

## Scripps College Office Supplies Procedures

In an effort to utilize the self-service functionality in Workday, the process of ordering Office Supplies should be processed through WORKDAY. If you have any questions or concerns, please contact Perla Dorantes ([Pdorante@scrippscollege.edu](mailto:Pdorante@scrippscollege.edu)).

To Order Office Supplies please do the following:

Log into WorkDay

1. Search for “Create Requisition” task
2. Complete the required fields, including Company, Requester, Currency.
  - a. Select your Requisition Type:
    - i. Blanket PO Requisition – typically used for recurring items not related to a supplier contract
    - ii. Contracted Services – typically used for any contracted services that require additional review by Risk Management
    - iii. Facilities – typically used by Facilities departments ONLY
    - iv. Federal Awards – typically used for federal grants ONLY
    - v. IT – typically used by IT departments ONLY
    - vi. Non Federal Awards – typically used for all other grant related requisitions that may require additional review (excluded federal awards)
    - vii. One Time Purchase – typically used more commonly for stand- alone (non-recurring) requisitions of goods or services not related to a supplier contract, federal awards, facilities, or IT purchases
    - viii. Supplier Contract – typically used when a requisition relates to an existing supplier contract
3. Click OK at the bottom of the screen
4. Select Option
  - a. Connect to Supplier Website (punch out use only)
  - b. Select your Punch out Supplier by clicking on the Connect button corresponding to the supplier of choice
    - i. CDW-G
    - ii. Amazon
    - iii. Office Depot
  - c. You will then be directed to the supplier website
  - d. Once you complete your online shopping, click on the supplier’s cart to review your items and continue the checkout process
  - e. Click on Submit these items for approval within the supplier’s webpage
  - f. This will bring you back into Workday with your items prefilled into the requisition
  - g. Enter a reason for purchase in the memo field (this will serve as your required line memo for each line item on your requisition and subsequent purchase order and supplier invoice. **Note: DO NOT CLICK on CANCEL. This will delete your work**)
  - h. Click Checkout

5. CHECKOUT SCREEN

- a. Shipping Address – your ship to address will default based on your company.
    - i. To add a new non-standard ship-to address for the requisition and subsequent purchase order, click on Use Alternate Address
  - b. Information – Enter a line memo in the Internal Memo field (required). This field can serve as a note to the Business Affairs Office
  - c. Add your appropriate work tags to EACH of your line items. Remember: **FUND** and **COST CENTER** are required
  - d. Click NEXT
  - e. Attachments – Drop a file or click on Select files to add an attachment.
  - f. Click NEXT
  - g. Review and Submit – all your information from previous screen will transfer to this review screen. Scroll to the right to review each field
6. Returns – please work directly with Business Affairs for returns or discrepancy with orders
7. An official Workday Job Aide is available and can be provided upon request. Please reach out to Perla Dorantes or Andre Ibanez for a soft copy