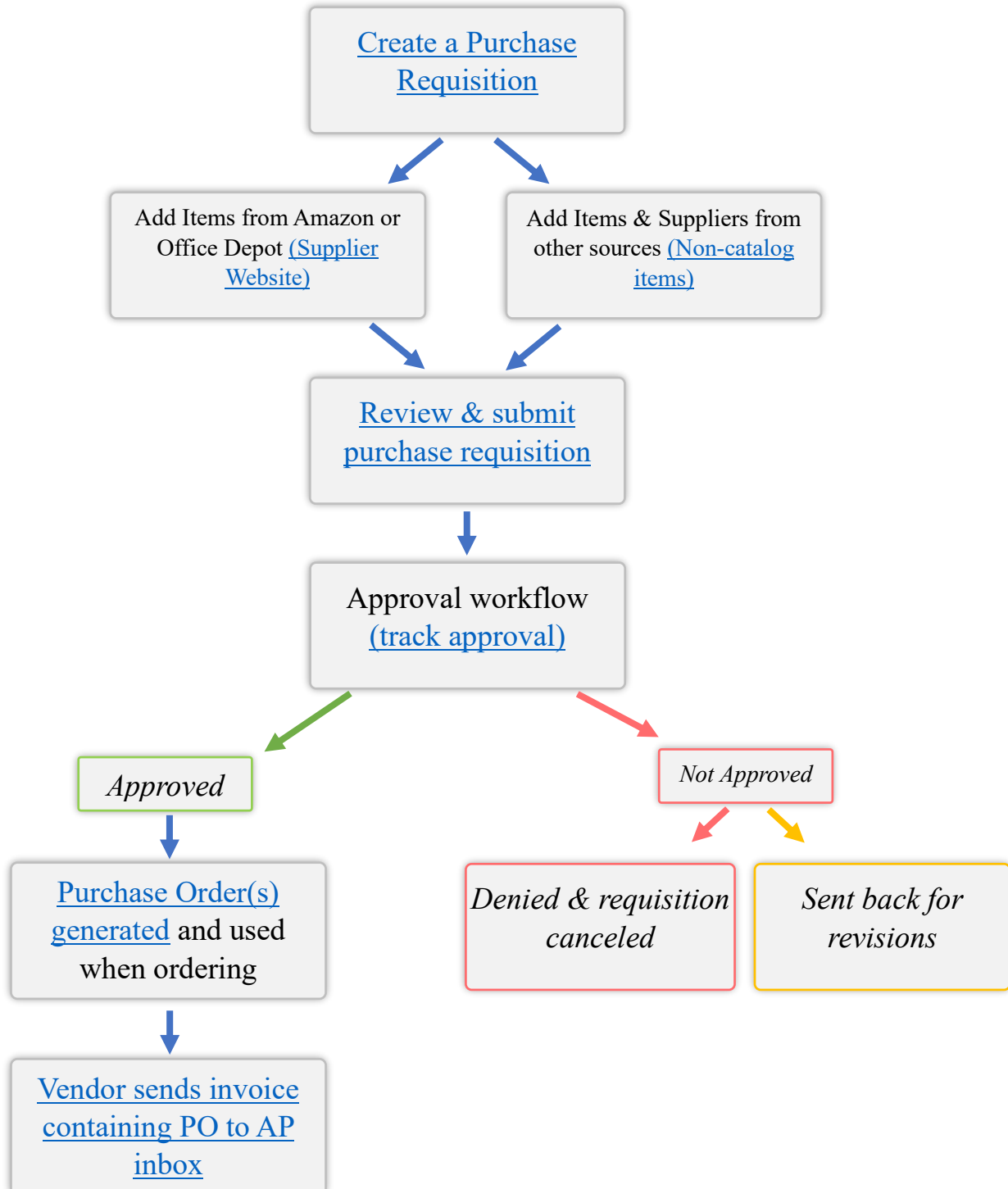
Service and supply purchases in Workday typically begin with a purchase requisition, which routes for approval and then automatically generates a purchase order (PO) for each supplier when fully approved. The PO is what you reference when placing the order and what the vendor should reference when invoicing.

**This guide will show you how to:**

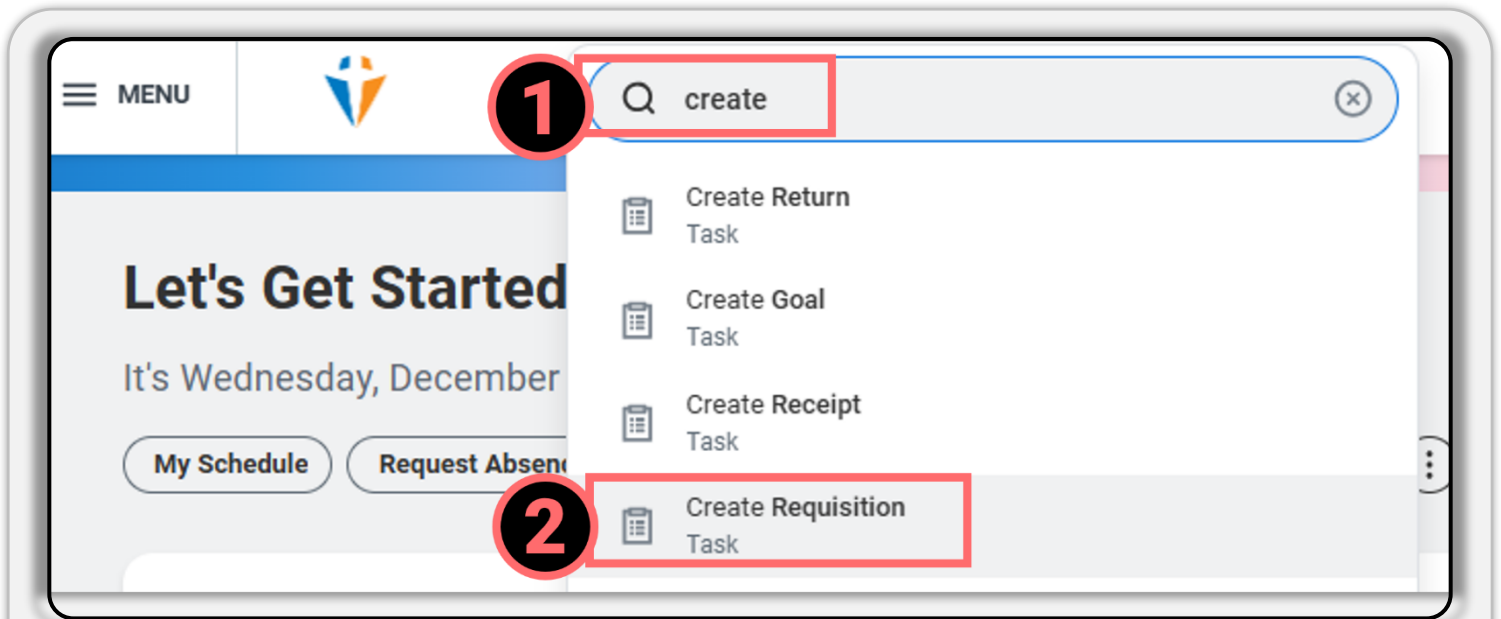
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## View the requisition process at a glance

This flowchart outlines the typical sequence of events for a purchase requisition. Use the [table of contents](#) in the previous page or select a link below to view details for each step.



## Create a purchase requisition



- 1 In the Workday search bar, search **create requisition** (you can start typing the first few letters to find it).
- 2 Select **Create Requisition**.

Fill out the required fields. Most will default to specific values based on your position.

**3 Company:** The company listed in the header must be “**Arrow Child & Family Ministries.**”

Later, the company in the goods line should be set to your location.

**4 Ship-to:** The physical destination address the vendor should ship to.

**5 Region, Cost Center, Fund:** These fields are not always required and typically default to your standard values. Leave them as-is unless you have been instructed to change them. To update a value, start typing or use the dropdown menu.

**6 Grant:** Complete this field only if you were given a specific grant to use; otherwise, leave it blank.

Click **OK** to continue.

**Create Requisition**

Requester \* X John Doe

Requesting Entity

**3** Company \* X Arrow Child & Family Ministries

Currency \* X USD

Requisition Type

Deliver-To

**4** Ship-To \* X 2929 FM 2920 Spring, TX 77388 United States of America

Region X Support Services (Multi-State)

**5** Cost Center X 8804 Support - Facilities

Fund X 1000 Unrestricted Fund

**6** Grant

OK Cancel

## Instructions

### Create Requisition



**Company**  
Arrow Child & Family Ministries

**Requester**  
John Doe

**Currency**  
USD

#### ▼ Instructions

Review the Procurement Policy here and confirm that a requisition is required. If you have questions or need additional assistance, please submit an accounting helpdesk ticket.

#### Tips:

- Gather necessary info: supplier name & type, quantity, unit of measure, pricing, Spend Category & Worktag, and supporting documents
- A requisition is required to create PO
  - A Purchase Order is required if spending will be >\$10,000 for fiscal year from one vendor (this is total amount for all locations/regions)
- Always attach quotes for purchases >\$25,000
- Do not use requisitions for reimbursements; use Expense Report instead
- For urgent requests, check if an Ad Hoc Payment is appropriate
- If unsure, contact Accounting Helpdesk

Be sure to thoroughly review and follow the Instructions for creating a requisition, or your requisition will be sent back for you to correct.

***IMPORTANT: The instructions in Workday may be different from the instructions above. Always check the wording in Workday to use the most up-to-date information to avoid redoing a purchase requisition.***

## Select an Option under *Create Requisition*

This guide focuses on Requesting Non-Catalog Items† and ordering from the Amazon and Office Depot supplier websites, as they are the most used options. Brief descriptions of the other available options are provided below for reference.

- 7** **Request Non-Catalog Items:** Use this option for most purchases (excluding Amazon and Office Depot)
- 8** **Connect to Supplier Website:** Use this option to visit the websites for **Amazon** and **Office Depot**. You will not be able to order from their public-facing websites.
- 9** **Add from Templates and Requisitions:** Lets you copy a previous requisition or use a predefined template, if available. (Not covered in this guide.)
- 10** **Select from My Procurement Favorites:** Allows you to select items or configurations you have saved as favorites. (Not covered in this guide.)
- 11** **Request Project-Based Services:** This should not be used unless given specific instructions. (Not covered in this guide.)

Create Requisition

Company  
Arrow Child & Family Ministries

Requester  
John Doe

> **Instructions**

v **Select an Option**

**7** **Request Non-Catalog Items**  
Add a good or service that is not in the catalog

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**8** **Connect to Supplier Website**  
Request goods and services from Supplier Websites

---

**9** **Add from Templates and Requisitions**  
Select from Requisition templates and past Requisitions

---

**10** **Select from My Procurement Favorites**  
Select from my Favorite items

---

**11** **Request Project-Based Services**  
Provide project details to request a project related service

† Though these are called “non-catalog” items, there is no catalog available.

## Request a non-catalog item

After selecting [Request Non-Catalog Items](#), you will enter a line item for each item (you can [add more](#) after completing the first item):

The screenshot shows the 'Request Non-Catalog Items' form. At the top, there is a blue header with the title and a shopping cart icon labeled '12'. Below the header, the 'Requisition Currency' is set to 'USD'. The 'Non-Catalog Request Type' section has two radio buttons: 'Request Goods' (selected and labeled '13') and 'Request Service'. The 'Goods Request Details' section includes: 'Item Description' (labeled '14') with the value 'Ballpoint Pen 60-pack'; 'Supplier Item Identifier' with the value 'Item #664011'; 'Spend Category' (labeled '15') with the value 'Office, Copy, and Printing Supplies'; and 'Supplier' (labeled '16') which is currently blank.

- 12 Cart:** You can click this button to view line items already in your cart.
- 13 Non-Catalog Request Type:** Choose **Request Goods** unless instructed otherwise.
- 14 Specific Item Information:** Use a clear, concise **Item Description**, and optionally add a specific **Supply Item Identifier** such as ID, SKU, or other unique identifier from the supplier's website or catalog.
- 15 Spend Category:** Choose the category that best matches what you are buying. Start typing to filter options.
- 16 Supplier:** Select the vendor you expect to purchase from if known. You can optionally leave this field blank if the supplier is not yet known.

*Note: Amazon and Office Depot (ODP) orders can only be completed by [connecting to the supplier website](#).*

The screenshot shows a purchase requisition form with the following fields and values:

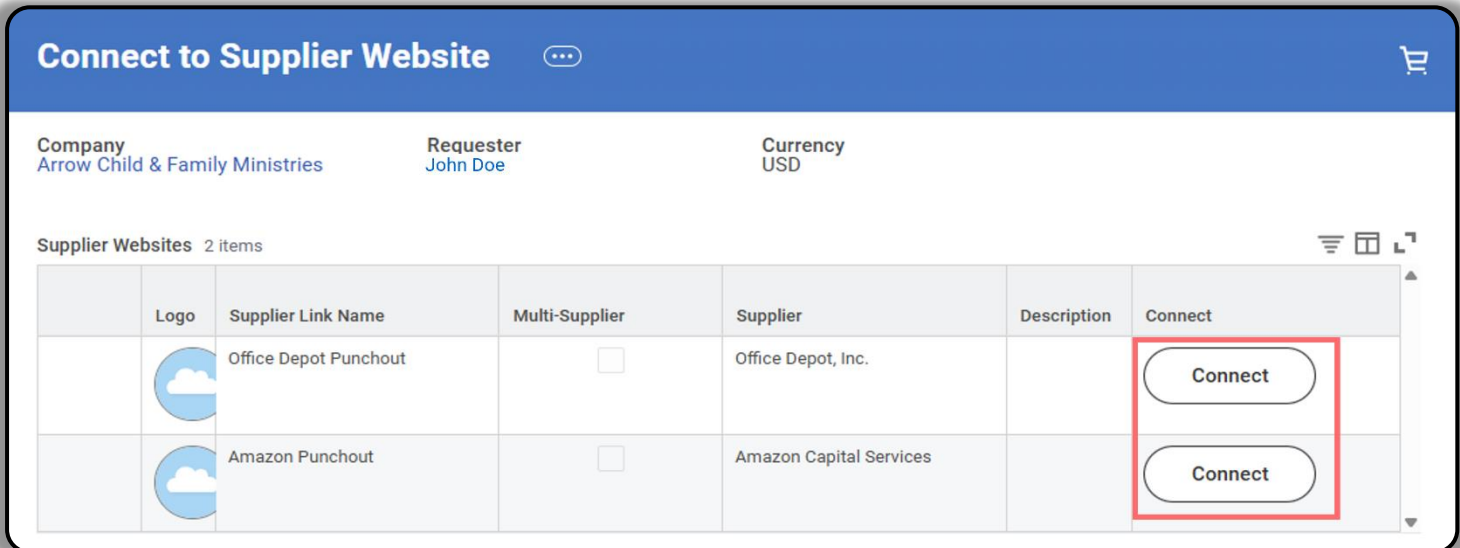
Quantity	*	10
Unit Cost		9.39
Unit of Measure	*	Box
Extended Amount		93.90
Memo		

At the bottom of the form, there are three buttons: "Continue Shopping" (with a dropdown arrow), "Add to Cart" (highlighted with a red circle and callout 18), and "Cancel".



- 17 Quantity/Unit Cost/Unit of Measure:** Enter the quantity and unit of measure for the item. Enter the Unit Cost if it is available. Some items do not have a meaningful per-unit price (for example, bundled or bulk purchases, or if the supplier is not yet known). In those cases, you can leave the Unit Cost field blank and enter the **Total Cost** before checking out.
- 18 Add to Cart:** Adds this line item to your cart so you can add additional items or proceed to checkout.

## Connect to supplier website (Amazon and Office Depot)

**Amazon and Office Depot (ODP) orders will ONLY be able to be processed through the supplier websites accessed in Workday. Purchase requisitions using their public-facing websites cannot be completed.**



The screenshot shows the 'Connect to Supplier Website' interface. At the top, it displays the company name 'Arrow Child & Family Ministries', the requester 'John Doe', and the currency 'USD'. Below this, there is a table titled 'Supplier Websites' with 2 items. The table has columns for Logo, Supplier Link Name, Multi-Supplier, Supplier, Description, and Connect. Two rows are visible: 'Office Depot Punchout' and 'Amazon Punchout'. Each row has a 'Connect' button in the 'Connect' column, which is highlighted with a red box.

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Office Depot Punchout	<input type="checkbox"/>	Office Depot, Inc.		<a href="#">Connect</a>
	Amazon Punchout	<input type="checkbox"/>	Amazon Capital Services		<a href="#">Connect</a>

After selecting [Connect to Supplier Website](#) on the **Create Requisition** page, choose either Office Depot or Amazon and click **Connect** to open their supplier website.

After adding items to your cart on the supplier website, take a screenshot for your order documentation. † Check out and you will be brought back to your Workday requisitions page, where you can [Review and submit your requisition](#).

† How to take a screenshot: [On Windows](#) | [On Mac](#) | [On iPhone](#) | [On Android](#)

## Add multiple line items

After adding a line item to your cart, the page will refresh to a new line item request page, and the cart icon will update.



If you are viewing your cart and want to add a new line item:

- 19** Click **Continue Shopping**;
- 20** Choose **Request Non-Catalog Items**.

### Cart

**Company**  
Arrow Child & Family Ministries

**Requester**  
John Doe

1 item		Edit
Item # 664011	10	Description
\$93.90		Supplier Item Id
		Spend Category
		Supplier
		Supplier Contract
		Quantity
		Unit of Measure
		Unit Cost
		Extended Amount
		emo

**20** Request Non-Catalog Items

- Connect to Supplier Website
- Add from Templates and Requisitions
- Select from My Procurement Favorites
- Request Project-Based Services

Checkout

**19** Continue Shopping ▼

## Add multiple suppliers

You can include multiple suppliers on one requisition. When approved, Workday can generate separate POs by supplier.

Considerations when entering multiple suppliers:

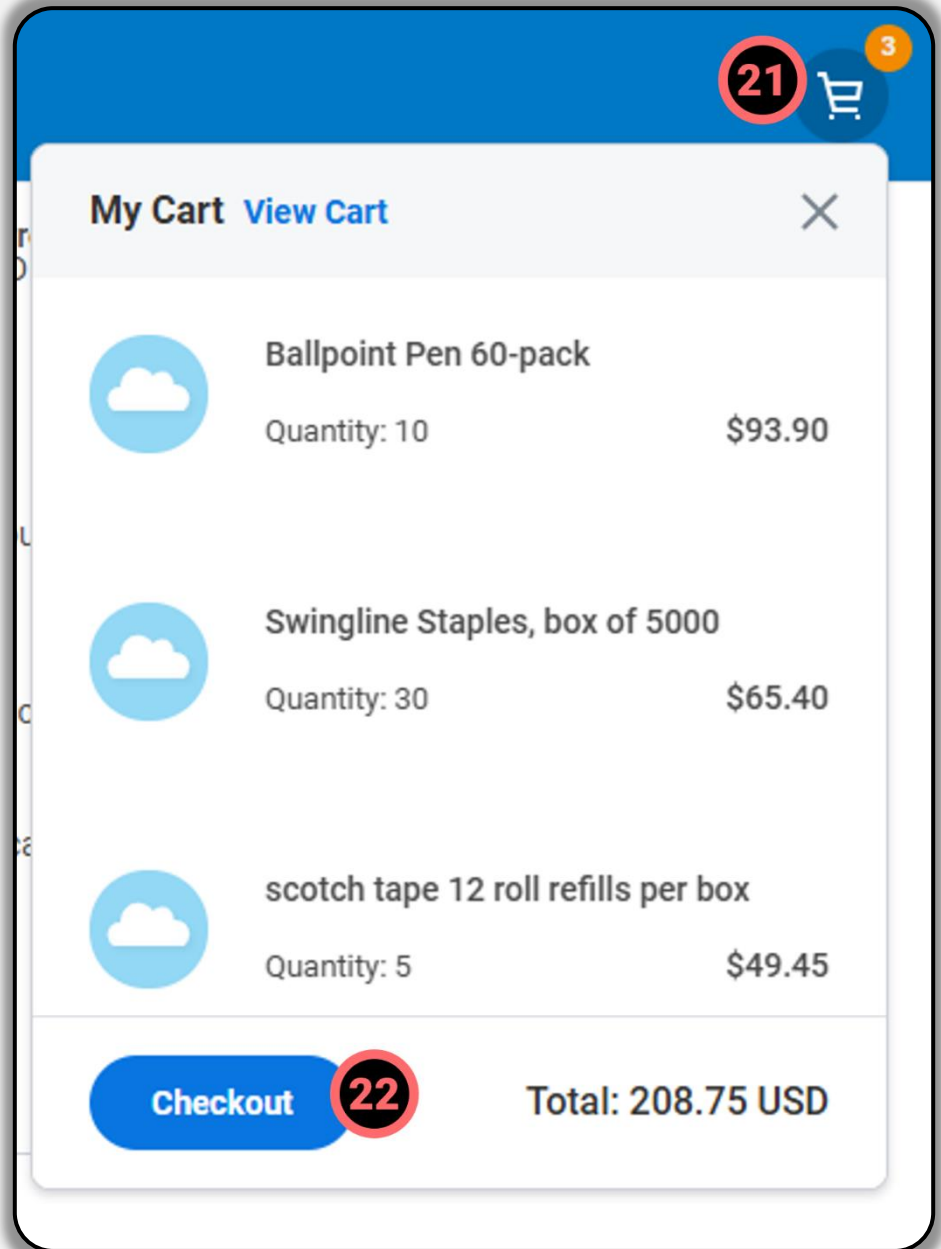
- Use the same location or cost center when possible.
- It is preferred to keep purchase requisitions in the same type of spend (e.g., all IT-related, all facilities-related).
- Mixing unrelated categories can result in multiple approval paths and slow the requisition.

## Review and submit your requisition

// *View your cart*

**21** Click on your **Cart**;

**22** Choose **Checkout**.



*// Shipping Address and Requisition Information*

**Checkout**

<b>Company</b> Arrow Child & Family Ministries	<b>Requester</b> John Doe	<b>Requisition</b> FY2026-P1-REQ000058	<b>Status</b> Draft	<b>Total Amount</b> 208.75 USD
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**Shipping Address**

**Deliver-To**      Spring

**Ship-To Address**    2929 FM 2920  
Spring, TX 77388  
United States of America

**Requisition Information**

**Request Date**    \*    01/02/2026

**Currency**        \*    x USD

**Requisition Type**

**High Priority**   

**Sourcing Buyer**

**Submitted by**    John Doe

**Memo to Suppliers**

**Internal Memo**

Confirm that all information under **Shipping Address** and **Requisition Information** are correct. Only fields with asterisks are required unless you are instructed otherwise.

## // Goods

3 items

	Order	Image	Company <b>23</b>	Item	Purchase Item	Item Description	*Spend Category
(+)	(-)	▼	<div style="border: 1px solid red; padding: 2px;">           × Arrow Child &amp; Family Ministries         </div>			Ballpoint Pen 60-pack	× Office, Copy, and Printing Supplies
(+)	(-)	▲	<div style="border: 1px solid red; padding: 2px;">           × Arrow Child &amp; Family Ministries         </div>			Swingline Staples, box of 5000	× Office, Copy, and Printing Supplies
(+)	(-)	▲	<div style="border: 1px solid red; padding: 2px;">           × Arrow Child &amp; Family Ministries         </div>			scotch tape 12 refills per box	× Office, Copy, and Printing Supplies

**24**

Carefully check that all information under **Goods** is correct, and that all boxes with a red or black asterisk are filled out.

- 23** Company should be set to your location.
- 24** Use the scrollbar to view the entirety of each submission.

*// Attachments*

**Attachments**

PDF

Quote for supplies.pdf

✓ Successfully Uploaded!

Attachment Category

☰

External

Comment

Quotes for the separate line items.

Upload

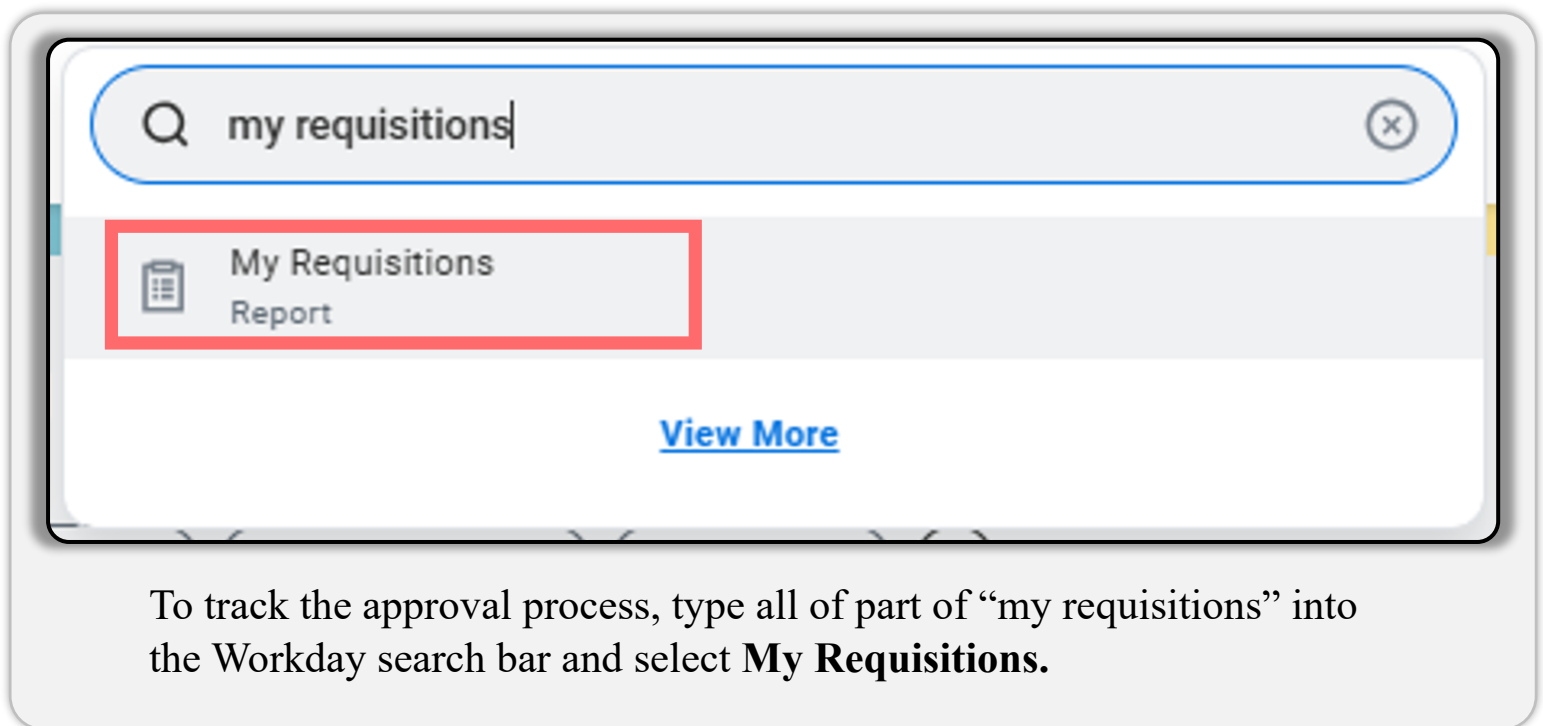
In the **Attachments** section, attach supporting documents or images for each supplier or line item, as applicable if they are available – if they are from Amazon or Office Depot [include a screenshot](#) of your cart. Click **Upload** to add more files.

*// Submit*

Click **Submit** when you are ready to send the Purchase Requisition through the approval workflow.

## Track approval

After your Purchase Requisition is submitted, it will be routed through an approval workflow. Each step must be approved, or the reviewer has an opportunity to send it back to you for edits.



To track the approval process, type all of part of “my requisitions” into the Workday search bar and select **My Requisitions**.

**My Requisitions** [Bookmark] [Close]

Company: Arrow Child & Family Ministries

Requisition: [Text Field]

Status: [Text Field]

Requisition Type: [Text Field]

Requesting Inventory Site: [Text Field]

Document Date On or After: 12/02/2025 [Calendar Icon] **25**

Document Date On or Before: MM/DD/YYYY [Calendar Icon]

Supplier: [Text Field]

Spend Category: [Text Field]

Item: [Text Field]

Project: [Text Field]

Purchase Order: [Text Field]

Exclude Canceled:  **26**

Exclude Closed:  **26**

Include Job Requisitions:

Results in Requisitions Worklet:

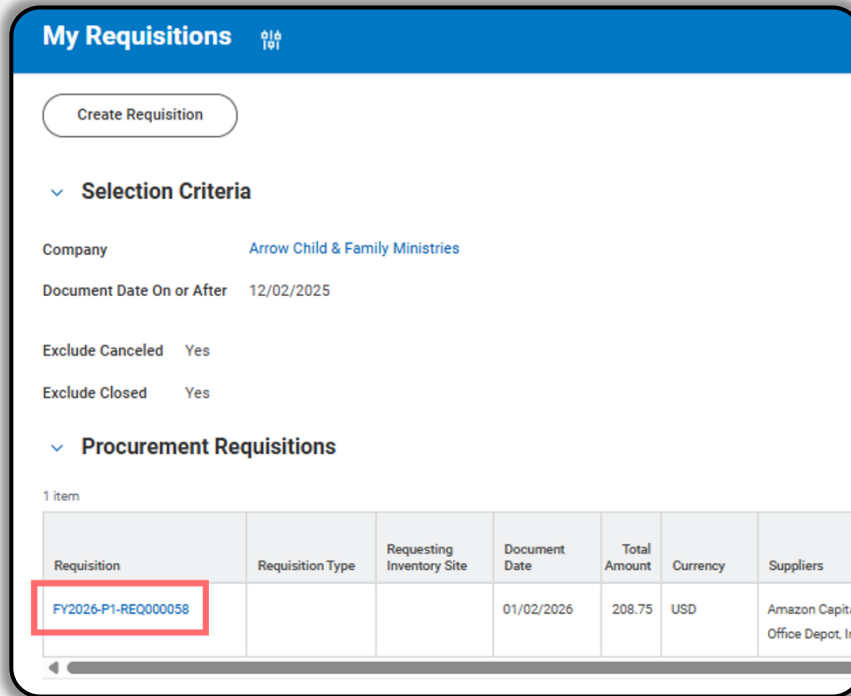
[Cancel] [OK]

In the pop-up window, complete any fields needed to filter your requisitions, or leave them blank to view all results.

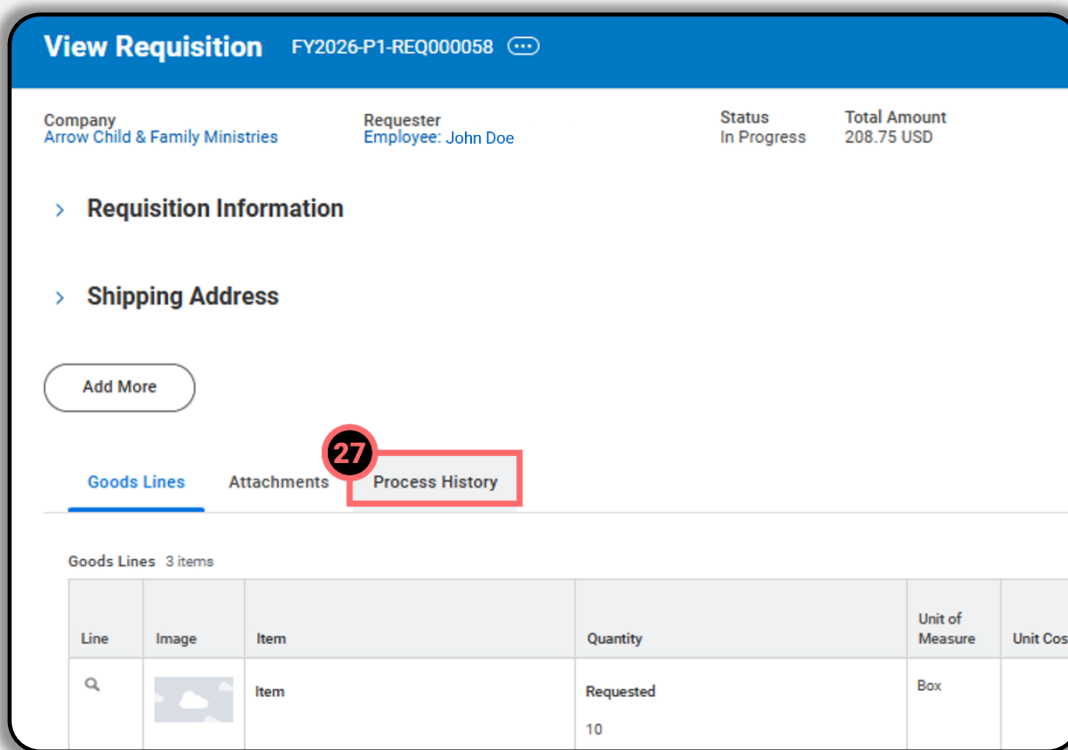
Adjust these fields if your requisition does not appear:

**25** By default, **Document Date On or After** is set to one month before the current date.

**26** **Canceled and Closed** requisitions are excluded.



Under **Procurement Requisitions**, click the Requisition title.



**27** Choose the **Process History** tab.

Goods Lines Attachments **Process History**

Process History 6 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Requisition Event	Step Completed	01/02/2026 02:06:36 PM		[Redacted]	1	
Requisition Event	Approval by Accounts Payable Data Entry Specialist	Awaiting Action		01/04/2026	[Redacted] (Accounts Payable Data Entry Specialist)	8	
					[Redacted] (Accounts Payable Data Entry Specialist)		
					[Redacted] (Accounts Payable Data Entry Specialist)		
					[Redacted] (Accounts Payable Data Entry Specialist)		
					[Redacted] (Accounts Payable Data Entry Specialist)		

In the **Process History** tab, you will see the steps needed to complete the requisition request.

- 28 The current step is indicated by **Awaiting Action** in the **Status** column.
- 29 The **Person** column will show you who must approve each step before it can move to the next.

When all steps are completed, one or more POs will be automatically generated.

## Find the PO Numbers

**30** Goods Lines Attachments Process History

Goods Lines 3 items

act	Requested Delivery Date	Supplier	Fulfillment Source	Memo	*Region	*Cost Center	*Fund	<b>32</b> Sourced
erg		Odp Business Solutions LLC F/K/A Office Depot Business Sol	Purchase Order		Support Services (Multi-State)	8801 Support - Accounting	1000 Unrestricted Fund	<b>32</b> Purchase Order FY2025-P12-PO000020 - Line 1
erg		Amazon Capital Services	Purchase Order		Support Services (Multi-State)	8801 Support - Accounting	1000 Unrestricted Fund	<b>33</b> Purchase Order FY2025-P12-PO000019 - Line 1
erg		Fedex	Purchase Order		Support Services (Multi-State)	8801 Support - Accounting	1000 Unrestricted Fund	Purchase Order FY2025-P12-PO000018 - Line 1

**31**

To view your PO Number(s), follow the instructions to view [My Requisitions](#).

- 30** Remain on the **Goods Lines** tab instead of choosing [Process History](#).
- Use the **scrollbar** **31** to scroll to the **Sourced** column. **32**
- 33** Select the links to view the Purchase Orders. If you added [multiple suppliers](#), your Purchase Requisition will be split into multiple POs.

## Instruct the vendor how to invoice using the PO

After [finding the PO Number](#), instruct the supplier to do the following:

- Include the PO number on the invoice.
- Send the invoice to the **Accounts Payable e-mail Inbox**:
  - [accountspayable@arrow.org](mailto:accountspayable@arrow.org)

After the invoice is sent to Accounts Payable, the invoice will be matched against the PO.