

Create Requisition & Utilize Requisition App - Goods / Supplies Request (Ad Hoc Shipping Location)

Purpose

The following job-aid explains how to Create and Manage a Requisition for Goods / Supplies with an Ad Hoc Shipping Location in Workday.

Step-by-Step Instructions

Note:

• The Create Requisition task is available to those with Requisition Requester access.

1. Click Menu.

	Q Search	Ç ⁰ 🖻 &
Welcome to Workday		Mass General Brigham
Welcome		It's Friday, April 5, 2024
Awaiting Your Action	 I caught up on your tasks.	Your Top Apps
Timely Suggestions		My Projects
Here's where you'	Il get updates on your active items.	Requisitions
Recommended for You		SE View All Appa

2. Click Requisitions.



3. Click Edit Details.

MENU	Ŵ	Q Search					4 ⁰⁰ 🔗
← Requi	isitions						1
	Requisitions (Past 6 Mor Open (15) Complete				Edit Filters	Requisition Details Requesting for	
	REQ-10000491 ···· Total Amount: \$256.00 1 item ∽	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	Company 0100 Mass General Brigham Incorporated	
	REQ-10000490 ··· Total Amount: \$83.68 4 items ∨	Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Currency USD (\$) Requisition Type 01. Goods/Supplies Request	
	REQ-10000488 *** Total Amount: \$256.00 1 item V	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	Deliver-To MGB MGB Administration 6 670 (REV) Ship-To	
	REQ-10000486 ···· Total Amount: \$256.00 1 item ∨	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	158 Route 108 Worktags Cost Center: PH1612 Supply Chain Purchasing	
	REQ-10000485 ···· Total Amount: \$107.86 4 items ∽	Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Fund: FC010 Unrestricted Operating 2 more worktags	
	REQ-10000484 ···· Total Amount: \$312.70 13 items ∽	Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Start Requisition Edit Details	3

4. Verify or update the **Employee** that you are <u>Requesting for</u>.

Note:

• The <u>Requesting for</u> field will automatically load with your User Name, but it can be modified if you are ordering on behalf of another Employee.

🛝 Critical

• Always complete Requisition fields from top to bottom as some fields are dependent on others.

Implementation - massgeneralbrigham5			Edit Requisition De	atails	×		
			Requesting for*	× mpt flore	=	4	Ç [®]
← Requisitions			Requesting Entity			4	
			Company*	\times 0100 Mass General Brigham incorporated			
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	REQ-10000490 ···· Total Amount: \$83.68 4 items √	Approved Created on 02/	Ship-To*	× 158 Route 108, Somersworth, NH 03878, United States of America	=	USD (\$) Requisition Type 01. Goods/Supplies Request	
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	REQ-10000485 *** Total Amount: \$107.86 4 items ~	Approved Created on 02/	Project			Cost Center: PH1612 Supply Chain Purchasing Fund: FC010 Unrestricted Operating 2 more worktags view all worktags	
	REQ-10000484 *** Total Amount: \$312.70 13 items ~	Approved Created on 02/	Additional Worktags	Chief Code: 0100_80FA Computer Center Location: 399 Revolution Drive Somerville (Land)	=	Start Requisition Edit Details	

5. Verify or update the **Company**.

/ Note:

• The Company will automatically load with the Requester's primary Company, but it can be modified if needed.

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REQ-10000486 ···· Approved Total Amount: \$256.00 Created on 02/ 1 item ∨	Grant	Fund: FC010 Unrestricted Operating	Ship-To 158 Route 108 Worktags	
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4 items ∨	Gift		2 more worktags view all workt	aga
REQ-10000484 ···· Approved Total Amount: \$312.70 Created on 02/ 13 items ∨	Additional Worktags	Chief Code: 0100_80FA Computer Center Location: 399 Revolution Drive Somerville (Land)	Start Requisition	Edit Details

6. Verify the **Currency** is **USD**.

Note:

• The Currency will automatically load with the default Currency of USD

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7. Search for and select 01. Goods/Supplies Request as the Requisition Type.

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8. Verify or update the **Deliver-To** location.

✓ | Notes:

- The Deliver-To location identifies the final location where goods or services should be provided (for example, an employee workstation, workspace, or stock room).
- This field will automatically load with the Requester's primary Deliver-To location, but it can be modified.
- A valid Deliver-To location will contain the street address > site description.

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REQ-10000484 *** Total Amount: \$312.70 13 items ~	Approved Additional W Created on 02/	Vorktags × Chief Code: 0100_80FA Computer Center × Location: 399 Revolution Drive Somerville (Land)		Start Requisition Edit Details		

9. Verify the Ship-To location defaulted from the Deliver-To.

Notes:

- The Ship-To location is the address where the order will be shipped (e.g., a main building or loading dock).
- This field will automatically populate from the Deliver-To location.

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10. Verify or update the Cost Center.

✓ Notes:

- This field will automatically load with the Requester's primary Cost Center, but it can be modified.
- If you order for multiple Cost Centers, be sure to select the Cost Center you intend to use for this order.
- The Fund code will automatically populate based on Cost Center, and cannot be updated.

🛝 Critical Note:

• Cost Centers must align with the Company used on the order.

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11. Enter a Grant or Gift, if applicable.

Notes:

- If a Requisition needs to be allocated to a Grant or Gift, you must enter the Grant or Gift Worktag accordingly.
 - A Project can only be used on Capital and Real Estate Non-Equipment Requisition Types.
- If entered, a Grant or Gift Worktag will override the Cost Center.
- If entered, the Fund code will automatically populate based on the Grant or Gift, and cannot be updated.

to table a logethese	Edit Requisition De	etails	
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	Fund	× Fund: FC010 Unrestricted Operating	Ship-To 159 Route 108
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Total Amount: \$107.86 Created on 4 items ~	Gift	:=	2 more worktage <u>view all worktage</u>
REQ-10000484 Approved Total Amount: \$312.70 Created on 13 items ∽	Additional Worktags	Chief Code: 0100_80FA Computer Center E Location: 399 Revolution Drive Somerville	Start Requisition Edit Details
Unems v		(Land)	

✓ Note:

• Additional Worktags will default from other Worktags selected above (e.g., Location defaults from Cost Center) and should ONLY be updated to <u>add</u> a Provider, Chief Code, etc.; do not remove the default Additional Worktags.



Note:

• Saving changes to the Requisition Details will retain the field selections and apply them to the next order.

	Company*	× 0100 Mass General Brigham Incorporated		0° 🖉	8
 Requisitions 	Currency*	× USD			
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Requisitions (Paat 6 Months)	Deliver-To	× 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)	=	Requisition Details	
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	pproved rested on 02/ Save Changes	Cancel Reset to Default	- 1	Start Requisition Edit Details	

14. Navigate to the Ordering Methods section, then click Connect to Supplier Website.

otal Amount: \$975.00 Item ∽	Created on 02/14/2024	Ordered	Received	Invoicing	Start Requisition Edit Details
REQ-10000989 ···· fotal Amount: \$95.70 l item ~	Approved Created on 02/14/2024	Ordering	Receiving	Invoicing	Ordering Methods
REQ-10000987 ···· Fotal Amount: \$4,848.00 2 items ∽	Approved Created on 02/14/2024	Ordered	Receiving	Invoicing	14 Connect to Supplier Website
REQ-10000915 *** Fotal Amount: \$130.00 Litem V	Approved Created on 01/29/2024	Ordered	Receiving	Invoicing	Request Non-Catalog Items
REQ-10000909 ···· Fotal Amount: \$1,398.60 Litem ~	Approved Created on 01/29/2024	Ordered	Receiving	Invoicing	
REQ-10000904 *** Fotal Amount: \$1,398.60 Litem ~	Approved Created on 01/29/2024	Ordered	Receiving	Invoicing	
REQ-10000902 *** Fotal Amount: \$130.00 Litem ~	Approved Created on 01/29/2024	Ordered	Receiving	Invoicing	
REQ-10000797 *** Fotal Amount: \$10,000.00 I item ~	Approved Created on 01/04/2024	Ordering	Receiving	Invoicing	
REQ-10000761 *** Fotal Amount: \$100.00 Litem ~	Approved Created on 12/19/2023	Ordering	Receiving	Invoicing	
REQ-10000760 ···· Fotal Amount: \$120.00 I Item ∨	Approved Created on 12/19/2023	Ordering	Receiving	Invoicing	

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nect to Sup	plier We	ebsite					
any Mass General Brigha	im Incorporati	Requester	Currency Requisition Type USD 01. Goods/Supplies Request				
ar Websites 1 item							Ŧ
	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect	15

16. Enter the Item Name or Item Number in the catalog Search bar, then press enter.

[밥^{]-} Tips:

• Search for an item using the Search bar by entering keywords such as a product description, supplier name, supplier part number, manufacturer part number, Peoplesoft legacy number, etc.



17. Enter the **Quantity** for the item to be purchased.

SEARCH FAVORITES CART	MY CARTS SUPPLIER WEBSITES ADVANCED SEARCH QUICK ORDER PROFILES ALERTS
View My Cart	
# Items : 0	Search Results
Total : 0.00	30011 (CE30113
	Search : Try a new search here (Keyword, Part #, etc.)
Express Checkout +>	Search : Try a new search here (Keyword, Part #, etc.) Q
Refine Results:	
A CONTRACTOR OF A CONTRACTOR O	Your Search For 'ITM-10000563' Yielded 1 Results. Sort by : Default -
Q	Description Price
Count	
ITM-10000563 [1] x	No CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T P \$51.20 USD CS Qty :
	Image Vendor Name Medline Industries Inc
	Available Mg Name Santu Inc. 11
Filter by Price:	Vendor Part # : KNG7018 Sourcing Priority : 1
	MFG Part # 7018 UNSPSC : 42272229
Filter by prices 🗸 🔍	Customer Part # : ITM-10000563
Tags Count	
[No Tags]	Relevance : 0% Add to Favorites
Vendor Category Count	
[No Categories]	
Vendors Count	
Medline Industries Inc [1]	

18. Click the Add to Cart icon.

Note:

Repeat the Search Catalog steps to add additional items to the order



19. Click the View My Cart hyperlink.

Tips:

- Alternatively, click Express Checkout to return to Workday and complete the Requisition process.
- If you select Express Checkout, you cannot revise the products in the order once you return to Workday. In order to revise the quantity, you will need to remove the line and click Continue Shopping to navigate back to eBuy Marketplace.

		2		
SEARCH FAVORIT	ES CART O MY CARTS	SUPPLIER WE	BSITES ADVANCED SEARCH QUICK ORDER PROFILES ALERTS	
View My Cart	19 Search			
# Items : 5 Total : \$256.00 L	Search	Results		
Express Checkout +		Try a new search here (Keyword, Part #, etc.)		
	s dedicit.[•	
Refine Results:		ch For 'ITM-10000563' Yielded 1 Results.	Sort by : Default 🗸	
			D-1	
	Count		Price	
ITM-10000563	[1] x No	CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T P	\$51.20 USD CS Qty :	
	Availab	Vendor Name Medline Industries Inc Mfg Name Ambu Inc		
	Vendor P			
Filter by Price:				
	Customer			
Tags	Count Relevance	e:0%	Remove Item Add to Favorites	
[No Tags]				
Vendor Category	Count			
[No Categori	as]			
Vendors	Count			
Medline Industries				
	11			

Tips:

- Click "Remove Item" to delete something from your cart.
- Click "Update Item" to change an item's details.
- Click "Add to Favorites" to save an item you like.

SEARCH FAVORITES CARTE MY CARTS	SUPPLER WESSITES ADVANCED SEARCH QUICK ORDER PROPILES ALERTS
My Shopping Cart # of Items : 5 Total Value : 5256.00 USD Name this Cart : [Provide a name for future retrieval in Checkon	Back Contrue Shoppin Creations (Creation 4- Sort by : v Creation 4- Sort by : v Creation 4-
I mage Available Wing Name Vendor Part# : KNG7018 Sourcing Priority	Remove Item Update Item Add to Favorites
	Back Continue Shopping Checkout v

Tips:

- If desired, click Continue Shopping to add additional items to the cart.
- Next, the items / products in your Cart from eBuy Marketplace will be transferred to your Shopping Cart in Workday and you will be routed back to Workday to complete the Requisition process.

SEARCH FAVORITES CART S MY CARTS SUPPLE	JER WEBSITES ADVANCED SEARCH QUICK ORDER PROFILES ALERTS	
My Shopping Cart		
# of Items : 5	Back	
Total Value \$256.00 USD	Continue Shopping	
Name this Cart : [Provide a name for future retrieval in Checkout History [Optiona] Update	Checkout 🖌	
	Sort by : + Default 🗸	
No. A Description	Price	
1 CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT CS/100E		
Image Vendor Name Medine Industries Inc		
ing tank product the	Remove Item Update Item Add to Favorites	
Vendor Part # : KNG7018 Sourcing Priority : 1 MFG Part # : 7018 UNSPSC : 42272229		
Customer Part # : ITM-10000563		
	Back Continue Shopping	
	Charlout	
	21	
	-	

22. Scroll down, then enter a comment or instruction as a **Memo** for each item in your Cart in Workday that was transferred from the Marketplace.

Commodity Code 422722 Spend Category Med Su	000563 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT 129 - Anesthesia breathing circuits Irg General SC0257 nduatries Inc
Spend Category Med Su Supplier Medline Supplier Contract (empty) Quantity 5	ing General SC0287
Supplier Medline Supplier Contract (empty) Quantity 5	e Industries Inc.
Supplier Contract (empty) Quantity 5	
Quantity 5	3
Unit of Measure CASE	
Unit Cost 51.20	
Extended Amount 256.00	
Manufacturer (empty)	
Manufacturer Part Number 7018	
PeopleSoft Number (empty)	
	isturer Name Test Marketplace : AMBU INC C Test Marketplace : 42272229
Item Tags (empty)	
Packaging String (empty)	
	entifier : ITM-10000563 se tem ID : ITM-10000563 (ID : 5P00013145
Supplie	10.3-00013143
	Manufacturer Part Number 7018 PeopleSoft Number (empty) Additional Item Identifiers Manufactures Item Tags (empty) Packaging String (empty) Cart Details Item Identifiers

23. Click Checkout.

Purch	chase Item	ITM-10000563 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT
Com	nmodity Code	42272229 - Anesthesia breathing circuits
Spen	nd Category	Med Surg General SC0287
Supp	plier	Medline Industries Inc
Supp	plier Contract	(empty)
Quan	intity	5
Unit d	t of Measure	CASE
Unit (t Cost	51.20
Exter	ended Amount	256.00
Man	nufacturer	(empty)
	nufacturer Part Number	
		(empty) Manufacturer Name Test Marketplace : AMBU INC
Addi		wanulacture name Lest maneeplace - Awdo No. UNSPSC Test Marketplace - 1227229
Item	n Tags	(empty)
Pack	kaging String	(empty)
Cart		Item Identifier : ITM-10000563
		Parchase Item ID: ITM-1000583 Suppler ID: SP0013145
Mem		
23		
23		
Checkout Continue Shopping *		

24. Review the Deliver-To and Ship-To Address in the Shipping Address details.

	Q Search
Checkout	
Company Requester Requisition Status 0100 Mass General Brigham Incorporated - new - Draft	Total Amount 256.00 USD
Shipping Address	
Deliver-To * 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV) Ship-To Address 158 Route 108 Somersworth, NH 03878 United States of America	24
 Requisition Information 	
Request Date * 02/01/2024	
Currency ★ × USD ··· :=	
Requisition Type * × 01. Goods/Supplies Request	
High Priority	
Submitted by	
Memo to Suppliers	
Internal Memo	
Submit Save for Later Continue Shopping .	

🖌 | Note:

• Next, we will add the ad hoc shipping location.

25. Click the More icon (...).

Checkout	Î
Company Requester Requisition Status Total Amount 0100 Mass General Brigham Incorporated -new - Draft 256.00 USD	
 Shipping Address 	
Deliver-To * 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)	
Ship-To Address 158 Route 108/ Somersworth, NH 03878 United States of America	
✓ Requisition Information	
Request Date * 02/01/2024	
Currency ★ × USD ··· III	
Requisition Type * × 01. Goods/Supplies Request :=	
High Priority	
Submitted by	
Memo to Suppliers	
Internal Memo 25	
Submit Save for Later Continue Shopping	

26. Click Edit Address.

Checkout	i
Company Requester Requisition Status Total Amount 0100 Mass General Brigham Incorporated - new - Draft 256.00 USD	
✓ Shipping Address	
Deliver-To * 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)	
Ship-To Address 128 Routel 108 Sometworth, HH 0387/8 United States of America	
 Requisition Information 	
Request Date * 02/01/2024	
Currency * × USD ··· III	
Requisition Type * X 01. Goods/Supplies Request	
High Priority	
Submitted by	
Memo to Suppliers	
Internal Memo Enternal Memo En	*
Submit Save for Later Continue Shopping	

27. Verify or update the **Deliver-To** and **Ship-To** Address. In this example, we will leave the Deliver-To and Ship-To Address alone because we will be entering an ad hoc shipping address.

	Q Search	2° 🚔 8
Edit Address		
Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.		
Deliver-To × 399 Revolution Drive		
Ship-To Address × 158 Route 108 Somersworth, NH :=		
Use Alternate Address		
Apply Cancel		

28. Select the Use Alternate Address checkbox.

		Q Search		€×
Edit Address				
Click Apply to use the delive	r-to and ship-to address on the requisition header and all lines.			
Deliver-To	× 399 Revolution Drive ···· !≡ Somerville (Land) > MGB MGB Administration 6 670 (REV)			
Ship-To Address	× 158 Route 108 Somersworth, NH 03878 United States of America			
	28			
Apply	Cancel			

29. Click Add.

	µ [∞] 🚰 8
Edit Address	×
Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.	
Deliver-To × 399 Revolution Drive … Somerville (Land) > MG8 MG8 Administration 6 670 (REV)	
Ship-To Address (empty)	
Use Alternate Address 🗾	
Apply Cancel	

30. Verify or update the Effective Date.

Note:

• The Effective Date will default to today's current date, but it can be modified if needed.

	Q search	ده هی دی. ×
Edit Address		^ ^
Click Apply to use the deliver-to and ship-to address on the requisition header a	i all lines.	
Deliver-To Somerville (Land) > MGB MGB Administration 6 670 (REV)]	
Ship-To Address (empty)		
Use Alternate Address 🗹		
Effective Date * 02/01/2024 🗐		
Country * × United States of America		
Address Line 1 *		
Address Line 2		
City *		
State *		
Postal Code *		
County		
Apply Cancel		

31. Verify or update the **Country**.

	Q Search	û [∞]
Edit Address		^
Click Apply to use the deliver-to and ship-to address on the requisition header and	all lines.	
Deliver-To × 399 Revolution Drive := Somerville (Land) > M08 M08 Administration 6 670 (REV)		
Ship-To Address (empty)		
Use Alternate Address 🔽		
Effective Date * 02/01/2024		
Country * United States of America	31	
Address Line 1 *		
Address Line 2		
City *		
State *		
Postal Code *		
County		
Apply Cancel		

32. Enter the Address.

		Q Search		<u>م</u> م
Edit Address				
Click Apply to use the delive	ver-to and ship-to address on the requisition header and	all lines.		
Deliver-To	× 399 Revolution Drive : Somerville (Land) > MGB MGB Administration 6 670 (REV)			
Ship-To Address	(empty)			
Use Alternate Address				
Effective Date *	02/01/2024 🛱			
Country *	× United States of America			
Address Line 1 *	1	32		
City *				
State *				
Postal Code *				
County				
Apply	Cancel			

33. Enter the City.

	Q Search	l [®] 🔗 8 .
		×
Edit Address		
Click Apply to use the deliver-to and ship-to address on the requisition header a	and all lines.	
Deliver-To × 399 Revolution Drive : Somerville (Land) > MGB MGB Administration 6 670 (REV)		
Ship-To Address (empty)		
Use Alternate Address 🔽		
Effective Date * 02/01/2024 💼 Country * × United States of America		
Address Line 1 * 156 Route 108		
Address Line 2		
City *	33	
State *		
Postal Code *		
County		
Apply Cancel		

34. Enter the State.

Edit Address Dick Apple to use the delivent on the regulation haskes and all inte. Dielever To	= MENU Q Search	▲ 🚔 🕰 ×
Delver-To Image: Subscription of Somerwice (Land) > MdB (Land) >	Edit Address	<u></u>
Sing-To Address Ship-To Address	Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.	
Use Attemate Address	Someville (Land) > M6B M0B Administration 6 570	
Effective Date + 12/81/2824 E Country + to United States of America III Address Line 1 + 156 Route 108 Address Line 2 City + Somersworth State + III Postal Code + III County	Ship-To Address (empty)	
Country * I Lonted States of America ::= Address Line 1 * 156 Route 108 Address Line 2 City * Somersworth State * := Postal Code *	Use Alternate Address 🧧	
Address Line 1 * 156 Route 108 Address Line 2	Effective Date * 82/01/2024	
Address Line 2 City * Somersworth State * E Postal Code * 34	Country * X United States of America	
City * Somersworth State * E Postal Code * County 54	Address Line 1 * 156 Route 108	
State * III 34	Address Line 2	
Postal Code *	City * Somersworth	
Postal Code *	State * 😑	
	Postal Code *	
Ande	County	
	Apply Gancel	

35. Enter the Postal Code.

\triangle	Critical:
•	A valid Postal Code is required for the selected State.

E MENU Q Search	<u>م</u> (
Edit Address	Î
Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.	
Deliver-To X 399 Revolution Drive E Somerrille (Land) > MGB MGB Administration 6 670 (REV)	
Ship-To Address (empty)	- 11
Use Alternate Address 🧹	- 11
Effective Date * 02/01/2024	
Country * × United States of America i≡	- 1
Address Line 1 * 156 Route 108	
Address Line 2	
City * Somersworth	
State * × New Hampshire :=	
Postal Loode * 35	-
Apply Cancel	

36. Click Apply.

Postal Code			
Country * X United States of America III Address Line 1 * 156 Route 108 Address Line 2 City * Somersworth State * Somersworth State * New Hampshire III Postal Code * 03878 County Usage Type * Business Primary Use For Bulling Remit To Shipping Visibility 2 Public Comments 36			
Address Line 1 * 150 Route 108 Address Line 2 City * Somersworth State * × New Hampshire := Postal Code 03878 County Usage Type * Business Primary Use For Billing Remit To Shipping Visibility ? Public Comments 36	Effective Date *	02/01/2024 💼	
Address Line 2 City Somersworth State Somersworth State Somersworth Usage Type Buliness Primary Use For Buliness Primary Use For Bulines Primary Use For Bulines Primary Stipping Visibility Public Comments 36	Country *	× United States of America	:=
Address Line 2 City Somersworth State Somersworth State Somersworth Usage Type Business Primary Use For Buling Remit To Shipping Visibility Public Comments 36	Address Line 1 *	156 Route 108	
City * Somersworth State * X New Hampshire :::: Postal Code * 03878 County Usage Type * Business Primary :: Use For Billing Remit To Shapping Visibility Public Comments 36	Address Line 2		
State Postal Code O3878 County Usage Type * Business Primary Usa For Billing Remit To Shipping Viability Public Comments 36			
Postal Code * 03878 County USAGE Type * Business Primary Use For Billing Remit To Shipping Visibility Public Comments 36			
County Usage Type * Business Primary Use For Billing Remit To Shopping Visibility Public Comments 36	State *	× New Hampshire	:=
Usage Type * Business Primary Use For Billing Remit To Shipping Visibility Public Comments 36	Postal Code 🛛 *	03878	
Type * Business Primary Use For Billing Remit To Shipping Visibility Comments 36	County		
Type * Business Primary Use For Billing Rennit To Shipping Visibility 2 Public Comments 36	lloogo		
Primary Use For Billing Remit To Shipping Visibility Comments 36			
Use For Billing Remit To Shipping Visibility 2 Public Comments		ness	
Remit To Shipping Visibility Z Public Comments		a	
Visibility Public Comments	Remi	it To	
Comments			
36	_	Public	
	Connents		
	36		
Apply (Cancel			
	Apply	Cancel	

37. Verify or update the **Requisition Type**.

									\otimes
 Requis 	sition	Informa	tion						
Request Date	*	02/01/2	924 🗐						
Currency	*	× USD	··· i=	_					
Requisition Typ	rpe *	× 01.60	oods/Supplies Request 🛛 🗄	37					
High Priority									
Submitted by		inger Brees							
Memo to Supp	oliers								
Internal Memo					<i>2</i>				
internai Memo	5				24				
✓ Goods									
1 item	2								□ ·
+ or	rder	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
$\oplus \bigcirc$	V V	*	× 0100 Mass := General Brigham Incorporated		ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIOXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General ∷≡ SC0287	Quantity * 5	Unit Cost 51:20
			Incorporated		E T PC CAP STRAIGHT	STRAIGHT CS/100EA		Unit of Measure *	
								CASE	
4	_								*
 Servic 	es								*
 Servic Submit 		Save	for Later Continue Shopp	ing ()					۶

38. Select the High Priority checkbox, if applicable.

Notes:

- While optional, the High Priority designation should only be selected for Next Day Shipping.
- If selected, additional charges may incur.

 Req 	uisitior	n Informa	ation						
Request Da	te *	02/01/2	824 🗐						
Currency	*	× USD	··· III						
Requisition	Type *	× 01. G	oods/Supplies Request 🛛 🗄						
High Priorit	у		38						
Submitted I			50						
Memo to Si	ppners								
nternal Me	mo								
∽ Goo	ds								
item									ت ت
	ds _{Order}	Image	Company	Item	Purchase Item	Item Description	*Spend Gategory	*Quantity	Unit Cost
l item		Image	× 0100 Mass :≡ General Brigham	Rem	ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIOXID	Item Description eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	Mari Surra General	*Quantity Quantity * 5	
i item	Order		× 0100 Mass :=	llem	ITM-10000563 - CONNECTOR POR	eM: CONNECTOR PORT	× Med Surg General :=	Quantity * 5 Unit of Measure *	Unit Cost
i item	Order	Image	× 0100 Mass :≡ General Brigham	Rem	ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIOXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General :=	Quantity * 5	Unit Cost Unit Cost 51.20
(+)	Order	Image	× 0100 Mass :≡ General Brigham	Rem	ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIOXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General :=	Quantity * 5 Unit of Measure *	Unit Cost Unit Cost 51.20
i item	Order	Image	× 0100 Mass :≡ General Brigham	Item	ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIOXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General :=	Quantity * 5 Unit of Measure *	Unit Cost Unit Cost 51.20
(+)	Order v v		× 0100 Mass :≡ General Brigham		ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIOXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General :=	Quantity * 5 Unit of Measure *	Unit Cost Unit Cost 51.20

39. Use the Memo fields to communicate with the Supplier and/or Supply Chain.

/ Notes:

- Enter comments or instructions to the Supplier in the "Memo to Suppliers" field.
- Enter comments or instructions to the Buyer, Receiving Specialist, and/or Approvers in the "Internal Memo" field.
 - The "Internal Memo" field will not populate on the Purchase Order document that goes out to the Supplier.

 Requis 	sition	Informa	ation							
equest Date	*	02/01/2	024 💼							
urrency	*	× USD	··· III							
quisition Typ	/pe *	× 01. Go	oods/Supplies Request							
gh Priority										
bmitted by		Ingel Trans								
mo to Supp	pliers									
	0									
					39					P .1
m	s	Image	Company	Item	Purchase Item	Item Description	*Spend Category	"Quantity	Unit Cost	
em Or	s	Image	× 0100 Mass :≡ General Brigham	Rem	Purchase Item ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIXXID	eM: CONNECTOR PORT GAS SAMPLING CARBON	*Spend Category × Med Surg General := SC0287	*Quantity Quantity * 5	Unit Cost Unit Cost 51.20	⊡ . [.]
em 🕀 Ori	S	Image	× 0100 Mass :=	Item	Purchase Item ITM-10000563 - CONNECTOR POR	eM: CONNECTOR PORT	× Med Surg General	Quantity *	Unit Cost	
em 🕘 On	S	Image	× 0100 Mass :≡ General Brigham	Item	Purchase Item ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIXXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General	Quantity * 5 Unit of Measure *	Unit Cost	· · · · · · · · · · · · · · · · · · ·
m	S Irder ♥ ♥	Image	× 0100 Mass :≡ General Brigham	Item	Purchase Item ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIXXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General	Quantity * 5 Unit of Measure *	Unit Cost	*
em (+) Orr (+) (-) (1)	S Irder ♥ ♥	Image	× 0100 Mass :≡ General Brigham	Item	Purchase Item ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIXXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General	Quantity * 5 Unit of Measure *	Unit Cost	*
	s Irder		× 0100 Mass :≡ General Brigham		Purchase Item ITM-10000563 - CONNECTOR POR T GAS SAMPLING CARBON DIXXID	eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General	Quantity * 5 Unit of Measure *	Unit Cost	*

40. Scroll down to the Goods section, then verify the line item details.

					×
 Requisition Information 					1
Request Date * 02/01/2024					
Currency * × USD ··· · · · · · · · · · · · · · · · · ·					
High Priority					
Submitted by					
Memo to Suppliers					
Internal Memo					
	1				
✓ Goods	40				
	40				団 い
1 item					
+ Order Image Company	Item Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
(⊕) ♥ ♥ ► S (Seneral Brigham Incorporated	ITM-10000563 - CONNECTO T GAS SAMPLING CARBON	DIOXID GAS SAMPLING CARBON DIOXIDE T PC CAP	× Med Surg General ∷≡ SC0287	Quantity * 5	Unit Cost 51.20
Incorporated	E T PC CAP STRAIGHT	STRAIGHT CS/100EA		Unit of Measure *	
				CASE	
4					
c					*
 Services 					*
 Services Save for Later Continue Shoppi 	ng) ()				>

41. Scroll right, then review the updated (ad hoc) Ship-To Address details.

 Requisition Inform 	ation							
Request Date * 02/01/2	2024 🗇							
Currency * SD	···							
Requisition Type * × 01. G	ioods/Supplies Request							
High Priority								
Submitted by								
Memo to Suppliers								
Internal Memo								
✓ Goods								
1 item								🖽 ."
nd Category	*Quantity	Unit Cost	Extended Amount	*Deliver-To	*Ship-To Address	Ship-To Contact	*Supplier	Order-F
Med Surg General :=	Quantity *	Unit Cost 51.20	256.00	× 399 Revolution := Drive Somerville	× 156 Route 108 Somersworth, NH		Medline Industries Inc	
	Unit of Measure *			(Land) > MGB MGB	03878 United States of America	41		
	CASE			Administration 6 670 (REV)				*
4								•
 Services 								
Submit Save	e for Later Continue Shoppin	g) (···)						

42. Click Submit.

6/ Notes

- Click "Save for Later" to save the Requisition and edit at a later time. The Requisition will save in Draft Status.
- The Requisition will also save in Draft Status if you have not entered the required information or have unresolved errors.

 Requisition Inf 	formation							
equest Date * 02	2/01/2024 🖹	3						
urrency * ×	USD	=						
equisition Type * ×	< 01. Goods/Su	pplies Request						
ligh Priority								
ubmitted by								
femo to Suppliers								
nternal Memo								
				12				
 Goods 								
								ت 🗆
	Extended Amount	*Deliver-To	*Ship-To Address	Ship-To Contact	*Supplier	Order-From Connection	Supplier Contract	Supplier Item Identifier
	Extended Amount 256.00	× 399 Revolution :=	× 156 Route 108	Ship-To Contact	*Supplier Medline Industries Inc		Supplier Contract	
		× 399 Revolution := Drive Somerville (Land) > MGB	× 156 Route 108 IE Somersworth, NH 03878 United States of			Order-From Connection	Supplier Contract	Supplier Item Identifier
		× 399 Revolution IE Drive Somerville (Land) > MGB MGB Administration 6	× 156 Route 108 :=				Supplier Contract	Supplier Item Identifier
item .		× 399 Revolution := Drive Somerville (Land) > MGB MGB	× 156 Route 108 IE Somersworth, NH 03878 United States of				Supplier Contract	Supplier Item Identifier KNG7018
 Goods Rem 		× 399 Revolution IE Drive Somerville (Land) > MGB MGB Administration 6	× 156 Route 108 IE Somersworth, NH 03878 United States of				Supplier Contract	Supplier Item Identifier
item		× 399 Revolution IE Drive Somerville (Land) > MGB MGB Administration 6	× 156 Route 108 IE Somersworth, NH 03878 United States of				Supplier Contract	Supplier Item Identifier KNG7018
item .		X 349 Recolution III Orive Somerville Cred Mode Administration 6 670 (REV)	× 156 Route 108 IE Somersworth, NH 03878 United States of				Supplier Contract	Supplier Item Identifier KNG7018

43. Verify that the Requisition process has been submitted successfully, then click the Close icon (X).

	Q Sea	rch			ф 🗗 в
Requisitions					Ĕ
Requisitions (Past 6 Months)		Edit Filters	Requisition Details	
Open (16)	Completed (0)			Requesting for	
REQ-10000492 Total Amount: \$25 1 item ∨		(\land)	43	Company 0100 Mass General Brigham Incorporated	
REQ-10000491 Total Amount: \$25 1 item ~		You have submitted!	Involcing	Currency USD (\$) Requisition Type 01. Goods/Supplies Request	
REQ-10000490 Total Amount: \$83 4 items ~		Ordering Receiving	Invoicing	Deliver-To MBB MGB Administration 6 670 (REV)	
REQ-10000488 Total Amount: \$25 1 item ~		Ordered Receiving	Invoicing	Ship-To T56 Route 108 Worktags	
REQ-10000486 Total Amount: \$25 1 item ~		Ordered Receiving	Involcing	Cost Cente: PH1012 Supply Chain Purchasing Fund: FC010 Unrestricted Operating 2 more worktags view all worktags	
REQ-10000485 Total Amount: \$10 4 items ~		Ordering Receiving	Invoicing	Start Requisition Edit Details	

44. Review what is next in the Requisition process.

		Q Search					фа 🚭 в
Requisitions							Ĕ
	Requisitions (Past 6 Months)				Edit Filters	Requisition Details	
	Open (16) Completed (0) REQ-10000492 ··· Total Amount: \$256.00 I item ~	Approved Created on 02/01/2024	Cirdering	Receiving	Invoicing	Requesting for Company 0100 Mass General Brigham Incorporated	
	REQ-10000491 *** Total Amount: \$256.00 1 item ∽	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	Currency USD (\$) Requisition Type 01. Goods/Supplies Request	
	REQ-10000490 ···· Total Amount: \$83.68 4 items ∽	Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Deliver-To MGB MGB Administration 6 670 (REV) Ship-To	
	REQ-10000488 *** Total Amount: \$256.00 1 item ~	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	156 Route 108, Worktags	
	REQ-10000486 ···· Total Amount: \$256.00 1 item ∽	Approved Created on 02/01/2024	© Ordered	Receiving	Invoicing	Cost Center: PH1612 Supply Chain Purchasing Fund: FC010 Unrestricted Operating 2 more worktags 2 more worktags	
	REQ-10000485 *** Total Amount: \$107.86 4 Items ✓	Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Start Requisition Edit Details	

45. Review the Requisition's Fulfillment Status.

		Q Search				4 ⁰⁰ 🔮
equisitions						
	Requisitions (Past 6 Months Open (16) Completed			Edit Filters	Requisition Details Requesting for	
	REQ-10000492 ···· Total Amount: \$256:00 1 item ∨	Approved Created on 02/01/2024	45 Ordering Ret	eiving Invoicing	Company 0100 Mass General Brigham Incorporated	
	REQ-10000491 ··· Total Amount: \$256.00 1 item ∨	Approved Created on 02/01/2024	Ordered Rev	eiving Invoicing	Currency USD (\$) Requisition Type 01. Goods/Supplies Request	
	REQ-10000490 ···· Total Amount: \$83.68 4 items ∨	Approved Created on 02/01/2024	Ordering Rea	eiving Invoicing	Deliver-To MGB MGB Administration 6 670 (REV) Ship-To	
	REQ-10000488 ···· Total Amount: \$256.00 1 item ∨	Approved Created on 02/01/2024	Ordered Rei	eiving Invoicing	Vorktags Cost Center: PH1612 Supply Chain Purchasing	
	REQ-10000486 ···· Total Amount: \$256.00 1 item ∽	Approved Created on 02/01/2024	Ordered Rev	eiving Invoicing	Fund: FCO10 Unrestricted Operating 2 more worktags view all worktags	
	REQ-10000485 ···· Total Amount: \$107.86 4 items ∨	Approved Created on 02/01/2024	Ordering Res	eiving Invoicing	Start Requisition Edit Details	

46. Click the Related Actions icon for the Requisition.

		Q Search					🔎 🗬 в
Requisitions							Ŕ
	-						
	Requisitions (Past 6 Months	i)			Edit Filters	Requisition Details	
	Open (16) Completed ((0)				Requesting for	
	REQ-10000492 Total Amount: \$256.00 T item ∨	46 Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Company 0100 Mass General Brigham Incorporated	
	REQ-10000491 ···· Total Amount: \$256.00 1 item ∽	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	Currency USD (\$) Requisition Type 01. Goods/Supplies Request	
	REQ-10000490 ···· Total Amount: \$83.68 4 items ∽	Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Deliver-To MGB MGB Administration 6 670 (REV)	
	REQ-10000488 ···· Total Amount: \$256.00 1 item ∽	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	Ship-To 156 Route 108 Worktags	
	REQ-10000486 *** Total Amount: \$256.00 1 item >>	Approved Created on 02/01/2024	Ordered	Receiving	Invoicing	Cost Center: PH1612 Supply Chain Purchasing Fund: FC010 Unrestricted Operating 2 more worktags 2 more worktags	
	REQ-10000485 ··· Total Amount: \$107.86 4 items ∨	Approved Created on 02/01/2024	Ordering	Receiving	Invoicing	Start Requisition Edit Details	

• A	Iternativ	ely, you can click to Edit or Cance	i de Requisition de			approved.			
E MENU	ŵ		Q Search					_° ₽	>
Requis	sitions								1
		Requisitions (Past 6 Months) Open (16) Completed (0) REQ-10000492 ··· Approved				Edit Filters	Requisition Details Requesting for		
		Total Amount: \$25 1 item ∨ REQ-10000492 > REQ-10000492 > 1 item ∨ 47		Ordering Ordered	Receiving	Invoicing	Company 0100 Mass General Brigham Incorporated Currency USD (\$) Requisition Type 01. Goods/Supplies Request		
		REQ-10000490 Proved Total Amount: \$83.68 Created on 02/01/2 4 Items ~	024	Ordering	Receiving	Invoicing	Deliver-To MGB MGB Administration 6 670 (REV) Ship-To		
		REQ-10000488 Approved Total Amount: \$256.00 Created on 02/01/2 1 Item V	024	Ordered	Receiving	Invoicing	156 Route 108, Worktags Cost Center: PH1612 Supply Chain Purchasing		
		REQ-10000486 Approved Total Amount: \$256.00 Created on 02/01/2 1 item	024	Ordered	Receiving	Invoicing	Fund: FC010 Unrestricted Operating 2 more worktags 2 more worktags		
		REQ-10000485 *** Approved Total Amount: \$107.86 Created on 02/01/2 4 litems ✓	024	Ordering	Receiving	Invoicing	Start Requisition Edit Details		

48. Review the **Requisition** details.

MENU	Ŵ		Q s	earch
View R	Requisition REQ-10000492			
Company 0100 Mass	s General Brigham Incorporated	Requester Employee:	Status Successfully Completed	Total Amount 256.00 USD
 ∽ Ship 	pping Address			
Deliver-To	© 399 Revolution Drive Somerv	ille (Land) > MGB MGB Adminis	stration 6 670 (REV)	
Ship-To Ad		NH 03878 United States of Am	nerica	
	quisition Information			
Request Da Currency	ate	02/01/2024 USD		
Requisition	п Туре	01. Goods/Supp	lies Request	
High Priorit		No		
	te Requisitions on Purchase Orders	No		
Exclude Sh Memo to Si	hip-To Address when Consolidating Requi			
Internal Me		(empty) (empty)		
> Alte	ernate Address			
	····			

49. Click Alternate Address.

rrency			USD							
uisition	Туре		01. Goods/Supplies Request							
h Priority	/		No							
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Line Q		Company 0100 Mass General Brigham Incorporated	Item Item Item ConvectorPortGasSaMPLING CARBON DiscorPortGasSaMPLING CARBON DiscorP Te CaP STRAIGmore Spend Caregory Mard Stan Gameral SCO087	Quantity	Unit of Measure CASE	Unit Ceet 51.20	Amount	Deliver-To © 399 Revolution Drive Somerville (Land) - MGB MGB Administration 6 670 (REV)	 Xiii (ii) ♥ 0.00 m Ship-To Address ♥ 156 Route 108 Somersworth, NH 03878 United States of America 	Ship-To Cor
Line		0100 Mass General Brigham	Item Item Description M: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGImore	Quantity I Requested I 5 Ordered	Measure		Amount	③ 399 Revolution Drive Somerville (Land) > MGB MGB	Ship-To Address © 156 Route 108 Somersworth, NH 03878 United	* Ship-To Cor

50. Review the Alternate Address details.

O Altern	ate Address
Alternate A	ddress
Effective Date	02/01/2024
Country	United States of America
Enter Western	Codet Ver
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Address Line 1	156 Route 108
Address Line 2	empty)
City	Somersworth
State	New Hampshire
Postal Code	03878
County	(empty)
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51. Scroll down to the Goods Lines section, then review the Goods Lines details.

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L.		0100 Mass General Brigham Incorporated	Item	Requested 5	CASE	51.20	256.00	 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV) 	156 Route 108 Somersworth, NH 03878 United States of America	Supervisor
			Item Description eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGImore	Ordered 5						
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			Med Surg General SC0287							

52. Click the **Process History** tab.

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Line	Image	Company	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	∽ Ship-To Cor
Q		0100 Mass General Brigham Incorporated	Rem Hem Description eff. CONNECTOR PORT GAS SAMPLING GARBON DIOXIDE TPC CAP STRAIGI_more Spend Category Med Sang General SC0287	Requested 5 Ordered 5	CASE	51.20	256.00	③ 399 Revolution Drive Somerville (Lend) > MGB MGB Administration 6 670 (REV)	156 Route 108 Somersworth, NH 03878 United States of America	-

53. Review the Process History details to see the approval requirements and applicable Next Steps.

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Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment		
Requisition Event	Requisition Event	Step Completed	02/01/2024 07:21:01 AM	02/03/2024	dige from	1			
Requisition Event	Complete Questionnaire	Not Required		02/03/2024		0			
Requisition Event	Review Requisition	Not Required		02/03/2024		0			
Requisition Event	Approval by PPE Approver	Not Required		02/03/2024		D			
Requisition Event	Approval by Radiosafety Approver	Not Required		02/03/2024		0			
Requisition Event	Approval by Radiosafety Approver Buyer	Not Required		02/03/2024		D			
Requisition Event	Approval by Project Manager	Not Required		02/03/2024		0			
Requisition Event	Approval by Project Level 2 Approver	Not Required		02/03/2024		0			
Requisition Event	Approval by Project Level 3 Approver	Not Required		02/03/2024		0			
Requisition Event	Approval by Project Level 4 Approver	Not Required		02/03/2024		0			
Requisition Event	Approval by GL Business Owner - Cost Center Level 3	Not Required		02/03/2024		0			
Requisition Event	Approval by Project Manager	Not Required		02/03/2024		D			

Process Complete

Congratulations, you have learned how to Create and Manage a Requisition for Goods / Supplies with an Ad Hoc Shipping Location in Workday!