

## Creating a FY25 Requisition for Goods or Services

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1. In Workday, type in 'Create Requisition' in the search bar. Select the **Create Requisition task**.
2. Update or fill in information where needed from the pop-up. Please pay attention to the following:
  - a. **Requester:** The requester will default to the person inputting the requisition. To change to someone else, click on the **X** to remove the defaulted name and enter the person who will be the requester.
  - b. **Requisition Type:** Choose the requisition type of **Goods or Services** by clicking on the 3-line prompt.
    - **Note:** Click on the ? icon next to this field will populate help text to guide you in choosing the correct type (If help text is selected to be on from the top of the page).
  - c. **Additional Worktags:** Replace the Additional Worktags with the worktag you want to charge this procurement to. By entering the information in this field, it will pre-populate the lines created in your requisition. You can change them by line if necessary further on in the process.
    - **Note:** If the worktag you are using does not fall under your default Unit and Cost Center, you will need to first remove them.
  - d. Click **OK**

**Create Requisition**

Requester \* X Desi Tillman

Company \* X University of Nevada, Reno

Currency \* X USD

Requisition Type \* ?

Deliver-To \* X UNR08 VP Administration and Finance Purchasing

Ship-To \* X 1664 North Virginia Street Reno, NV 89557 United States of America

Unit X UNR08 VP Administration and Finance

Cost Center X CC2251 BCN Purchasing

Additional Worktags X Fund: FD892 Payroll Clearing

OK Cancel

3. On the next page, you will select **Request Non-Catalog Items**.

**Create Request**

**Instructions**

**Policy for Commodity and Service Purchases:**

Written quotes are required for all Purchase Requests.

The competitive threshold requirements below for general commodities and services apply to single or conglomerate purchases within a 12-month period:  
Under \$25,000 – Attach one written quote  
25,000 to under \$50,000 – Attach minimum of three written quotes

*For competitive threshold requirements on professional and construction services, please contact your purchasing business center.*

**Expenses:**  
Please ensure that a hosting detail code is associated with any line that involves hosting.  
In addition, an approved hosting form must be attached if hosting related.

Link to the Purchasing Manuals for the Business Centers North (BCN)  
<http://www.bcnpurchasing.nevada.edu/about-us/bcn-purchasing-guidelines/>

**Select an Option**

**Request Goods or Services that is not in the catalog**

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

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

#### 4. Request Non-Catalog Items:

- a. The **Non-Catalog Request Type** will default to 'Request Goods'. Be sure to switch to 'Request Service' if you are procuring services.
- b. Complete all remaining items. Example screenshot below is for Goods.

Company \* University of Nevada, Reno

The screenshot shows a web application interface for creating a Non-Catalog Request. At the top, the 'Requisition Currency' is set to 'USD'. The main heading is 'Non-Catalog Request Type', with two radio button options: 'Request Goods' (which is selected) and 'Request Service'. Below this, there are several input fields: 'Item Description' with the value 'Lobby guest chairs\_HON134', 'Supplier Item Identifier', and 'Spend Category' set to 'SC0158 - Office Furniture'. A dropdown menu shows 'Morrill and Machabee, Inc.' as the selected 'Supplier'. Below the supplier information, there is a 'Supplier Contract' section with a barcode. The 'Quantity' is set to 12, 'Unit Cost' is 79.00, and 'Extended Amount' is 948.00. At the bottom of the screen, there are three buttons: 'Add to Cart', 'Continue Shopping', and 'Cancel', all of which are highlighted with a red glow.

- c. Example screenshot below is for Services. In the **memo field** indicate this is for FY25.
  - o **Note:** For FY25 requisitions, you will need to ensure that the dates the service will be occurring are in the next fiscal year (July 1, 2024 or later).

**Request Number** [REDACTED]

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Company: University of Nevada, Reno | Requester: [REDACTED] | Requisition: [REDACTED]

Requisition Currency: x USD

**Non-Catalog Request Type**

Request Catalog Goods  
 Request Service

**Service Request Details**

Description: \* Laboratory testing services per attached scope of work dated April 1, 20XX.

Spend Category: \* Recommended SC0668 - Computer Software - Subscription/Annual | SC0502 - Lab Testing and Analysis Services (Non Medical)

Supplier: x Scientific Services [REDACTED]

Supplier Contract: [REDACTED]

Start Date: 07/ [REDACTED]

End Date: 09/30/2024

Extended Amount: 8,000.00

Memo: FYXX Requisition

Continue Shopping | Add to Cart | Cancel

5. Once you have completed entering the appropriate information, click **Add to Cart**. You will receive a confirmation your item has been added.



6. At this point Workday will automatically populate a second item. You can continue entering lines if necessary and adding them to your cart as described above, or you can now check out by clicking on the cart icon.



7. Then you will view a summary of your cart. Click the **Checkout** button to proceed.
8. **Checkout:** Continue through the checkout process:
  - a. On the checkout page, you can make changes to the requisition type if needed. You can click on the question marks next to each field see help text for completing each field (If help text is selected to be on from the top of the page).

**IMPORTANT NOTE:**

You must change the Request date to 7/1/2024 or later and include in the Internal Memo field "FY25 Requisition".

## Shipping Address

Deliver To: **UNR - Main Campus - Box 4000**

Street: **2215 R St** **UNR - Main Campus** **Lincoln NE 68583** **United States** **1685** **Lincoln** **NE** **68583**

## Payment Information

Payment Card: **0000 1234 5678 9010**

Currency: **x USD**

Credit Card

UNR - Main Campus - Box 4000 **UNR - Main Campus** **Lincoln NE 68583** **United States**

- b. Expand the Attachments arrow to add necessary attachments. Upload attachments individually so the buyer can determine which attachments go forth to the supplier along with the PO.



9. Click **Submit** once complete. Upon submission, the requisition will either be in submitted status, or in the case of a budget fail will go back to your inbox for further review.
10. Once your requisition is approved, the buyer will source the requisition and it will be held for issuance after July 1, 2024.