

Non-Catalog Requisition – Reward and Recognition

The Non-Catalog requisition is used for special purchase items not in inventory or in the catalog.

Once submitted:

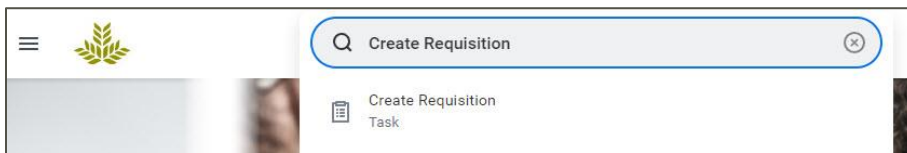
- The requisition will route to the Value Analysis Group for review.
- Once approved, the requisition routes to a buyer for review.
- After the buyer reviews and approves it, the requisition routes to the Cost Center Approval Hierarchy for final review and approval.
- The item is received and delivered to the Deliver-To location identified in the requisition.




Note: The requisition can be declined by the Approver with comments, which sends the requisition back to the requisitioner for modifications.

CREATE REQUISITION

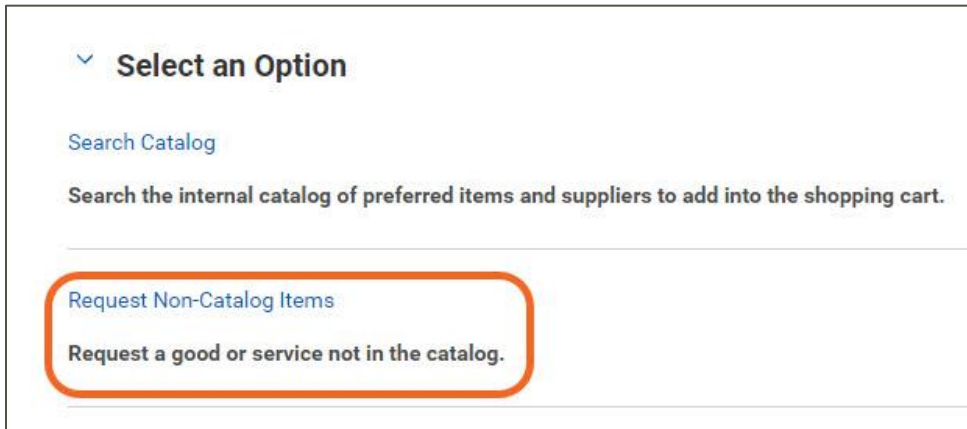
1. Search for **Create Requisition** in the Workday search bar.
2. Select the **Create Requisition** task.



3. Select the **Requesting Entity**. This field will only have one option. The available option is based on the user profile. After initial entry, this field will auto populate for future requisitions.
4. Select the **02. Non-Catalog** requisition type.
5. Verify that the location is correct in the **Deliver-To filed**. The location can be changed from this field, if needed.
6. The **Ship-To** will auto-update. Do **NOT** change this address.
7. Select your **Cost Center** or the cost center to be expensed.
8. Click the **OK** () button to continue.

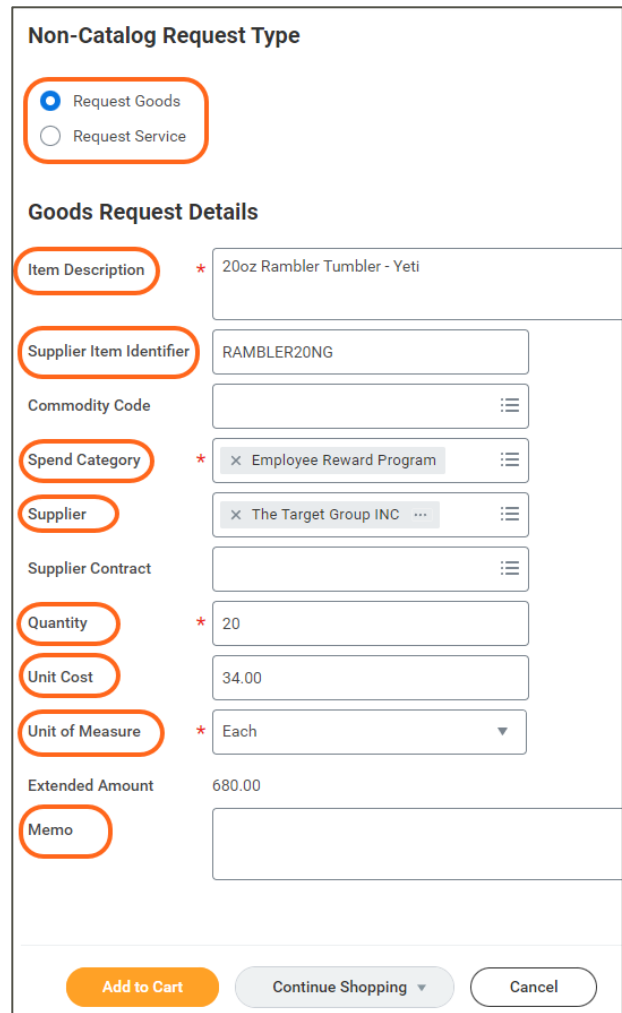
Requester	* Juan Cordova (37117)
Requesting Entity	x NGHS Requisitioner - Acute/NonAcute
Company	* x 20 Northeast Georgia Medical Center, Inc.
Currency	* x USD
Requisition Type	* x 02. Non - Catalog
Deliver-To	* x Sherwood Plaza > Sherwood Learning Lab Q-1
Ship-To	* x 80674 Maple Lane Gainesville, GA 30501 United States of America
Cost Center	x IT Training Rev Cycle

9. In the *Create Requisition* screen, click on the **Non-Catalog** option to request an item/service not in the catalog.



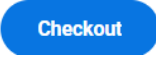
10. Review the following when completing the *Goods Request Details*.

- Select the request type of **Request Goods**.
- **Item Description** – Enter a description for the order.
- **Supplier Item Identifier** - Vendor item number.
- **Spend Category** – Select the category of the order.
- **Supplier** – Select the supplier for the item.
- **Quantity** – Number of items requested.
- **Unit Cost** – The cost or quoted amount.
- **Unit of Measure** – Enter the unit to quantify the order.
- **Memo** – Additional information for the item.



11. Click on the **Add to Cart** () Button when ready to proceed.

12. Click on the **View Cart** icon:  to display *My Cart* pop-up.

13. Click on **Checkout** (). You will be returned to the draft requisition.

14. Validate the Requisition Information.

- There's no need to change the data in the Request Date, Currency, or Requisition Type fields.
- Leave the Sourcing Buyer field blank.
- Enter any free-text information for the supplier.

The screenshot shows the 'Checkout' page with the following details:

- Company:** 20 Northeast Georgia Medical Center, Inc.
- Requester:** Your Name Here (employee ID#)
- Requisition:** - new -
- Status:** Draft
- Total Amount:** 750.00 USD

Shipping Address

- Deliver-To:** Corporate Plaza > CR001 - Strategic Sourcing
- Ship-To Address:** 29435 Maple Lane, Gainesville, GA 30504, United States of America

Requisition Information

- Request Date:** 08/09/2022
- Currency:** USD
- Requisition Type:** 02: Non - Catalog
- Sourcing Buyer:** (blank)
- Submitted by:** Your Name Here (employee ID#)
- Memo to Suppliers:** (text area)
- Internal Memo:** (text area)

15. Scroll down and expand the **Goods** section to review the columns for each line item added to the requisition.

- **Spend Category** – select the category that identifies the type of good/service being purchased.
- **Quantity** – Ensure the correct quantity is entered.
- **Unit of Measure** – Confirm the unit of measure needed.
- **Deliver-To** – Confirm workspace for delivery; however, this can also be an address.
- **Ship-To** – Confirm correct physical address for delivery.
- **Supplier** – The supplier is required for all requisitions.
- **Cost Center** – The department that will be billed for the items.

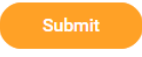
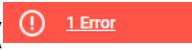
The screenshot shows the 'Goods' section with one item. The following fields are highlighted with orange boxes:

- *Spend Category:** General Medical Supplies
- *Quantity:** 1
- Unit Cost:** 750.00
- Extended Amount:** 750.00
- Deliver-To:** Corporate Plaza > CR001 - Strategic Sourcing
- *Ship-To Address:** 29435 Maple Lane, Gainesville, GA 30504, United States of America
- Ship-To Contact:** Jennie Smith (31947)
- Unit of Measure:** Each

16. Scroll down to **Attachments** to **drag and drop** or **select files**, such as, a purchase quote from a supplier.

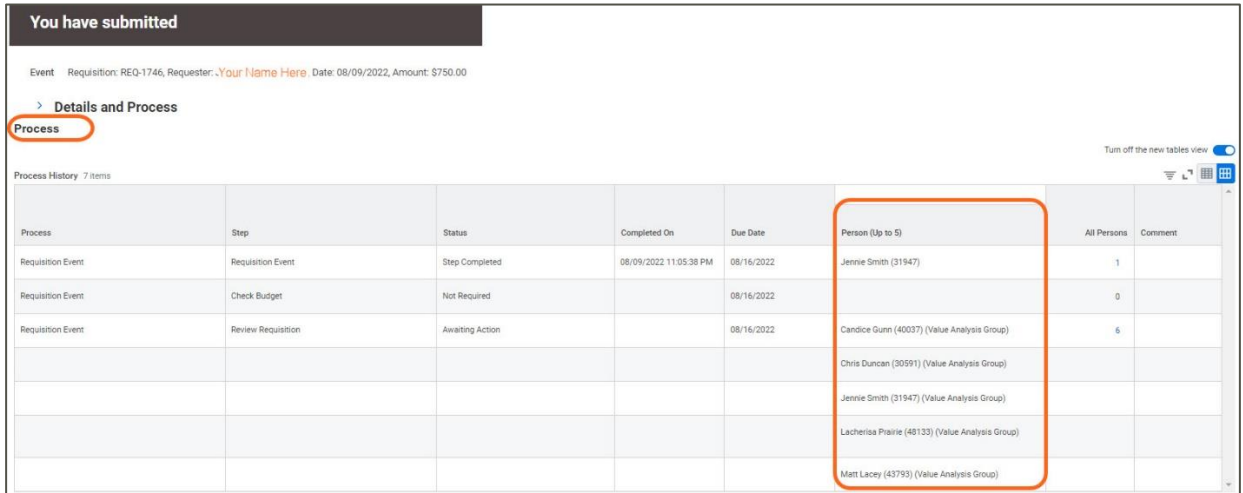
The screenshot shows the 'Attachments' section with a file upload area. The following elements are highlighted with orange boxes:

- Attachments:** (header)
- Drop files here:** (text)
- Select files:** (button)

17. Click the **Submit** button () to complete the requisition. If prompted, correct () any errors before re-submitting.

Notes:

- Once submitted, the requisition routes to the Value Analysis Group for review.
- From the *You have submitted* screen, expand **Details and Process** for more details about the business process, such as, the current Step, Status, Completed Date, Due Date, and the Person or Group assigned to the activity.



You have submitted

Event Requisition: REQ-1746, Requester: *Your Name Here*, Date: 08/09/2022, Amount: \$750.00

> **Details and Process**

Process

Process History 7 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Requisition Event	Step Completed	08/09/2022 11:05:38 PM	08/16/2022	Jessie Smith (31947)	1	
Requisition Event	Check Budget	Not Required		08/16/2022		0	
Requisition Event	Review Requisition	Awaiting Action		08/16/2022	Candice Gunn (40037) (Value Analysis Group)	6	
					Chris Duncan (30591) (Value Analysis Group)		
					Jessie Smith (21947) (Value Analysis Group)		
					Lacherisa Phairie (48133) (Value Analysis Group)		
					Matt Lacey (43793) (Value Analysis Group)		